ADED 3213: Leadership in the Workplace
Gordon T. & Ellen West College of Education
ADED 3213
Fall 2023 Part of Term B

Contact Information

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Instructor Response Policy

Email is my preferred method of communication.

Please include ADED 3213 in the title of any email communication.

I will respond to emails within 24 hours during the weekdays.
Please expect a 48-hour response on weekends and holidays.

If you need to contact me via phone or Zoom, please email me your phone
number, and I will schedule a time to connect with you.

Textbook & Instructional Materials

Association, A. P. (2019). *Publication manual of the American Psychological
    Association: 7th edition, official, 2020 copyright*. American Psychological
    Association (APA).

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.

Course Objectives/Learning Outcomes/Course Competencies

Satisfactory completion of the course will document that students have demonstrated the ability to:
1. Students will examine sport, recreation, and leisure organizations relative to structure, philosophy, programming and cultural responsiveness.
2. Students will examine organizational inclusiveness relative to age, ability, race and ethnicity, gender, sexual orientation, and social class.
3. Students will examine attitudes and beliefs regarding culturally diverse populations, organizations, and services.

Midwestern State University Student Honor Code

As an MSU Student, I pledge not to lie, cheat, steal, or help anyone else do so." As students at MSU, we recognize that any great society must be composed of empowered, responsible citizens. We also recognize universities play an important role in helping mold these responsible citizens.

Student Handbook

Refer to: Student Handbook-2023-24

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Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individual's to whom credit is given).

Statement regarding artificial intelligence or AI: Since writing, analytical, and critical thinking skills are part of the learning outcomes of this course, all writing assignments should be prepared by the student. Developing strong competencies in this area will prepare you for a competitive workplace. Therefore, AI-generated submissions are not permitted and will be treated as plagiarism.

Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.
Office of Student Conduct

Grading/Assignments

Table 1: Points allocated to each assignment –

Assignments	Points
Flipgrid Discussions (6 at 20 points each	120
Journal Entries (6 at 20 points each)	120
Personal Theory of Leadership (5 at 42 points each)	210
Total Points	450

Table 2: Total points for final grade.

Grade	Points
A	405-450
B	360-404
C	315-359
D	270-314
F	Less than 269

Extra Credit
There are no extra credit opportunities available for this course.

Late Work
Assignments for the course must be submitted or posted by the established due dates. The discussion board will be locked and the class has moved on. The policy for late submission of individual assignments to the drop box is outlined further in the syllabus. Keep in mind that late postings and late submission of assignments inconveniences yourself and others. I understand emergencies arise. Communicating with me is key!

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.

Attendance

My expectation is that you will be present for class on the first day. Attendance is verified when you check into D2L assignments at least twice a week. Excessive absences (not signing into D2L, noncompliance with assignments, and lack of participation on the discussion board) are indicators of non-compliance with the course and may lead to an administrative drop from the course.

An instructor who has an attendance policy must keep records on a daily basis. The instructor must give the student a verbal or written warning prior to being dropped from the class. Instructor's records will stand as evidence of absences. A student with excessive absences may be dropped from a course by the instructor. Any individual faculty member or college has the authority to establish an attendance policy, providing the policy is in accordance with the General University Policies.

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 that 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.

Drop box Submission for Assignments

Your individual drop box is connected to your individual gradebook. Your gradebook is activated when there is an assignment in the drop box for me to grade or view. Your work must be submitted to the drop box and NOT in an email to me. If there is nothing in the drop box there is nothing for me to grade. Although this is your individual drop box your name should be on all work that you author and submit to your drop box. When I print your work and no name is on the document it causes confusion, delays, and problems.

Assignments are due to the drop box before the indicated deadline. Sorry, assignments submitted one minute after the assignment deadline are time-clocked as late and points are deducted.

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 Clark Student Center, Room 168, (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.

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 MSU TEXAS 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 Safety / Emergency Procedures. 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."

Grade Appeal Process

Update as needed. Students who wish to appeal a grade should consult the Midwestern State University MSU Catalog

Syllabus Disclaimer

Changes in the course syllabus, assignments, and due dates may be made periodically. What is posted in the syllabus is for your immediate information. Changes, corrections, updates to the assignments, due dates, and grading points will be posted in D2L in the respective assignment area, posted in the "NEWS" area of your D2L course homepage, and emailed to you through D2L. Please check often! I will make every effort to inform you of changes or inconsistencies between what is in the syllabus and what may be posted at D2L. Assignment instructions in D2L take precedence over the syllabus. Use D2L instructions as your guide to completing your assignments. You MUST remain connected to your D2L course! This is where I will make immediate and primary changes.

Please make sure that you capture the dates for the assignments. I have provided ample time to complete assignments and in between assignment due dates. Please keep up with your assignment dates and submit your work on time! I rarely accept excuses for late and non-submitted assignments.

Course Schedule:

Week	Activities and Assignments	Due Date
MODULE 1: Foundations of Leadership		
Week 1 10/21-10/29	1. Familiarize yourself with the syllabus, course schedule, and D2L course 2. Flipgrid #1 3. Read Articles in Module 4. Journal Entry #1	Sunday at 11:59 pm
Week 2 10/30-11/5	1. Read Articles in Module 2. Watch videos in Module 3. Flipgrid #2 4. Journal Entry #2	Sunday at 11:59 pm
MODULE 2: Creating a Work Culture		
Week 3 11/6-11/12	1. Read Articles in Module 2. Watch videos in Module 3. Flipgrid #3 4. Journal Entry #3 5. Personal Theory of Leadership Part I Due	Sunday at 11:59 pm
Week 4 11/13-11/19	1. Read Articles in Module 2. Watch videos in Module 3. Flipgrid #4 4. Journal Entry #4 5. Personal Theory of Leadership Part II Due	Sunday at 11:59 pm
	MODULE 3: Building a Team and Ethical Considerations	
Week 5 11/20-11/26	Happy Thanksgiving Week! Nothing is Due this week. Take a well-deserved break, relax, and savor the joys of the holiday season.	
Week 6 11/27-12/3	1. Read Articles in Module 2. Watch videos in Module 3. Flipgrid #5 4. Journal Entry #5 5. Personal Theory of Leadership Part III Due	Sunday at 11:59 pm
Week 7 12/4-12/10	1. Read Articles in Module 2. Watch Videos in Module 3. Flipgrid #6 4. Journal Entry #6 5. Personal Theory of Leadership Part IV Due	Sunday at 11:59 pm
Week 8 12/11-12/16	Personal Theory of Leadership Final Paper Due	**Friday December 15, by 5:00pm**

Assignments

Discussions-Flipgrid

This course also requires the use of FlipGrid. FlipGrid can be accessed by laptop or cellphone (iPhone or Android). The format of FlipGrid is like Snapchat in that you will be recording and sharing short videos of yourself with the class. You will also video reply to the videos of others with your comments. I know it can seem intimidating to record yourself, but we are going to become a close-knit educational community in a short amount of time! Please trust the process. The instructions for each Flipgrid discussion will be in each week's topic. The topic link will be in the week's module. You will be required to respond to two classmates. Professional and respectful decorum will be expected.

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 300 words and written in APA format. No cover page is required, but please use appropriate citations when referencing sourced material. Your journal entries should be honest, thoughtful, and well-written. Use specific examples, evidence, or references to course materials to support your reflections.

Evaluation Criteria:
- Depth of reflection and critical thinking demonstrated in journal entries.
- Engagement with course materials and relevant real-world examples.
- Clear connections made between different social issues and themes.
- Quality of final reflection and synthesis.

Part 1: Setting Up Your Journal
- Create a digital or physical journal where you can document your thoughts and reflections throughout the course. You can use a notebook, a blog, a word document, or any other medium that suits your preferences.
- Provide a brief introduction to your journal. Explain the purpose of the journal, its intended audience (e.g., yourself, your instructor), and the social issues you expect to explore.

Part 2: Weekly Entries
- After each class session or reading assignment that covers a specific social issue, write a journal entry reflecting on what you've learned. Consider the following questions:
- What were the main points discussed?
- How do these topics relate to real-world events or experiences?
- What new perspectives or insights did you gain?
- Do you agree or disagree with any viewpoints presented?
- Incorporate personal anecdotes, experiences, or examples to make your journal entries more engaging and relatable.

Part 3: Analyzing Patterns and Connections
- As the course progresses, review your journal entries to identify patterns, recurring themes, or connections between different social issues. Are there common underlying factors or intersections that you've noticed?
- Write a reflective entry that discusses these patterns and connections. Consider how your understanding of one issue might have influenced your perspective on another.

Part 4: Final Reflection and Synthesis
- Towards the end of the course, write a final reflection in which you summarize your overall learning journey. Highlight the most impactful insights you've gained and the social issues that resonated with you the most.
- Discuss how this course has influenced your awareness of contemporary social issues and your perspective on societal challenges.

Personal 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. but please use appropriate citations when referencing sourced material. Use specific evidence, or references to course materials to support your reflections.

Part 1: Theoretical Overview
- Research and provide a concise overview of at least three prominent theories of leadership. These could include Trait Theory, Behavioral Theory, Transformational Leadership, Situational Leadership, Servant Leadership, or any other relevant theories.
- For each theory, explain its key principles, underlying assumptions, and the type of leadership style it emphasizes.

Part 2: Comparative Analysis

- Choose two theories of leadership from your overview and compare and contrast them. Analyze their strengths and weaknesses and discuss the situations in which each theory might be most effective.
- Provide real-life examples or case studies to illustrate how leaders have applied these theories to achieve their goals. Highlight any challenges they faced and how their leadership style contributed to addressing those challenges.

Part 3: Application and Reflection

- Imagine you are a leader in a real or hypothetical organization. Based on your understanding of the theories, discuss which leadership theory aligns most with your personal leadership style and explain why.
- Reflect on the limitations of the theories you've studied. Are there any aspects of leadership that these theories might not adequately address? How might future leadership theories build upon or address these limitations?

Part 4: Contemporary Leadership Challenges

- Identify two current or emerging challenges that leaders face in today's rapidly changing world. These challenges could include issues related to remote work, diversity and inclusion, ethical decision-making, or navigating technological disruptions.
- Apply the principles of one or more leadership theories to propose strategies for addressing each challenge. Discuss how these theories can help leaders adapt and respond effectively.

Part 5: Recommendations for Change

- Synthesize the document and put it together with parts I-IV
- Write an introduction and conclusion.