



Course Syllabus: Leadership
Dillard College of Business Administration
(MGMT 4113)
Fall 2024

Contact Information

Instructor: Dr. Yang Xu
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Office hours: MW 1100am – 1400pm and T 1100am – 1200pm in person, via phone or email or online;
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Prerequisites: MGMT 3013 and junior standing or above or consent of the chair.

Course Description

Course focuses on the leadership challenges in organizations. Key learning outcomes in this course include current perspectives on the key elements of effective leadership, the fundamental elements and best practices in the area of organizational change, using the concepts of leadership and change to analyze organizational change situations.

Based on the theory and research in the behavioral sciences, this course covers such topics as decision making, leadership, motivation, influence tactics, and the others. Using a combination of exercises, lectures, case discussions, and group activities, this course is designed to provide students with concepts, principles, examples, and techniques that can help them better manage themselves and others in business organizations. In particular, this course teaches students how to make decisions when they do not have the time or information to engage in analytical decision-making and/or they have to rely on their intuition and experiences to resolve important decisions.

Textbook & Instructional Materials

- Leadership by Northouse, Edition: 9th, ISBN: 9781544397566, Publisher: Sage
- Supplemental readings posted on Desire 2 Learn site at <https://d2l.msutexas.edu/d2l/home/114462>

Student Handbook

Refer to: [Student Handbook](#)

Academic Integrity, Dishonesty, and Plagiarism Policies

These policies are explained in the Student Handbook, in the section, Code of Student Conduct, Standards of Student Conduct, and in the most recent Electronic Catalog, under the Student Honor Creed. “By enrolling in this course the student expressly grants MSU a ‘limited right’ in all intellectual property created by the student for the purpose of this course. The ‘limited right’ shall include but shall not be limited to the right to reproduce the student’s work product in order to verify

originality and authenticity, and educational purposes.” Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

Office of Student Conduct

Violation of any of the guidelines in the MSU Student Honor Creed is an academic integrity violation. In short, cheating, collusion, and plagiarism will not be tolerated. The term “cheating” generally means representing someone else’s work as your own and includes, but is not limited to:

1. Failing to report to your professor any suspicion of cheating on exams.
2. Acting with intent to promote or assist cheating, including soliciting, encouraging, directing, or aiding attempts of fellow students to cheat before, during, or after an exam.
3. Soliciting information about exam questions from students who have taken a test.
4. Intentionally or negligently aiding someone taking an exam or quiz.
5. Looking or glancing at another student’s exam while the exam is being taken.
6. Soliciting answers from a fellow student during an exam or quiz.

Grading

Important note: You must turn in each assignment to complete/pass the course.

Quality Class Participation	100
Individual/Group Exit Tickets	100
Group Quizzes	100
CBA Presentations	100
One Personal Reflection Paper	100
Group Project	200
Midterm Exam	150, or 0 if you waive midterm score
Final Exam	150, or 300 if you waive midterm score
TOTAL	1000 points

Grades will be based upon a percentage of those points earned by the student. There will be no substitutions for the above assignments. Final grades will follow the traditional demarcations as follows:

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|-----------------------|-----------------------|----------------------|
| A = 93.00% and above | B- = 80.00% to 82.99% | D = 60.00% to 69.99% |
| A- = 90.00% to 92.99% | C+ = 77.00% to 79.99% | F = less than 60.00% |
| B+ = 87.00% to 89.99% | C = 73.00% to 76.99% | |
| B = 83.00% to 86.99% | C- = 70.00% to 72.99% | |

Quality Class Participation (100 points maximum): Class discussion is a critical learning vehicle. The importance and value of *your* participation cannot be stressed too highly. In order to be successful with regard to class participation, you must participate in an active and relevant way in *every* class meeting. By default, every student will receive 75 points for class participation. If you make significant contributions to class discussions, you may receive more than 75 points. However, if you miss classes, do not actively participate in class discussions or consistently make non-constructive comments, you may receive fewer than 75 points. You will lose 5 points for every class session you miss or are more than 10 minutes late. If you need to miss a class for special circumstances, you should inform me by email in advance. Please get materials and notes from a classmate. Persistently low preparation and poor contributions will jeopardize your chances of receiving a good grade. Participation grades will be assessed according to the following criteria:

Exemplary (100%)	Average (75%)	Needs Improvement (50%)	Unacceptable (0%)

<ul style="list-style-type: none"> You make valuable contributions during nearly all class sessions You actively discuss the topic at hand and avoid discussing matters unrelated to the course You consistently <u>demonstrate</u> a high level of preparation 	<ul style="list-style-type: none"> You frequently make valuable contributions, though not every class You are a constructive member during small group discussions You consistently <u>demonstrate</u> a high level of preparation 	<ul style="list-style-type: none"> You sporadically comment in class During group discussions you are not a productive participant (i.e., you discuss matters unrelated to the course) You <u>demonstrate</u> a poor level of preparation 	<ul style="list-style-type: none"> You do not participate in class You do not participate in group discussions You <u>demonstrate</u> a poor level of preparation
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Individual/Group Exit Tickets (100 points maximum): In some classes, students will have the opportunity of earning up to 10 points depending on the quality by responding to several questions about the materials under discussion. Students can answer a maximum of two questions per week but will only receive credit for the single question that scores the highest grade.

Group Quizzes (100 points maximum): For most classes, a group quiz will be given covering the materials under discussion. Each group can earn a maximum of 10 points on each quiz; however, the absent students cannot get any points.

Current Business Article (CBA) Presentations (100 points maximum): This is a small group project. Each group is required to present current business articles from Economist, Business Week, New York Times, Harvard Business Review, or Wall Street Journal. You can use the library databases and company websites for supplemental information. Instead of finding several articles without adequate depth about a company or a business leader, I suggest that your group find one article that provides enough depth and use other sources/articles to supplement. Each group will make three article presentations during the semester, and each presentation is worth a maximum of 50 points. Please find the due dates of these presentations on the attached schedule of classes. The best two presentations will count for your final grade.

Your specific tasks are the following: (a) identify and copy articles that relate to the concepts/frameworks in any chapter covered before the day of your CBA presentation; (b) analyze the contents of the article and prepare one-page, single-spaced written summary of your analysis; and (c) prepare slides based on your summary and make a 10-minute presentation in the class. Your group must provide me with a paper copy of items (a), (b), and (c) at least two business days before your scheduled CBA presentation.

One Personal Reflection Paper (100 points maximum): In this paper assignment, you should relate the concepts/tools covered in the course to real world experiences. First, you may briefly describe a real-world case from your experience or reported in the media. The next step is to use the concept(s) or tool(s) you have learned in this course to analyze this case. Do not use any case/example from the assigned readings or classes. Please find the due date on the attached Schedule of Classes. You may submit two reflection papers during this semester. The best one will count for your course grade.

The paper should be between 800 and 1000 words, and type-written. On the first page, you must print the following information: course number and your name (“4113 Name*”). Failure to follow these instructions may result in a deduction of points. Please try to be creative and insightful.

Group Project (200 points maximum): Student groups will conduct an in-depth observation and analysis of a business leader you are familiar with. Your observation should be kept in a research log

which records both the key findings you are focusing on, and other findings that may later prove to be useful. You should incorporate your observations into class discussion, and are encouraged to keep me informed on your progress. I may wish to read your log at times, and will collect the log together with your final paper. The final outcome of this observation will be a formal paper abstracted from your observation and structured using a theoretical framework you see fit. The final paper should be between 1800 words and 2400 words plus appendices, and must be type-written. Proper applications of theories, new ideas, insights as well as structure are important. The major portion of the grade will be assigned using those as criteria. Format is no small matter either. Sloppy work in terms of analysis, content, style, neatness, grammar, syntax, and spelling will be penalized and points deducted. The written paper due date has been set in the syllabus. The breakup for this portion of the grade will be as follows:

- Format and Presentation of Report (50 points)
- Research log (50 points)
- Analysis (100 points)

Students should start on this project early in the semester!

Exams (300 points maximum): There will be two exams, a midterm and a final. Both exams will be in-class and closed-book. The exams will be based not only on assigned readings, but also on materials discussed in class but not covered in the readings. If you are not satisfied with your midterm score, you may ask me to discard it; however, you must submit your request to me via email at least one week **prior** to the final exam. You may not skip the midterm or take the final exam only. There is **no** make-up for the final exam – you **must** take the final at the assigned time – no exceptions.

Late Work

The grade penalty for the late submissions is **10% off for each day** the submission is late. Work submitted more than **ten** days late will not be graded. Please check and remember the due date of each assignment on the Schedule of Classes.

Make Up Work/Tests

There is no make-up provision for any missed assignments and tests. If you feel that any material in this class has been improperly graded, you may submit a *written* appeal within one week of receiving the graded material to be regarded. In your appeal, you must both state and prove why you deserve more credit than you received.

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.

The class handouts, materials posted on D2L, and supplemental readings you will receive are copyrighted works. They are provided for your educational purposes only, and should not be copied or distributed.

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) exist 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 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."](#)

Grade Appeal Process

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

Week	Session	Readings
Week 1 8/26	Introduction & exercise	Syllabus & handout
Week 2 9/2	Decision making I	Supplemental readings
Week 3 9/9	Decision making II	Supplemental readings
Week 4 9/16	Decision making III	Supplemental readings,
Week 5 9/23	Leadership I	Leadership: Chapters 1 & 2 (CBA presentations)
Week 6 9/30	Leadership II	Leadership: Chapters 3 & 4 (CBA presentations)
Week 7 10/7	Leadership III	Leadership: Chapters 5 & 6 (CBA presentations)
Week 8 10/14	Mid-term Exam	1 st Personal Reflection Paper due
Week 9 10/21	Leadership IV	Leadership: Chapters 7 (CBA presentations)
Week 10 10/28	Motivation; Organizational culture and Job design	Supplemental readings (CBA presentations)
Week 11 11/04	Group Decision making	Supplemental readings (CBA presentations)
Week 12 11/11	Power and influence tactics	Supplemental readings
Week 13 11/18	<i>Group project workday</i>	
Week 14 11/25	<i>Thanksgiving Break</i>	
Week 15 12/2	Group project presentations	Group project report due; 2 nd Personal Reflection Paper due
Week 16 12/7	Final exam	