

CJ 6335 (02/03) Seminar in Leadership and Management Fall 2017

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On-Line / Distance

Office Hours: Continuous On-Line

Syllabus, Information, & Schedule

Textbooks:

- Hughes / Ginnett / Curphy (2014). *Leadership: Enhancing the Lessons of Experience (8th Edition)*, Irwin / McGraw-Hill. (A previous version might be used---that may save you some money.)
 - Kouzes / Posner (2012) *The Leadership Challenge (5th Edition)* Jossey-Bass /Wiley. (The 4th edition can be used---this edition will likely save you money.)
- Additional Required Readings:
- Blanchard / Johnson (2015). *The New One Minute Manager*. William Morrow (Harper). 978-0-06-236754-9
 - Covey, S. (2004). *The 7 Habits of Highly Effective People*. Free Press. 0-74326951-9.

* Other Material as Assigned.

Most classes have assigned chapter(s) / readings. It is expected that each participant will read and consider each assignment within the allotted timeframe of the class and be able to adequately explain the major thrust of these readings and their relevance to the scheduled topic. Students should "brief" each of the readings in such a way that a discussion of the topic could be comprehensible to your metaphorical grandmother. In addition to the main texts, additional reading will be covered during the times indicated on the tentative course schedule.

COURSE DESCRIPTION AND OBJECTIVES:

This course offers a unique blend of theory and application. The purpose of this course is to expose you to scientific theory and research in the behavioral sciences that will help prepare you more fully for the leadership challenges you will face in your continuing leadership experience and in the future as leaders in criminal justice. By taking this course, it is my desire that you will learn to become lifetime "learners" of leadership...making it a part of your daily life as a leader. Our study of theory will be punctuated with the perspectives of successful leaders in various settings. You will also have the opportunity to develop specific leadership skills and to practice these skills in exercises and class projects. Our emphasis throughout the course will be on learning the theory of behavioral sciences concepts and learning how to apply them to your everyday experiences as leaders.

This course involves a survey of leadership principles and practices, including defining leadership, characteristics of effective leaders, the process of becoming a leader in a criminal justice setting, influence and behavioral practices of leaders, and situational awareness. This seminar will combine the formats of lecture, presentations, assignments, activities, and group discussion. Seminar has been defined as “a group of advanced students engaged in study and original research under the guidance of a professor who meets with them for reports and discussions.”

OBJECTIVES: a) Acquaint the student with the basic principles of Leadership and its relevance to understanding behavior; b) Examine some of the theoretical and empirical research on leadership and the leadership process; c) Introduce issues which move beyond the theory of leadership and toward application and practice; d) Work to develop analytical and problem-solving skills in the application of leadership principles; e) Examine the key “ingredients” in becoming a successful leader and expand on those in class discussions and assignments, and; f) Examine ways in which an understanding of applied leadership can be beneficial in real-world, applied settings.

Course Structure

The course is divided into **four modules** that you will complete sequentially. Each module has:

1. **Assigned Readings** - this identifies the chapters and supplementary texts that should be read and reviewed.
2. **Chapter PowerPoints** - There are PowerPoint presentations available for each chapter of the main text. Some of the PowerPoints include audio comments / discussion.
3. **Assignments** - There are assignments for each module. Some require you to complete a survey, a self-test, or discussion board entry.
4. **Quizzes** - You will complete a short quiz for each chapter in the main text.
5. **Videos / Extras** - This may include additional video or case studies or additional information relevant to the topic.

You should complete all of the assignments and activities for a given module before moving to the next. In fact, you may not receive access to the next module until all assignments and activities have been completed for the preceding one. The module and other **dates provided in the schedule below are tentative and subject to change**. Be sure to refer to the Announcement section of Bb or other communication for specifics.

Additionally, there are two Exams--one will be administered at the approximate halfway point and the other at the conclusion of the course.

Successful completion of this course will enable you to accomplish the following learning outcomes:

- ***Describe, Illustrate, Explain, and Discuss*** behavioral science theories and concepts as they relate to the leadership process.
- ***Apply*** behavioral sciences theories and concepts to professional situations.

- **Communicate effectively**, orally and in writing, your knowledge of behavioral science theories and concepts.
- Recognize who you are as a leader by identifying ***your personal strengths and weaknesses in order to further grow*** a personalized set of leadership skills.

REQUIREMENTS AND KNOWLEDGE EVALUATION:

ATTENDANCE: As most know, attendance (yes, even in distance education courses) is usually correlated with a better understanding of key concepts and better course results (scores), thus, is strongly encouraged. The responsibility of acquiring information, notes, etc. from lecture on any segment missed or time absent rests SOLELY with the student. Attendance will be taken and recorded pursuant to University policy. Any student who is chronically unavailable, absent or late in responding to assignments or postings—as determined by the instructor—is subject to being summarily dropped from the course. Additionally, excessive absence, tardiness, being unavailable, engaging in a lack of communication with the instructor, or other such conditions may result in other sanctions including, but not limited to, reduction in grade, ineligibility to participate in extra credit (if available), and exclusion from certain class functions such as exam reviews. It is the responsibility of each class member to insure that they are properly registered for this section. (See exam Absences below.)

GRADING: Grades will be based on the instructor's evaluation of student performance. Students have complete responsibility for their effort and attention to the class and, thus, their ultimate grade in the course. Students have some latitude in their final course grade depending on their individual needs by selecting one of two options. General grading standards apply to each assignment with a score of 90 or better equaling an A; 80 – 89 equaling a B; 70 – 79 results in a C; and 69 or less is an F (there are no D's in graduate school).

There are three major components for this course and are weighted as follows:

Exam I = 100

Exam II = 100

Activity = 20

EXAMS: Exams may include essay, short answer, fill-in-the-blank, matching, multiple choice, or any other configuration. Exams are comprehensive. Specific information will be provided.

Exam Absences: Absence during exam periods are extremely problematic, even in distance education courses. Make-up exams will be given ONLY in the event of (1) illness substantiated by a physician's note or (2) other VERIFIABLE and SUFFICIENT extenuating circumstances (as determined solely at the instructor discretion). The student must submit their explanation and verification / documentation in writing (typed). The instructor or his designate will review and verify the reason for the absence before approving the make-up of a missed exam. Such make-up exams will be of a different construction than the original and will usually not be administered until the end of the semester. (Based on past

experience, it is MUCH better to take the original exam. Those taking the make-up exams typically score much lower.) If the absence is not deemed acceptable, a score of "0" will be entered for the missed exam.

ACTIVITY: An allotment of points will address the active participation by class members. Those who properly complete the activities, discussions, assignments, and so forth in a complete and timely manner may receive these additional points. In order to receive these additional points ALL activities in a given module must have been completed to satisfaction and on time---this includes daily check-ins, reviewing videos, PPTs, scenarios, and so forth.

FAQ INFORMATION:

Frequently Asked Questions: The FAQ section of this course is to be considered an extension of this syllabus. Please carefully read and review all of this information. The conditions and requirements expressed therein are in effect for this course.

OTHER ISSUES:

Computer/Equipment/Connection

Each participant must be thoroughly familiar with the delivery platform (Bb, etc.) program used by our university and possess the requisite computer equipment, internet connection, skills, and technology appropriate for this course. Tutorials are available on-line and should be reviewed to ensure complete familiarity with all aspects of system.

E-Mail Communication

All correspondence sent to the instructor via e-mail must include the following format in the Subject line:

CJ 6335<space>Section (01, 02, etc.) <space> Last Name, First Name or Initials <space> Topic/Assignment.

This is necessary to help the instructor to more effectively address correspondence from multiple sections and classes that could easily become confused.

General Policies

University Policies Related to Classroom Conduct: See <http://www.shsu.edu/syllabus/>
Use of Telephones and Text Messagers in Academic Classrooms and Facilities. <http://www.shsu.edu/dept/academic-affairs/aps/aps-curriculum.html>

Spam Mail & Netiquette

Please do not use the collaboration tools in this course as an outlet for general mail messages. The purpose of these areas of communication is to facilitate collaborative learning among all students involved in the class. Use cautious discretion about what material you post or email to other students and make sure it pertains to the ongoing discussion or contributes to the general class discussion.

Schedule (*Tentative*)

See the Announcement Section in Bb or other Instructor Communication for Specifics. (Only general guidance is offered herein.)

<u>Week</u>	<u>Topic</u>
Week 1 and 2 08/23 - 09/11 Module I	<p>Introduction to Course; Review Syllabus; Study Recommendations;</p> <p>This session will introduce Leadership as a process not a position. Specifically, we will focus on the Leadership process and the interaction of leaders with both followers and situations. Examine leadership development and assessing its effectiveness.</p> <p>L = Part I (Chapter 1-3); <i>The Leadership Challenge</i></p>
Week 3 and 4 (part) 09/11 - 09/25 Module II	<p>Examine the characteristics of leaders including ethics, values, attitudes, personality, and behavior. Look at leadership behavior, including charisma and the development of power and influence.</p> <p>L = Part II (Chapters 4-8 Leadership Skills); <i>7 Habits of Highly Effective People</i></p>
Week 4 (end) 09/26 - 09/27 EXAM	<p>EXAM I – Specific times will be provided; this is merely a range during which the exam may be available.</p>
	<p>Class: Here we will look at the characteristics of those who may be inclined to follow a</p>

Week 5 and 6 09/27 – 10/05 Module III	<p>leader. This, of course, provides insight into what skills can enhance a leader's effectiveness.</p> <p>L = Part III (Chapters 9-11 Leadership Skills);</p>
Week 7 10/05 – 10/11 Module IV	<p>Situational influences are discussed including the organizational environment and climate. Further issues surrounding leadership in the future are addressed. We will look at building the types of basic and advances skills which will allow one to become a more proficient leader. Here we resolve the class into a focus on the applied practice of leadership---moving beyond the theory.</p> <p>L = Part IV (Chapters 12-16 and; <i>The One Minute Manager</i></p>
Week 7.5 10/12-10/13	<p>EXAM II – Specific times will be provided; this is merely a range during which the exam may be available.</p>
<p>Disclaimer: All issues contained herein are subject to change without notice; substantial penalty may apply for early withdrawal; Tax, title, license not included; object may be closer than they appear; syllabus may be a choking hazard to small children.</p>	