



**Course Syllabus: Leadership in the Workplace**  
West College of Education and Professional Studies  
ADED 3213 X 11  
Fall 2026  
Online

**Contact Information**

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**Course Description**

Provides an applied understanding of leadership functions to prepare individuals to effectively mentor and develop tomorrow's leaders while leading and managing today's organizations. Focuses on critical knowledge and skills necessary to carry out organizational goals and objectives.

**Textbook & Instructional Materials**

See outside course readings in module, no textbooks required.

**Student Handbook**

Refer to: [Student Handbook](#)

**Instructor Response Policy**

Please feel free to contact me via cell phone BUT you need to leave a voice or text message so that I can get back to you. I will respond within 24 hours M-F

**Academic Misconduct Policy & Procedures**

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.  
[Office of Student Conduct](#)

## **Moffett Library**

Moffett Library provides resources and services to support student's studies and assignments, including books, peer-reviewed journals, databases, and multimedia materials accessible both on campus and remotely. The library offers media equipment checkout, reservable study rooms, and research assistance from librarians to help students effectively find, evaluate, and use information. Get started on this [Moffett Library webpage](#) to explore these resources and learn how to best utilize the library.

## **Course Objectives and Learning Outcomes**

### **Course Objectives:**

- Develop a Comprehensive Understanding of Leadership Foundations: Gain in-depth knowledge of the fundamental theories and principles of leadership and how they apply to contemporary organizational contexts.
- Foster Critical Thinking and Ethical Decision-Making: Enhance students' abilities to critically assess leadership challenges and make ethical decisions that align with organizational values.
- Cultivate Effective Team-Building Skills: Equip students with the tools and strategies to build, manage, and lead high-performing teams in organizational environments.
- Encourage Self-Reflection and Personal Leadership Development: Promote continuous self-reflection to help students identify their leadership styles and develop personal leadership philosophies.
- Enhance Communication and Mentoring Skills: Prepare students to effectively communicate, mentor, and develop the next generation of leaders within their organizations.

### **Learning Outcomes:**

By the end of the course, students will be able to:

- Analyze Key Leadership Theories: Critically evaluate various leadership theories and apply them to real-world organizational scenarios.
- Demonstrate Ethical Leadership Practices: Identify and navigate ethical dilemmas in leadership, demonstrating the ability to make decisions that reflect integrity and social responsibility.
- Construct a Personal Leadership Philosophy: Develop a well-articulated personal leadership philosophy informed by self-reflection and analysis of established leadership theories.
- Lead and Facilitate Team Dynamics: Effectively lead team projects and discussions, fostering collaboration and ensuring alignment with organizational goals.
- Assess Organizational Ethos: Evaluate and propose strategies for creating and sustaining a positive and productive organizational environment.
- Apply Leadership Skills in Practical Settings: Demonstrate the ability to apply leadership skills in various organizational contexts, including mentoring, conflict

resolution, and strategic planning.

## Grading

*Table 1: Points allocated to each assignment*

| Assignments                                         | Points |
|-----------------------------------------------------|--------|
| Discussions (5 at 50 points each)                   | 250    |
| Journal Entries (5 at 50 points each)               | 250    |
| Personal Theory of Leadership (4 at 80 points each) | 320    |
| Mid-term Quiz                                       | 180    |
| Total Points                                        | 1000   |

*Table 2: Total points for final grade.*

| Grade | Points        |
|-------|---------------|
| A     | 900           |
| B     | 800 to 899    |
| C     | 700 to 799    |
| D     | 600 to 699    |
| F     | Less than 600 |

## Discussions

Students will complete four discussion assignments designed to connect course concepts with their practicum experiences. Discussions will provide opportunities to reflect on observations, professional practices, ethical considerations, and lessons learned while working alongside professionals in the field.

## Journal Entries

You will create a weekly journal to reflect on your thoughts, feelings, and observations of the weekly course material. Each journal entry must be at least 250 words and written in APA format. A template has been provided to assist with this assignment. Your journal entries should be honest, thoughtful, and well-written. Use specific examples, evidence, or references to course materials to support your reflections. See details in D2L.

## Theory of Leadership Project

Leadership is a critical concept in various fields, including business, politics, education, and social organizations. Understanding the different theories of leadership can provide insights into the qualities, behaviors, and approaches that effective leaders exhibit. In this assignment, you will delve into various theories of leadership and analyze their implications for real-world leadership practices. Each part should be at least 500 words and in APA format, with appropriate citations when referencing sourced material. Use specific evidence or references to course materials to support your reflections. A template is provided for your

reference and to assist with formatting. See details in D2L.

### **Midterm Quiz**

This course does include a mid-term quiz. The quiz is designed to assess your understanding of the key concepts, terminology, and course content covered during the first half of the semester. Students should review all assigned readings, course materials, activities, and other content from the applicable modules in preparation for the quiz. Additional information regarding the quiz, including the due date and specific expectations, will be provided in D2L.

### **Important Dates**

- Last day for term schedule changes: Check date on [Academic Calendar](#).
- Deadline to file for graduation: Check date on [Academic Calendar](#).
- Last Day to drop with a grade of "W:" Check date on [Academic Calendar](#).
- Refer to: [Drops, Withdrawals & Void](#)

## Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

## Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. ***\*Assignments and tests are due by the due date, and personal computer technical difficulties will not be considered reason for the instructor to allow students extra time to submit assignments, tests, or discussion postings.*** Computers are available on campus in various areas of the buildings as well as the Academic Success Center. ***\*Your computer being down is not an excuse for missing a deadline!!*** There are many places to access your class! Our online classes can be accessed from any computer in the world which is connected to the internet. Contact your instructor immediately upon having computer trouble. If you have technical difficulties in the course, there is also a student helpdesk available to you. The college cannot work directly on student computers due to both liability and resource limitations however they are able to help you get connected to our online services. For help, log into [D2L](#).

## Recording Classes

***\*Recording classes is generally prohibited without the professor's explicit permission.*** Such recordings, when permitted, are for personal use only and may not be uploaded to the internet or otherwise shared, transmitted, or published without the professor's prior consent. Some faculty may not permit recordings of their classes. When it is feasible and appropriate, students may record classes to accommodate disabilities under the Americans With Disabilities Act, with prior approval of Disability Support Services. Such recordings may not be uploaded to the internet or otherwise shared, transmitted, or published.

## Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

## **Refund and Repayment Policy**

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

## **Services for Students with Disabilities**

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Student Wellness Center, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

## **Emergency Aid Resources for Basic Needs**

Unexpected life circumstances can affect anyone. If you are experiencing challenges meeting basic needs—such as housing, utilities, food, transportation, healthcare, technology, textbooks or other life necessities, resources may be available to help. Visit the [Student Emergency Support and Resources webpage](#) to learn more, and explore emergency support opportunities through MSU and how to access them. For additional information, please contact the Office of Student Affairs: Clark Student Center #108, (940) 397-7500, [student.affairs@mstuexas.edu](mailto:student.affairs@mstuexas.edu).

## **College Policies**

### *Campus Carry Rules/Policies*

Refer to: [Campus Carry Rules and Policies](#)

### *Smoking/Tobacco Policy*

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

### Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Midwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

### Campus Carry

Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes has prohibited. The new Constitutional Carry law does not change this process. Concealed carry still requires a License to Carry permit, and openly carrying handguns is not allowed on college campuses. For more information, visit [Campus Carry](#).

### Active Shooter

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor. Please review the information provided by MSU Police Department regarding the options and strategies we can all use to stay safe during difficult situations. For more information, visit [MSUReady – Active Shooter](#). Students are encouraged to watch the video entitled “*Run. Hide. Fight.*” which may be electronically accessed via the University police department’s webpage: [“Run. Hide. Fight.”](#)

### Title 9

Obligation to Report Sex Discrimination under State and Federal Law-Midwestern State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. State and federal law require University employees to report sex discrimination and sexual misconduct to the University’s Office of Title IX. As a faculty member, I am required to report to the Title IX Coordinator any allegations, personally observed behavior, or other direct or indirect knowledge of conduct that reasonably may constitute sex discrimination or sexual misconduct, which includes sexual assault, sexual harassment, dating violence, or stalking, involving a student or employee. After a report is made, the office of Title IX will reach out to the affected student or employee in an effort to connect such person(s) with resources and options in addressing the allegations made in the report. You are also encouraged to report any incidents to the office of Title IX. You may do so by contacting:

- Laura Hetrick

- Title IX Coordinator
- Sunwatcher Village Clubhouse
- 940-397-4213
- laura.hetrick@msutexas.edu

You may also file an online report 24/7 at Online Reporting Form

Should you wish to visit with someone about your experience in confidence, you may contact the MSU Counseling Center at 940-397-4618. For more information on the University's policy on Title IX or sexual misconduct, please visit Title IX Website

### **Grade Appeal Process**

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University [MSU Catalog](#)

**\*Notice:** Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

### **Course Schedule:**

| <b>Week or Module</b> | <b>Activities/Assignments/Exams</b>       | <b>Due Date</b>                          |
|-----------------------|-------------------------------------------|------------------------------------------|
| Week 1 8/24           | Late Registration                         | N/A                                      |
| Week 2 8/31           | Module 1-Foundations of Leadership Module | SEP 6 11:59 PM<br>Discussion 1 - Due     |
| Week 3 9/7            | Module 1-Foundations of Leadership Module | SEP 13 11:59 PM<br>Journal Entry 1 - Due |
| Week 4 9/14           | Module 1-Foundations of Leadership Module | SEP 21 11:59 PM<br>Discussion 2 - Due    |
| Week 5 9/21           | Module 1-Foundations of Leadership Module | SEP 27 11:59 PM<br>Journal Entry 2 - Due |
| Week 6 9/28           | Module 2-Positive Work Environments       | OCT 4 11:59 PM<br>Discussion 3 - Due     |

| <b>Week or Module</b> | <b>Activities/Assignments/Exams</b>                 | <b>Due Date</b>                                                        |
|-----------------------|-----------------------------------------------------|------------------------------------------------------------------------|
| Week 7 10/5           | Module 2-Creating a Work Culture                    | OCT 11 11:59 PM<br>Journal Entry 3 - Due                               |
| Week 8 10/12          | Module 2-Creating a Work Culture                    | OCT 18 11:59 PM<br>Leadership Theory 1- Due                            |
| Week 9 10/19          | Module 2-Creating a Work Culture                    | OCT 25 11:59 PM<br>Midterm Quiz – Due                                  |
| Week 10 10/26         | Module 2-Creating a Work Culture                    | NOV 1 11:59 PM<br>Discussion 4 – Due                                   |
| Week 11 11/2          | Module 2-Creating a Work Culture                    | NOV 8 11:59 PM<br>Journal Entry 4 – Due                                |
| Week 12 11/9          | Module 2-Creating a Work Culture                    | NOV 15 11:59 PM<br>Leadership Theory 2 - Due                           |
| Week 13 11/16         | Module 3-Building a Team and Ethical Considerations | NOV 22 11:59 PM<br>Theory of Leadership 3 – Due<br>Discussion 5 - Due  |
| Week 14 11/23         | Thanksgiving Break                                  | N/A                                                                    |
| Week 15 11/30         | Module 3-Building a Team and Ethical Considerations | DEC 6 11:59 PM<br>Theory of Leadership 4– Due<br>Journal Entry 5 – Due |

| Week or Module | Activities/Assignments/Exams | Due Date |
|----------------|------------------------------|----------|
|                |                              |          |