

## SYLLABUS

1. **Chaminade University, School of Business**
2. **Mission Statement:** Chaminade University offers its students an education in a collaborative learning environment that prepares them for life, service and successful careers. Guided by its Catholic, Marianist and liberal arts educational traditions, Chaminade encourages the development of moral character, personal competencies, and a commitment to build a just and peaceful society. The University offers both the civic and church communities of the Pacific region its academic and intellectual resources in the pursuit of common aims.
3. **Course:** MBA 600, Leading People in Organizations
4. **Term:** Winter 2011
5. **Instructor:** Dr. Tod Outlaw
6. **Office Phone and email:** (808) 221-4920 [michael.outlaw@adjunct.chaminade.edu](mailto:michael.outlaw@adjunct.chaminade.edu)
7. **Office Hours, Building, and Location:** Virtual office hours. E-College is accessed daily.
8. **Class Meeting Time and Location:** Class is 100% through E-College.
9. **Catalog Description:** MBA 600 Leading People in Organizations - Provides concepts and best practices for leading individuals and groups toward working more effectively. Central issues include dealing with different personalities, motivating others, using people's best abilities, and building social influence and personal power. Examines impact of management culture and organizational structure on success of individuals and teams. Attention given to strategic and political dimensions of leadership in organizations.
10. **Prerequisites:** None.
11. **Required Textbook and Resources:**

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
<a href="#"><u>The Art and Science of Leadership</u></a>	Nahavandi	5th	2009	Pearson	0-13-604408

12. **Optional Materials:** None
13. **Course Outcome Competencies:**

Upon completion of this course the student should be able to:

- Compare and contrast the eight roles of leadership.
- Describe how leaders communicate effectively.
- Describe how to build effective teams.
- Explain why conflict is considered “productive tension.”
- Describe the core competencies of leadership.
- Develop and communicate a vision, goals, and objectives.
- Describe a productive work environment.
- Describe the essential components of managing change.

**14. Attendance Requirements:** Attendance is very important to your success in this class. This “attendance” involves completion of assignments in a timely manner as well as timely participation in Discussion Board. Tests may be made up (with a penalty of 20% per day for lateness), and the paper will have a 20% penalty per day for lateness as well; but no other aspect of this course may be made up at a later date. Meeting deadlines is very important. In the event of a missed assignment or activity, it is the student’s responsibility to contact the instructor. Absences will affect your grade. Missing more than 25% of the assignments will result in a failing grade for the course.

**15. Disability Statement:** “In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Chaminade University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. Documentation of a disability must accompany any request for accommodations.”

**16: Course Requirements and Grading Criteria:**

**Grading Criteria:**

Participation in Discussion Board	60%
Paper	20%
Midterm	10%
Final	10%

If the midterm and/or final are not completed, the student will not receive credit for the course.

**Grading Scale:**

100-90	A
89-80	B
79-70	C
69-60	D
Below 60	F

W=	Approved Withdrawal
WP=	Approved Withdrawal Passing
WF=	Withdrawal Failing
I=	Incomplete

**17. Tentative Schedule: (Calendar, Topics, Assignments)**

**Assignments:**

January 10	Introductions Syllabus review Chapter 1 Brainstorming research paper topics
January 17	Present one article concerning leadership behavior Chapter 2
January 24	Present one article concerning leading cultural change

### **Chapter 3**

<b>January 31</b>	<b>Present one article concerning modern leadership Chapters 4/5 Review for mid-term exam</b>
<b>February 7</b>	<b>Mid-term exam</b>
<b>February 14</b>	<b>Present one article concerning inspirational leadership Chapters 6/7</b>
<b>February 21</b>	<b>Present one article concerning servant leadership Chapters 8/9</b>
<b>February 28</b>	<b>Present one article concerning leadership development Chapter 10 Review for final exam</b>
<b>March 7</b>	<b>Final exam</b>
<b>March 14</b>	<b>Review and reflection Paper due on March 14</b>

**All chapters will be covered.**

**Professor reserves the right to alter this schedule as needed.**

**Please be sure to ask if you have questions or concerns during this course. Remember that, while you are a student, you are also teaching the class that which your education and experiences have taught you.**

#### **18. Additional information as desired by the faculty member**

**Class Participation:** Class participation is a very important part of education. This class requires active class participation. Many classes begin with a basic question that appears clear-cut, and the class participation is what helps add to the complexity that is critical for solving problems and understanding processes. Students are strongly encouraged to participate in class.

#### **Other Important Information:**

- 1. Homework is due at deadlines.**
- 2. Late homework will not be accepted.**
- 3. Written work is graded on the basis of content first, but also on the quality of grammar and punctuation.**
- 4. All postings should be clearly presented and bulleted when possible.**
- 5. Questions concerning grades received should be resolved within one week after the assignment has been returned.**
- 6. Unless noted as a group assignment, all work should be original work of the individual student.**
- 7. Academic honesty is expected of all students. Plagiarism, cheating, and other acts that lack academic honesty may result in a zero on the particular assignment.**
- 8. Students will need to use the Internet to access some assignments.**
- 9. Always contact the professor if you need assistance.**

**Article Presentations:** In order to better understand and participate in the stages of the study of leadership, students will be required to submit examples of relevant topics. The format for the articles will be described in class, and when presented they will be graded based upon quality and relevance to the topic being discussed. They may also be graded based upon the amount of class discussion that ensues when the summary is presented.

**Term Paper:** Students will complete one research paper for this class. The paper should be a minimum of ten pages of content, excluding coversheet, abstract and references, and should utilize at least ten references, five of them scholarly. Papers must utilize APA format. Topics for papers must also be pre-approved by the professor.

#### **STATEMENTS:**

**“This class will adhere to zero tolerance for using someone else’s work as your own.”**

**“Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Chaminade University Academic Catalog applicable to their curriculum and/or program of study.”**