ADED 3213: Leadership in the Workplace
Gordon T. & Ellen West College of Education
ADED 3213

Spring 2025 Part of Term A

Contact Information
Instructor: Kayla Meaders, M.Ed., B.B.A.
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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, please email me your phone number, and I will schedule a time to connect with you.

Textbook & Instructional Materials
No textbook is required for this course. All reading materials will be provided as website links of PDFs in D2L.

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

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 diverse 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 Culture: Evaluate and propose strategies for creating and sustaining a positive and productive organizational culture.
- Apply Leadership Skills in Practical Settings: Demonstrate the ability to apply leadership skills in various organizational contexts, including mentoring, conflict resolution, and strategic planning.

Student Handbook

Refer to: Student Handbook
 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

Grading/Assessment

Table 1: Points allocated to each assignment

Assignments	Points
Discussions (7 at 20 points each)	140
Journal Entries (7 at 20 points each)	140
Personal Theory of Leadership (4 at 40 points each)	160
Mid-term Quiz	60
Total Points	500

Table 2: Total points for final grade.

Grade	Points
A	450-500
B	400-449
C	350-399
D	300-349
F	Less than 299

Final Exam
There will be no final exam for this course.

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 boards will be locked after the week is concluded. I understand emergencies arise. If something happens and you cannot submit your assignments by the posted due date, you must communicate that to me head of time. Any late work without proper communication will not be accepted.

Important Dates
Last day for term schedule changes: 1/24/24
Deadline to file for graduation for May 2025 graduates: 02/17/25
Last Day to drop a Part of Term A course with a grade of "W:" 03/5/25

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.

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**.**

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."*

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

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.
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

MODULE 1: Foundations of Leadership		
Week 1 01/21-01/26	1. Familiarize yourself with the syllabus and course information 2. Read Articles in Module 3. Discussion Board 4. Journal Entry-Part 1 and 2	All Assignments due by Sunday at 11:59 pm
Week 2 01/27-02/02	1. Read Articles in Module 2. Watch Videos in Module 3. Discussion Board 4. Journal Entry	All Assignments due by Sunday at 11:59 pm
MODULE 2: Creating a Work Culture		
Week 3 02/03-02/09	1. Read Articles in Module 2. Watch Videos in Module 3. Discussion Board 4. Journal Entry 5. Personal Theory of Leadership Part 1 Due	All Assignments due by Sunday at 11:59 pm
Week 4 02/10-02/16	1. Read Articles in Module 2. Watch Videos in Module 3. Discussion Board 4. Journal Entry	All Assignments due by Sunday at 11:59 pm
Week 5 02/17-02/23	1. Mid-term Quiz 2. Personal Theory of Leadership Part 2 Due	All Assignments due by Sunday at 11:59 pm
MODULE 3: Building a Team and Ethical Considerations		
Week 6 02/24-03/02	1. Read Articles in Module 2. Watch Videos in Module 3. Discussion Board 4. Journal Entry	All Assignments due by Sunday at 11:59 pm

Week 7 03/03-03/09	1. Read Articles in Module 2. Watch Videos in Module 3. Discussion Board 4. Journal Entry 5. Personal Theory of Leadership Part 3 Due	All Assignments due by Sunday at 11:59 pm
Week 8 03/10-03/16	1. Discussion Board 2. Journal Entry	All Assignments due by Sunday at 11:59 pm
Week 9 03/17-03/21	1. Personal Theory of Leadership Final Paper Due	**Friday, March 21st by 12 pm (Noon)**

Assignment Breakdown

Discussion Boards

Each week, respond thoughtfully to the discussion board prompt by Sunday 11:59 PM. Make sure your post is well-organized, addresses all parts of the question, and demonstrates critical thinking. Engage with at least two of your classmates' posts by the same deadline. Your responses should add value to the conversation, whether by agreeing with additional insights, respectfully challenging ideas, or asking thoughtful questions. Keep all conversations respectful and professional. Be mindful of your tone, and ensure that your comments are constructive, even when disagreeing. There will be a total of 7 discussion board posts throughout the course, each following the same guidelines. Make sure to participate consistently each week. Following these steps will ensure a meaningful and respectful exchange of ideas.

Mid-term Quiz

This course does have a mid-term quiz due during the fifth week of the class. The quiz will open on Monday 02/17/2025 and will be due by 02/23/25 by midnight.

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.

Week 1 Part 1: Introduction
This part of your journal should not change each week. Provide a brief introduction to your journal. Explain the purpose of the journal, its intended audience (e.g., yourself, your instructor), and the theoretical issues you expect to explore.

Week 1 Part 2: Journal Entry #1
Write a journal entry reflecting on what you have learned this week. 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.

Week 2-6: Journal Entry #2, #3, #4, #5
Write a journal entry reflecting on what you have learned this week. 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.

Week 7: Journal Entry #6
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 have 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.

Week 8, Journal Entry #7
Write a final reflection in which you summarize your overall learning journey. Highlight the most impactful insights you have 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, 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.

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: 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 4: Recommendations for Change
- Synthesize the document and put it together with parts 1-4.
- Write an introduction and conclusion.