

# LDR 2001: Introduction to Leadership



**TERM: FALL 2020**

## **INSTRUCTOR**

**Professor: Kiriaki Koymarianos**

**Phone Number:** (727) 244-2680

**Email Info:** ALL email correspondence pertaining to this course *MUST* go through My Courses. To access the professor select "All Faculty" in the "To:" tab. This will send your message to the faculty associated with the course *ONLY* (not all of SPC). If you have questions on how to send emails within My Courses please contact the SPC Technical Support at (727) 341-4357.

**Department Chair: Marta Przyborowski** (727) 341-7973

## **COURSE DESCRIPTION**

This course is an introductory leadership course and emphasis will be placed on students understanding the traits, values, characteristics and developmental tasks that are a foundation for leadership. A primary goal of this course is for students to gain a greater sense of self awareness as a basis for developing their own leadership skills. Focus will be placed on implementing change, vision, diversity, emotional intelligence, and leadership. By the end of the course, students will be able to assess the fundamental characteristics they possess which prepare them for leadership, as well as those areas in which they may need to improve and further develop their skills. 47 contact hours objectives

## **COURSE OBJECTIVES**

By the end of this course the student will have a working knowledge of and be able to:

- Demonstrate an understanding of the definition of leadership and knowledge of what characteristics are part of the nature of leaders.
- Evaluate and develop his/her own personal leadership qualities and traits.
  - Describe how leadership perception, reflection, action, and development build your leadership self.
  - Assess leadership through best practices, measuring the effects of it and researching it.

- Identify leadership methodologies as a systematic approach to achieving management and business goals.
- Develop leadership knowledge and practical leadership skills for the purpose of creating effective and diverse solutions in business and management.
- Utilize team dynamics in the class to develop an understanding of team characteristics.
- Demonstrate an understanding of the critical communication skills for effective leadership.
- Develop an understanding of the role of leadership in strategic planning and resource management for achieving organizational goals.

### **TECHNICAL SUPPORT**

**If you experience technical issues with your computer or My Courses contact the Help Desk. I am unable to assist with technical issues.**

**Do not contact the help desk for questions concerning assignments or to request a drop box be opened to submit an assignment.**

#### **SPC Technical Help Desk**

(727) 341-4357 (HELP)

[onlinehelp@spcollege.edu](mailto:onlinehelp@spcollege.edu)

**For issues with the accompanying textbook and student support resources offered by the publisher contact:**

#### **Cengage**

(800) 648-7450

**Monday – Thursday 8:30 a.m. - 9:00 p.m. EST**

**Friday 8:30 a.m. - 6:00 p.m. EST**

**Email: [cengagebrain.support@cengage.com](mailto:cengagebrain.support@cengage.com)**

**Technical Support: [www.cengage.com/support](http://www.cengage.com/support)**

An updated version of Microsoft Word and Office (98 or above) is required.

**\*\*\*MS Works cannot be used for submissions\*\*\***

### **TEXTBOOK & SOFTWARE REQUIREMENTS**

Students in this course are required to obtain a **NEW** copy of the textbook and software listed below. These materials are offered as a bundle at the SPC Bookstores. Successful completion of this course is dependent on course materials and access to a computer and Internet. The necessary technology is available at all SPCollege campuses for students that do not have access at home or at work.

**IMPORTANT NOTE:** Textbook and technical difficulties are not valid excuses for extensions or missed assignments. This is an 8 WEEK format class that does not afford much time for addressing delays due to these types of difficulties. Insuring access to these items for the duration of the course is the student's responsibility.

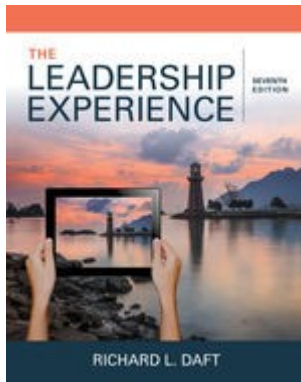
**TEXTBOOK:**

The Leadership Experience, 7th Edition

**Author:** Richard L. Daft

**Publisher:** Thomson South-Western

- Daft 7th ©2018 [Bundle: The Leadership Experience, Loose-Leaf Version, 7th + MindTap](#)  
ISBN: 9781337370004
- Daft 7th ©2018 [MindTap Management, 1 term \(6 months\) Printed Access Card for Daft's The Leadership Experience...](#) ISBN: 9781337102315



**(STOCK IMAGE—ACTUAL BOOK COVER MAY BE DIFFERENT)**

[www.cengagebrain.com](http://www.cengagebrain.com)

**Registration:**

- 1) Connect to: <http://login.cengagebrain.com> via the Cengage Folder in your course content
- 2) Follow the prompts to register your CengageNow course

**SPC has a NEW BOOKSTORE VENDOR**

**Barnes & Noble College**

<http://spcollege.bncollege.com>

**PREREQUISITES**

There are no prerequisite courses for enrollment in this course. Basic SPCollege rules of student admissions and course enrollment do apply. If you have questions regarding matters of enrollment please speak with your Academic Advisor or contact a MAP Center at one of our campuses for assistance and guidance.

## **TENTATIVE COURSE SCHEDULE**

### **Online Participation**

The atmosphere of the class is open, non-critical, exploratory, and opinion-forming. Honest academic search for facts, current status, and investigation occurs in an open, risk-free type situation. Ask your questions, formulate your thoughts and learn to express them to the class, while being open to and respectful of others' beliefs, values, and contributions. **Weekly participation grades are based on each student participating on the course assignments every week.** (Online weeks start on Mondays).

### **Exams**

There will be both an online midterm and an online final examination for this course. The format for both the Mid Term and Final exams is as follows: Each Exam consists of 50 questions that are worth 2 points each. The exam will time out at 90 minutes from the time the student starts taking it. No re-takes of the Mid Term and Final Exams will be allowed so please make sure to be at an area with trusted internet network when you start taking your exam. Students will have the entire exam week to complete the exam. All exams are located on your CengageNow website.

Below is an outline of the content and activities for each week of the course. This is intended to serve as a guideline and is subject to change. Students are required to check the Announcements page of the course, emails from the professor, and the course calendar to stay current with all assignments. All email communication will be conducted by using MyCourses.

### **Weekly Quizzes**

There are weekly quizzes associated with every chapter. They are located on your CengageNow website.

<b>Week #</b>	<b>Topics and Weekly Assignments</b>
<b>1 &amp; 2</b>	Module # 1 <b>Chapter 1:</b> What does it Mean to be a Leader? <b>Chapter 2:</b> Traits, Behaviors, and Relationships <b>Chapter 3:</b> Contingency Approaches to Leadership  <b>Weekly Assignments</b>
<b>1 &amp; 2</b>	Module # 2 <b>Chapter 4:</b> The Leader as an Individual <b>Chapter 5:</b> Leadership Mind and Emotion  <b>Weekly Assignments</b>
<b>3 &amp; 4</b>	Module # 3 <b>Chapter 6:</b> Courage and Moral Leadership <b>Chapter 7:</b> Followership  <b>Weekly Assignments</b>
<b>3 &amp; 4</b>	Module # 4 <b>Chapter 8:</b> Motivation and Empowerment <b>Chapter 9:</b> Leadership Communication  <b>Midterm Chapters 1-9 &amp; Weekly Assignments</b>
<b>5 &amp; 6</b>	Module # 5 <b>Chapter 10:</b> Leading Teams <b>Chapters 11:</b> Developing Leadership Diversity  <b>Weekly Assignments</b>
<b>5 &amp; 6</b>	Module # 6 <b>Chapter 12:</b> Leadership Power and Influence  <b>Chapters 13:</b> Creating Vision and Strategic Direction  <b>Weekly Assignments</b>

<b>Week #</b>	<b>Topics and Weekly Assignments</b>
<b>7 &amp; 8</b>	Module # 7 <b>Chapter 14:</b> Shaping Culture and Values  <b>Weekly Assignments Due</b>
<b>7 &amp; 8</b>	Module # 8 <b>Chapter 15:</b> Leading Change  <b>Final Exam Chapters 10-15 &amp; Weekly Assignments</b>

### **ASSIGNMENTS**

**Assignments are due by 11:55 PM on Sunday evenings.**  
**UNLESS OTHERWISE NOTED by the Instructor**  
**SPC servers monitor official time. Please do your best to not wait until the last minute to submit an assignment!**

**Late Submissions & Extenuating Circumstances:** If you have extenuating circumstances that prevent you from meeting a deadline, completing a projects, quiz, or participating in the class, please contact the instructor to make alternative arrangements. The possibility of alternative arrangements **is at the discretion of the instructor.** Active communication is the key to overcoming any hurdles you may encounter during the term. **A penalty may or may not be assigned,** at the discretion of the faculty member. **All requests for extensions must be made in writing (via email through MyCourses) and supporting documentation may be required for extensions to be granted.**

## GRADEBOOK GUIDELINES

<b>Module #</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>	<b>8</b>	<b>Total</b>
<b>Weekly Assignments</b>	118	86	59	70	78	77	51	36	575
<b>Exams / Quizzes</b>	45	30	30	100 / 30	30	30	15	100 / 15	425
<b>Total Points</b>									<b>1000</b>

<b>Total Points</b>	<b>Letter Grade</b>	<b>Percentage Approx</b>	<b>Grade Point</b>
900-1000	A	90 - 100%	4.0
800-899	B	80 - 89%	3.0
700-799	C	70 - 79%	2.0
600-699	D	60 - 69%	1.0
599-000	F	0 - 59%	0

Total Points	Letter Grade	Percentage Approx	Grade Point
	W	Withdrawal – system generated	N/A
	WF	Withdrawal Failure – system generated	0
	AU	Audit	N/A
	I	Incomplete	N/A

Not all students can expect an A grade for this course! Being awarded an A indicates that the student has an excellent grasp of the various topics and has demonstrated an ability to apply them accurately, precisely, and with a clear understanding of their implications on the situation. Being awarded a B indicates proficiency in applying the topics, but not as clear an appreciation of the subtleties of the topics. Being awarded a C indicates that the student has a limited understanding of the topics, but has failed to apply them accurately or properly interpret their meaning. An F indicates that the student has not grasped the topics and has not demonstrated an ability to apply them to solving problems.



## **ATTENDANCE POLICY**

It is important that students log into their course during the first two weeks of class AND actively participate to insure they do not get dropped from the class. If you are registered for a blended or F2F section of this course you must attend the class sessions on campus during weeks 1 & 2 to insure you do not get dropped from the course.

Merely logging into your course during the first two weeks does NOT constitute participation. ACTIVE PARTICIPATION FOR THIS COURSE WILL BE MEASURED BY SUBMITTING YOUR WEEKLY ASSIGNMENTS BY SUNDAY NIGHT.

I will verify that students are in attendance at least once each week during the first two weeks of class. Students classified as "No Show" for both of the first two weeks will be administratively withdrawn.

Immediately following the 60% point of the term, I will verify which students are actively participating in class. Students classified as not meeting the criteria for active class participation will be administratively withdrawn with a "WF". Students will be able to withdraw themselves at any time during the term. However, requests submitted after the 60% deadline will result in a "WF".

**If some event interferes with submitting your course work, notify your instructor before assignments are due. No late assignments will be accepted if you fail to notify and confirm arrangements with your instructor. Additional work to improve grades WILL NOT be allowed.**

**Students who register after the session has begun will be responsible for any assignments or material already covered.**

## **SPC TUTORING & RESOURCES**

We offer many different types of [tutoring for ALL SPCollege students](#) at all campuses. Additionally, we have writing support and library research support services. If you feel you would benefit from additional assistance, do not hesitate to contact your SSS (Student Support Services) Office, your Academic Advisor or your professor.

**TUTORING IS NOW AVAILABLE FOR BUSINESS CLASSES & OTHER AREAS.** Contact your HOME campus or visit the following link for details:  
**SPC All Campuses:** <http://www.spcollege.edu/tutoring/>

**SEMINOLE Campus:** <http://www.spcollege.edu/se/campus/commons/index.htm>

*Remember we are here to help you. All you have to do is ask!*

## **ONLINE COMMUNICATIONS GUIDELINES**

### **Netiquette**

Interactions in an online classroom are in written form. Your comfort level with expressing ideas and feelings in writing will add to your success in an online course. The ability to write is necessary, but you also need to understand what is considered appropriate when communicating online. The word "netiquette" is short for "Internet etiquette." Rules of netiquette have grown organically with the growth of the Internet to help users act responsibly when they access or transmit information online. As a student, business person or potential entrepreneur you should be aware of the common rules of netiquette for the Web and employ a communication style that follows these guidelines. Of course you can find a great deal of information on this topic on-line.

### **Rules of Thumb**

- Be considerate. Rude or threatening language, inflammatory assertions (often referred to as "flaming"), personal attacks, and other inappropriate communication will not be tolerated.
- Never post a message that is in all capital letters -- it comes across to the reader as SHOUTING!
- Use boldface and italics sparingly, as they can denote sarcasm.
- Keep messages short and to the point.
- Always practice proper spelling, good grammar, punctuation, and composition in all course emails. It is reflection of your student and work ethic.
- Do not write in "text code" when emailing your professor.
- Keep in mind that threaded discussions are meant to be constructive exchanges.
- Remember that your emails are all saved throughout the duration of the course and archived with SPC at the conclusion of the term.
- Be respectful and treat everyone as you would want to be treated yourself.
- If you receive an upsetting email or post "cool off" before you respond.
- Spell check!

## POLICIES

### **Cheating on Examinations and Assignments**

Academic misconduct consists of cheating of any kind with respect to examinations and assignments as well as the unauthorized possession and/or use of exams, papers, and materials. Cheating includes unauthorized use of "crib" notes, "cheat sheets", cell-phones, PDA's, I-Pods, and collusion with other students. Additionally the use of test banks, answer keys, stolen exams and instructor's manuals are expressly forbidden from usage by students at anytime during this course.

**Plagiarism:** as defined by the Little, Brown Essential Handbook for Writers, 4th edition, is the presentation of someone else's ideas or words as your own. Whether deliberate or accidental, plagiarism is a serious and often punishable offense (Aaron, 2001).

**Deliberate plagiarism:** is copying a sentence from a source and passing it off as your own and, summarizing someone else's ideas without acknowledging your debt (ex. buying a term paper and handing it in as your own) (Aaron, 2001).

**Accidental plagiarism:** is forgetting to place quotation marks around another author's or writer's words, omitting a source citation because you're not aware of the need for it, or carelessly copying a source when you mean to paraphrase (Aaron, 2001).

### **Guidelines**

"Give credit where credit is due. Inevitably, you will use other people's discoveries and concepts. Building on them creatively. But do not compromise your honor by failing to acknowledge clearly where your work ends and that of someone else begins." (USNA, 2004)

**Papers will be routinely and randomly submitted to [www.turnitin.com](http://www.turnitin.com) for review.** In the absence of guidance from the instructor, reference the **APA Style Manual**. If you need assistance do not hesitate to visit an SPC campus library <http://www.spcollege.edu/libraries/> or use the Cyber Librarian support service at **Ask A Librarian?** [www.askalibrarian.org](http://www.askalibrarian.org)

## **Discipline for Academic Misconduct**

The instructor has the authority to determine whether plagiarism or cheating has occurred. Appropriate action will be taken by the instructor and SPC depending upon the nature of the infraction. Review the information in the link provided to insure a clear understanding of the SPC policies and rules for academic honesty. <http://www.spcollege.edu/academichonesty/>

**Expulsion:** Deliberate plagiarism is unethical and dishonorable! In cases of *deliberate plagiarism and cheating*, the student is subject to immediate dismissal from the program. In these cases, due process is afforded through the appeals process.

**Failing Grade:** Accidental plagiarism, or sloppy scholarship, is academically unacceptable. In cases of accidental plagiarism, the professor/instructor has the authority to issue a failing grade for the assignment or the course depending upon the severity of the infraction. In these cases, the decision of the faculty member is final.

## **SYLLABUS ADDENDUM**

**Link for revised syllabus addendum:**  
<http://www.spcollege.edu/addendum/>

***In the event that topics listed in this addendum also appear in your syllabus, please note that you should rely on the addendum information as the most current and correct information.***

**KEY TOPICS COVERED IN THE ADDENDUM INCLUDE BUT ARE NOT LIMITED TO:**

- **COLLEGE POLICY REGARDING COURSE DROP-ADD PERIOD AND AUDIT INFORMATION**
  - **GRADING AND REPEAT COURSE POLICIES**
  - **ATTENDANCE/ACTIVE PARTICIPATION/WITHDRAWAL POLICIES**
  - **CAMPUS SAFETY AND SECURITY**
  - **SEXUAL PREDATOR INFORMATION**
  - **SPECIAL ACCOMMODATIONS**
- LIBRARY SERVICES** <http://www.spcollege.edu/central/libonline/>

- **FEDERAL GUIDELINES RELATED TO FINANCIAL AID AND TOTAL WITHDRAWAL FROM THE COLLEGE**
- **ACADEMIC HONESTY**
- **STUDENT EXPECTATIONS**
- **[EMERGENCY PREPAREDNESS](#)**
- **LIBRARY SERVICES**

### **[Helpful SPC links](#)**

#### **ACADEMIC HONESTY**

**<http://www.spcollege.edu/academichonesty/>**

#### **CAMPUS SAFETY AND SECURITY**

**<http://www.spcollege.edu/safety/>**

#### **SEXUAL PREDATOR INFORMATION**

**<http://offender.fdle.state.fl.us/offender/homepage.do>**

#### **SPECIAL ACCOMMODATIONS**

**[http://www.spcollege.edu/central/hr/accommodations\\_manual.htm](http://www.spcollege.edu/central/hr/accommodations_manual.htm)**

#### **LIBRARY SERVICES**

**<http://spcollege.edu/libraries/>**

### **[Helpful Cengage link](#)**

#### **MindTap LMS Brief Student User Guide.**

This brief student user guide, created specifically for students, explains key topics including registration and sign-in assignment completion and how to monitor your process. Click on the link below or copy and paste it in your browser in order to access your student guide resources.

**[http://embed.widencdn.net/pdf/plus/cengage/vajgdewhar/gui\\_mt-brightspace-stu-quick-guide.pdf?u=c8lcjz](http://embed.widencdn.net/pdf/plus/cengage/vajgdewhar/gui_mt-brightspace-stu-quick-guide.pdf?u=c8lcjz)**