



EXTENDED CAMPUS

COLLEGE of PROFESSIONAL
and CONTINUING STUDIES

HR 5033-222: Leadership in Organizations

Course Description:

The course will facilitate students' exploration and analysis of the concept of leadership. Discussion and class activities will relate to leadership topics from the readings and discussion of development, roles, and application in leadership situations. Emphasis will be placed on a review of leadership theory, changing leadership roles in a time of significant financial stress, systems thinking, power, decision-making, vision, empowerment, communication, leadership in a diverse work force, and ethics. We will spend time reviewing the new concept of emotional intelligence in leadership and this connection to visionary leadership. The basic intent of this course is to explore the ideas that frame leadership as part of a team and that many different styles of action can be effective.

Class Dates, Location and Hours:

Dates: November 13 – 18, 2018

Location: Rota, Spain. Please contact the Site Director for classroom location.

Hours: Tuesday - Friday 6:00-9:30 pm; Saturday and Sunday 8:30 a.m.-4:30 p.m.

Last day to enroll or drop without penalty: October 15, 2018

Site Director:

Email: aprota@ou.edu. Phone: 34-956822799.

Professor Contact Information:

Course Professor: Susan Nash, Ph.D.

Mailing Address: 1108 Westbrooke Terrace
Norman, OK 73072

Telephone Number: (405) 314-7730

Email Address: smithnash@ou.edu

Virtual Office Hours: (Skype) beyondutopia (8 a.m. – 7 p.m. Central time)

Professor availability: The professor will be available via email to students before and after the class sessions. On-site office hours are half an hour before and after each class session, by appointment.

Textbook(s) and Instructional Materials:

Student materials are available at the OU Follett Bookstore located at 1185 Asp Avenue; Norman, OK, and can be ordered online, by phone, by email, or by fax. Ordering online at <http://www.bkstr.com/oklahomastore/home> is strongly recommended – students can track the status of their order within 48 hours. If an order has not been shipped within three days, students can contact the Follett textbook manager by phone (405) 325-3511, (800) 522-0772 (toll-free) or email 0831mgr@fhcg.follett.com. Phone orders (ask for the textbook manager and identify yourself as an Advanced Programs student) can be placed 8 a.m. to 6 p.m. Monday through Thursday; 8 a.m. to 5 p.m. on Friday; 10 a.m. to 4 p.m. on Saturday (CST). Summer hours: 9 a.m. to 5 p.m. Monday through Friday (CST). Fax orders can be placed 24 hours a day at (405) 325-7770. Text prices are available online.

1. Berry, L. L., & Seltman, K.D. (2008). *Management lessons from the Mayo Clinic: Inside one of the world's most admired service organizations*. New York: McGraw Hill. ISBN 9780071590730.

2. Northouse, P. G. (2015). *Leadership: Theory and practice* (7th ed.). Thousand Oaks, CA: Sage. ISBN 978-1-4833-1753-3 (paperback) **(If you can purchase the 6th edition, that will be ok, however you should check with a classmate on the changes that are evident in the 7th edition.)**
3. Phillips, D.T. (1993). *Lincoln on leadership: Executive strategies for tough times*. Boston: Grand Central. ISBN 9780446394598.
4. Materials posted on the OU Canvas learning management system: Access Canvas at <https://canvas.ou.edu>, enter your OU NetID and password, and select course to access material. If you require assistance with Canvas, please click on the Help icon. You can search the Canvas guides, chat with Canvas support, or contact OU IT

Note: Follett is the Advanced Programs contractual textbook provider. Should text changes become necessary after publication of the course syllabus, Advanced Programs will facilitate text returns/refunds only for texts purchased through Follett.

Recommended Reading (Not provided by Advanced Programs)

- Bennis, W., & Nanus, B. (2003). *Leaders: Strategies for taking charge*. NY: HarperCollins Publishers, Inc. ISBN: 0060559543.
- Boyatzis, R., & McKee, A. (2005). *Resonant Leadership*. Boston: Harvard Business School Press. ISBN: 1-59139-563-1
- Collins, J. (2001). *Good to Great: Why some companies make the leap And others don't*. NY: HarperCollins. ISBN: 0066620996.
- Covey, S. (2004). *The 7 Habits of Highly Effective People*. NY: Simon and Schuster. ISBN: 0-671-66398-4.
- Covey, S. (2004). *The 8th Habit: From Effectiveness to Greatness*. NY: Simon and Schuster. ISBN: 0-684-84665-9.
- Goleman, D., Boyatzis, R., & McKee, A. (2002). *Primal Leadership: Realizing the power of emotional intelligence*. Boston: Harvard Business School Press. ISBN: 1-57851-486-X
- Hersey, P., Blanchard, K.H., & Johnson, D.E. (2001). *Management of Organizational Behavior*, 8th Ed. Upper Saddle River, N.J.: Prentice-Hall, Inc. ISBN 0-13-017598-6.
- Johnson, S. (2000). *Who Moved My Cheese?* NY: G.Putnam's Sons. ISBN: 0399147241
- Kouzes, J.M., & Posner, B.Z. (2007). *The leadership challenge* (4th ed.). New York: John Wiley & Sons. ISBN 0787984914.
- Lundin, S.C., Paul, H., and Christensien, J. (2000). *Fish: A remarkable way to boost morale and improve results*. NY: Hyperion. ISBN 0-7868-6602-0.

Course Objectives:

Students completing this course will be able to:

- describe the evolution of leadership theory;
- critically describe and discuss the major leadership theory needs;
- critically describe the varied roles of leadership, including the idea of emotional intelligence in leadership;
- create effective visions for organizations;
- understand power, empowerment, followership, conflict resolution, legal aspects of leadership, performance appraisal, and communication roles in leadership;
- demonstrate effective leadership strategies in diverse work forces;
- describe the role of ethics in leadership situations; and
- integrate the course concepts and demonstrate the ability to apply those concepts within current organizational contexts

Assignments, Grading and Due Dates:

Assignments	Grading	Due Date	Percent
Pre-seminar Assignment: Write a four-to-five-page individual paper that describes your philosophy about leadership, management, and administration. Use of proper APA citations and referencing is expected. This assignment expects that students will read the textbooks before completing the paper. See below.	Paper will be graded on content, completeness, accuracy of writing, and academic citations and references.	Due 4 days prior to first class session	20%
Class Participation – preparation, discussion, participation in class activities (individual and small group)	Participation requires students to participate in discussion, presenting examples, leading small group activities, etc.	Daily Class Work	10%
Small Group Leadership Vision Project: Development and Presentation. See below.	Students will form a small group and develop a critical analysis and new vision for an organization. Time will be allowed in class for a portion of this paper. Grading will be based on the quality of the vision project, including references, oral presentation, and reality of process.	Last Day of Class	35%
Final Examination: Short essay based on readings and discussions. The exam will be closed book/notes for the major portion of time, however, a 15-minute period will be provided at the end for you to make corrections or fill in specific blanks from open book/notes.	Exams will be graded on content and accuracy. Grading scale will be 90 – 100 = A; 80-89 = B; etc.	Day Preceding Last Day of Class	35%

All assignments should be typed in normal 12 font. Staple in upper left corner; do not include in plastic cover. Please keep copies of submitted assignments to protect against papers being lost in ‘cyber-space’.

Pre-class paper should be submitted in the class Canvas Dropbox or via email to instructor. Pre-seminar paper: (A). Operationally define leadership, management, and administration. Use your own experiences and information from published books to assist in writing this paper. (B). Include what you feel is your most likely leadership style from past experiences or that you feel would be good for future use, such as transactional leadership, transformational leadership, situational leadership, servant leadership, etc. (C). Use examples to help explain your philosophy. (D.) Include a list of references, used in your paper, at the end of paper. (E). **Begin your paper with a 100-word abstract-- this should be a brief summary of what is actually in your paper- operational definitions, your preferred leadership style, and a few examples.** Don’t make too much of this assignment, however, this paper should reflect graduate level writing skills!

Final group project = one paper submitted by the group at the time of presentation. Include your name, email addresses, and student ID’s so the paper and comments can be returned after grading. Final paper may contain lists and parts do not need to be full essay style. Include references.

Daily class schedule:

Date	Readings and PP	Assignment	Points
Pre-class	Northouse = N textbook Berry and Seltman = BS textbook Phillips = Lincoln textbook	4-5-page paper described above Due 4 Days Before Class Begins	20
Day 1	Ch 1- N book Ch 1,2 - BS book Part I - P book PP: Introduction; History	Lecture Discussion Participation Activities	*
Day 2	Ch 2-8 - N book Ch 3-4 - BS book Part II - P book PP: Organizational Structure; Leadership theories 1: Styles, and models Lab: Vision Project	Lecture Discussion Participation Activities	*
Day 3	Ch 9-11 - N book Ch 5 -6 - BS book Part III - P book PP: Leadership Theories 2: Visionary Leadership; Servant Leadership; Emotional Intelligence; Authentic Leadership, Lab: Vision Project	Lecture Discussion Participation Activities	*
Day 4	Ch 12 -14 - N book Ch 7-8 - BS book Part IV – P book PP: Decision Making; Power; Teamwork. Lab: Vision Project	Lecture Discussion Participation Activities	*
Day 5	Ch 15-16 –N book; Review of all readings. Legal Issues in Leadership; Ethics in Leadership; Gender and Culture in Leadership PP: Women in Leadership; Ethics in Leadership; Toxic Leadership Lab: Vision Project	Lecture, Discussion, and Participation Activities Essay Exam Three questions will be required of all students- questions 1-3; students will individually choose two questions from remaining question 4-10. Two-hour exam, closed book, with, including 15 minutes at the end for you to use open book, open notes.	10* 35*
Day 6	Project Presentations; Class Evaluation	Group presentation of projects- minimum of two members per group	35

*Participation points accrue throughout the seminar = 10 points; exam = 35 points.

PowerPoint (PP) slides will be sent to student via posting on Canvas prior to beginning of class. Students are expected to download slides for use during class sessions.

Grading:

This is a letter-graded course: A, B, C, D, or F.
A = 90%; B = 80%; C = 70%; D = 60%; F < 60%.

Notice: Failure to meet assignment due dates could result in a grade of I (Incomplete) and may adversely impact Tuition Assistance and/or Financial Aid.

POLICIES AND NOTICES

Attendance/Grade Policy

Attendance and participation in interaction, individual assignments, group exercises, simulations, role playing, etc. are valuable aspects of any course because much of the learning comes from discussions in class with other students. It is expected that you attend all classes and be on time except for excused emergencies.

Excused absences are given for professor mandated activities or legally required activities such as emergencies or military assignments. It is the policy of the University to excuse absences of students that result from religious observances and to provide without penalty for the rescheduling of examinations and additional required class work that may fall on religious holidays. Unavoidable personal emergencies, including (but not limited to) serious illness; delays in getting to class because of accidents, etc.; deaths and funerals, and hazardous road conditions will be excused.

If you are obtaining financial assistance (TA, STAP, FA, VA, Scholarship, etc.) to pay all or part of your tuition cost, you must follow your funding agency/institution's policy regarding "I" (Incomplete) grades unless the timeline is longer than what the University policy allows then you must adhere to the University policy. Students who receive Financial Aid must resolve/complete any "I" (Incomplete) grades by the end of the term or he/she may be placed on "financial aid probation." If the "I" grade is not resolved/completed by the end of the following term, the student's Financial Aid may be suspended making the student ineligible for further Financial Aid.

Students are responsible for meeting the guidelines of Tuition Assistance and Veterans Assistance. See the education counselor at your local education center for a complete description of your TA or VA requirements.

Academic Integrity and Student Conduct

Academic integrity means honesty and responsibility in scholarship. Academic assignments exist to help students learn; grades exist to show how fully this goal is attained. Therefore all work and all grades should result from the student's own understanding and effort.

Academic misconduct is any act which improperly affects the evaluation of a student's academic performance or achievement. Misconduct occurs when the student either knows or reasonably should know that the act constitutes misconduct. Academic misconduct includes: cheating and using unauthorized materials on examinations and other assignments; improper collaboration, submitting the same assignment for different classes (self-plagiarism); fabrication, forgery, alteration of documents, lying, etc...in order to obtain an academic advantage; assisting others in academic misconduct; attempting to commit academic misconduct; destruction of property, hacking, etc...; intimidation and interference with integrity process; and plagiarism. All students should review the Student's Guide to Academic Integrity at http://integrity.ou.edu/students_guide.html

Students and faculty each have responsibility for maintaining an appropriate learning environment. All students should review policies regarding student conduct at <http://studentconduct.ou.edu/>

Accommodation Statement

The University of Oklahoma is committed to making its activities as accessible as possible. For accommodations on the basis of disability, please contact your local OU Site Director.

Adjustment for Pregnancy/Childbirth-Related Issues

Should you need modifications or adjustments to your course requirements because of documented pregnancy-related or childbirth-related issues, please contact me as soon as possible to discuss. Generally, modifications will be made where medically necessary and similar in scope to accommodations based on temporary disability. Please see <http://www.ou.edu/content/eoo/faqs/pregnancy-faqs.html>.

Title IX Resources

For any concerns regarding gender-based discrimination, sexual harassment, sexual misconduct, stalking, or intimate partner violence, the University offers a variety of resources, including advocates on-call 24/7, counseling services, mutual no-contact orders, scheduling adjustments, and disciplinary sanctions against the perpetrator. Please contact the Sexual Misconduct Office at smo@ou.edu or (405) 325-2215 (8-5), or the Sexual Assault Response Team at (405) 615 -0013 (24/7) to report an incident. To learn more about Title IX, please visit the Institutional Equity Office's website at <http://www.ou.edu/content/eoo.html>

Course Policies

Advanced Programs policy is to order books in paperback if available. Courses, dates, and professors are subject to change. Please check with your OU Site Director. Students should retain a copy of any assignments that are mailed to the professor for the course. Advanced Programs does not provide duplicating services or office supplies.

Any and all course materials, syllabus, lessons, lectures, etc. are the property of professor teaching the course and the Board of Regents of the University of Oklahoma and are protected under applicable copyright.

For more information about Advanced Programs, visit our website at: <http://www.goou.ou.edu/>

INSTRUCTOR VITA

Susan Smith Nash, Ph.D.

Education

- 1996 Ph.D. in English, University of Oklahoma
- 1989 M.A. in English, University of Oklahoma
- 1981 B.S. in Geology, University of Oklahoma

Current Positions

- Advanced Programs Professor since 1998
- Adjunct Professor, Human Relations, University of Oklahoma
- Director of Education and Professional Development, American Association of Petroleum Geologists

Frequently Taught Advanced Programs Courses

- HR 5013 Current Problems in Human Relations
- HR 5203 Graduate Research and Writing
- HR 5033 Leadership in Organization
- HR 5133 Change, Challenge, and Creativity in Organizations

Major Areas of Teaching and Research Interest

- Leadership, Strategic Decision-Making, Risk in Energy and Natural Resources
- Leadership in Difficult Times and the Apocalyptic Narrative
- Persuasive and Technical Writing
- E-Learning, Instructional Design, and Effective Knowledge Transfer
- Shale Plays / Unconventional Resource Plays (emphasis on North America)
- Drones / UAS systems and applications, with emphasis on sensors / missions
- Big Data / Deep Learning applied to problem-solving / pattern recognition

Representative Publications and Presentations (Partial)

- Sesiones Plenarias NOC e IOC: El "Escalofrio" del ICE. *Petroleum Revista* (Caracas, VE), Octubre 2016, pp. 23-24.
- Blood-Soaked Feathers: Urban Farming Meets Urban Flood Control-Created Habitats. *IJRDO: Journal Agricultural Research*. Volume 2, Issue 8, August 2016.
<http://www.ijrdo.org/International-Journal-of-Research-&-Development-Organisation-pdf/Agriculture%20and%20Research/August-2016/Agricultural%20Research-August-3.pdf>
- The "Honor Killing" of Social Media Star Qandeel Baloch: Technological Change, the Changing Roles of Women, and Grassroots Backlash. *IFRDO: Journal of Social Science and Humanities Research*. Volume 2, Issue 7, July 2016.
- An Apocalyptic yet Abject "Jubilee" Narrative in George Robert Gissing's *In the Year of Jubilee*: Mobility, Restoration, and Materiality, *Journal of English Language and Literature*, Vol 4, No. 2 (2015) <http://www.hrpub.org/download/20160130/UJES3-14605339.pdf>
- Effective Technology Strategy for Shale Plays, *Universal Journal of Engineering Science* Vol. 3(4), pp. 79 - 87 /Horizon Research December 2015
- "La educación y la innovación transformadora en condiciones turbulentas" *Petroleum* April 2015.
<http://www.petroleum.com.ve/>
- "Geologists as Successful Entrepreneurs in Times of Low Oil Prices: The Importance of Innovation and Education" *WTGS Bulletin*. Vol 54, No. 4 (March/April 2015), pp 8-14.
- "Trije eseji: Postpostmoderniaem: Tehnokratske kulture?" (Three essays: Postpostmodernism: Technocratic Culture?" and "Nepreputnost tu ni dovoljena" (Impermeability Not Allowed Here) and "Pasolini, Boccaccio in Dekameron: Podlage za razumevenje sodobne kozmologije in iskanje odgovorov na tehnologo" in *Sodobnost 2014* (Ljubljana, Slovenia): p 1-10.

- "Museum Education in Transition: What Are the Essential Elements? Responses to Interview Questions" (co-authored with Elaine Bontempi) *Education Research Journal*, Summer 2012
- "Assistive Technologies: Accessing Voice and Selfhood in an Age of Digital Technologies" *Feminist Cyberspaces: Pedagogies in Transition*. Ed. Sharon Collingwood, Alvina E. Quintana, and Caroline J. Smith. Cambridge, UK: Cambridge Scholars Publishing, 2012: pp. 202-229.
- Full list of publications available at: <http://www.beyondutopia.net/nashcv>