# Wayland Logo

Virtual Campus

School of Business

# 2. UNIVERSITY MISSION STATEMENT

Wayland Baptist University exists to educate students in an academically challenging, learning-focused and distinctively Christian environment for professional success, and service to God and humankind.

# 3. COURSE NUMBER & NAME:

MGMT 5306-VC01, Leadership and Management Development

# **4. TERM**:

Spring I - 1st 8 weeks (Jan 10-March 5, 2022)

# **5. INSTRUCTOR**:

Dr. Randolph Smith, Ph.D. (Management and Organization)

# **6. CONTACT INFORMATION**:

Office phone: N/A

WBU Email: Randolph.smith@wayland.wbu.edu

Cell phone: (210) 685-9739

# **7. OFFICE HOURS, BUILDING & LOCATION**:

Virtual on-line 24 hr/ No campus office

# **8. COURSE MEETING TIME & LOCATION**:

Virtual on-line 24/hr

No calls nor text from 10:00 PM-7:00 AM Central Standard Time (CST)

# **9. CATALOG DESCRIPTION**:

Current and historical leadership theories with emphasis on viewing the leadership function in the context of organizational behavior and design; assessment of organization change, performance, staffing, training and development, and diversity; measurement of results; ethical implications and social responsibility

# 10. PREREQUISITE:

BUAD 5300 (For the M.P.A. MGMT 3304 only)

# **11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL**:

| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** | **UPDATED** |
| --- | --- | --- | --- | --- | --- | --- |
| Developing Management Skills | Whetten | 10th | 2020 | Pearson | 9780-13522-9842 | 10/22/20 |

**Vital Source E-Book-On Blackboard Link**

# 12. OPTIONAL MATERIALS

# **13. COURSE OUTCOMES AND COMPETENCIES**:

* Evaluate how the various leadership and management theories function in organizational behavior and design.
* Evaluate the essential components of managing and leading change.
* Develop core competencies found in effective leadership.

# Synthesize Spiritual Gifts into three views of leadership.

# 14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University’s external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University’s attendance policy.

# **15. STATEMENT ON PLAGIARISM & ACADEMIC DISHONESTY**:

Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

# **16. DISABILITY STATEMENT**:

In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

# **17. COURSE REQUIREMENTS and GRADING CRITERIA**:

**(Include information about term papers, projects, tests, presentations, participation, reading assignments, etc. and how many points or what percentage of the final grade each of these components or assignments is worth)**

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| --- | --- |
| **Mid-Term exam- On-line - *Not Proctored* 20 pts** | **Due week 4 Sat mid-night CST** |
| **Final Research Paper 20 pts** | **Due week 7 Sat mid-night CST** |
| **Weekly Posted Discussion and**  **Responding to fellow student-20 pts** | **Due Saturdays by mid-night CST** |
| **Weekly Assignments: Summary of three**  **Items of interest in 3 paragraphs minimum**  **20 pts**  **APA: Use, Cover sheet, Text, References, etc.** | **Due Sunday upcoming week- by mid-night CST.** |
| **Final Exam – On-line - *Not Proctored* 20 pts** | **Due week 8 Sat mid-night CST** |

Grading is in accordance with university policy: A=90-100, B=80-89; C= 70-79; D= 60-69; F= below 60

Use writing guidance from the American Psychological Association (APA) Manual Format.

**17.1 Include Grade Appeal Statement:** “Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the final grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs/Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.”

# 18. TENTATIVE SCHEDULE

Week Chapters-Whetten Text 10 ed

Week 1 Introduction, Administrative, Introduction, Chapter 1-Developing Self Awareness

**Discussion, and Summary**

Week 2 Chapter 2-Managing Personal Stress,

**Discussion, and Summary**

Week 3 Chapter 3-Solving Problems,

Chapter 4-Building Relationships by Communicating Supportively, **Discussion, and Summary**

Week 4 Chapter 5-Gaining Power and Influence, **Discussion and Summary**

**Mid-term Quiz/Exam**

Week 5 Chapter 6 – Motivating Others

Chapter 7 – Managing Conflict,

**Discussion and Summary**

Week 6 Chapter 8 – Empowering and Engaging Others,

**Discussion and Summary**

Week 7 Chapter 9 – Building Effective Teams and Teamwork,

**Discussion and Summary**

**Final Paper Due**

Week 8 Chapter 10 – Leading Positive Change,

**Discussion and Summary**

**Final Quiz/Exam**

**Summaries Due Each Week**

# 19. ADDITIONAL INFORMATION

Discussion Postings: The professor will initiate a discussion board. There may be 1-4 items. Students are encouraged to participate and used proper written language and etiquette. Participation in the discussion board takes the place of live classroom interaction. Your participation will include a minimum of two postings. The main post to answer the discussion question. This also includes one response minimum to one other student per post question. Student must also post the name of the fellow student to whom they responded, in their own original post. Note: When answering questions as an example use the WK 1 Q2 in the title or the Subject item. Use in text citations and reference source at the end of the paragraph. I understand you may want to change the title to be creative. However, be creative in the text not the title response.

When a student post to a discussion question the name of the student to whom they posted must also be listed at the top or bottom area. If directions and proper APA formatting is not done deductions will occur.

Students are not to confuse the due date with the Instructor grading time. The Instructor can grade any time a post or assignment is submitted. If a student has posted a discussion question answer but not the post to a fellow student nor added the fellow student’s name to the discussion post . Then deductions will occur. The Instructor is not waiting on a student to edit an assignment that should have been done correctly before submission. The Instructor will not re-grade an assignment just because the student edited it after it was graded.

Again, the Instructor does not have to wait until the due date to grade. The due date is for the student.

**Discussion Board:**

Students are encouraged to use American Psychological Association (APA) Format Guidelines outside materials and examples in class discussions, whether online (in online version of the class) or on-ground. Constructive class contribution includes being present, engaged, and professional. We will try to spend time each class discussing content in addition to lectures. Students will be expected to participate in discussion by asking questions, sharing examples, presenting arguments, and sharing real-world applications. Students will be expected to write and cite sources, uses references, and respond to a fellow-student.

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| --- | --- | --- | --- | --- |
|  | **<70%**  **1 point or less** | **70%-79%**  **1.5 points** | **80%-89%**  **2 points** | **90%-100%**  **2.5 points** |
| **Business**  **Acumen** | Does not demonstrate competence in course concepts, either by lack of connection to concepts in contributions, or by misrepresenting concepts when used. | Demonstrates limited competence in course concepts. There is significant room for improvement in terms of the scope and the depth of content coverage. | Demonstrates competence and accuracy in using course concepts OR makes frequent effort to use course concepts, but with room for improvement in terms of consistency, and level of detail. | Frequently uses a wide range of concepts from the class materials, demonstrating competence and accuracy in the use of concepts. |
| **Critical Thinking** | Does not demonstrate critical thinking. Does not work with peers to devise ways to cover course content. Student does not critically examine arguments, alternatives, and analysis. | Rarely demonstrates critical thinking, appearing to be willing to accept all written and spoken statements as fact rather than exploring or challenging ideas. Rarely works with peers to outline approaches to covering course content. Room for improvement in terms of critically examining course content. | Occasionally engages in activities designed to cause depth of thinking, including occasional questions, or efforts to address the unknown or challenge assumptions. Occasionally works with peers to structure learning processes. Occasionally critically examines arguments, alternatives, and analyses. | Frequently asks and makes an effort to explore relevant, thought-provoking questions to advance the conversation and encourage deeper exploration of concepts. Facilitates content coverage. Critically examines arguments, alternatives, and analyses. |

**No assignments will be accepted by E-mail unless the Professor has pre-authorized the submission.**

**If submitted without the Professors knowledge and authorization. They will not be graded or used (NO Exceptions).**

**Weekly Summaries**

**Weekly Summaries are smaller APA papers. They are graded like papers. The student picks three points of interest from the weekly readings. Text Written in double space, Times New Roman. Must have a cover sheet, text, and reference page.**

**Points will be lost for any late assignments.**

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| **Summary Rubric** | | | | |
| **Criteria** | 90 - 100% Excellent  2.50 points | 80 – 89% Good  2 points | 70 – 79% Fair  1. points | Below 70% Poor  1 point or less |
| **Completeness** | Complete in all respects; reflects all requirements; APA Format on Cover letter. | Complete in most respects; reflects most requirements  Missing at least one requirement | Incomplete in many respects; reflects few requirements | Incomplete in most respects; does not reflect requirements |
| **Analysis, evaluation, and recommendations** | Presents detailed, realistic, and appropriate recommendations clearly supported by the information presented and concepts from the reading | Presents specific, realistic, and appropriate recommendations supported by the information presented and concepts from the reading | Presents realistic or appropriate recommendations supported by the information presented and concepts from the reading | Presents an incomplete analysis of the issues identified |
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| **Research**  **(APA in text citations)** | Supplements information with relevant and extensive research into the present situation of the company; clearly and thoroughly documents all sources of information | Supplements information with relevant research into the present situation of the company; documents all sources of information | Supplements information with limited research into the present situation of the company; provides limited documentation of sources consulted | Supplements information, if at all, with incomplete research and documentation |
| **Writing mechanics** | Writing demonstrates a sophisticated clarity, conciseness, and correctness; includes thorough details and relevant data and information; extremely well-organized | Writing is accomplished in terms of clarity and conciseness and contains only a few errors; includes sufficient details and relevant data and information; well-organized | Writing lacks clarity or conciseness and contains numerous errors; gives insufficient detail and relevant data and information; lacks organization | Writing is unfocused, rambling, or contains serious errors; lacks detail and relevant data and information; poorly organized |

**Final Paper Rubric**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | 20 pt | 17 | 15 | * 15 pts |
|  | Perfect APA Paper in format, style, context, grammar, spelling, usage, etc.  Title should be in research format. | Paper missing: in text citations, or improper format, improper paraphrasing, cover page missing or incorrect, missing references | Paper missing APA Formatting | * Paper missing several proper formats, usage, grammar, punctuation, spacing etc. |

The Final Paper must be in standard APA format, English Grammar, Punctuation, and Usage. Title should be in research format. Proper cover sheet, abstract, text, reference page, minimum of 5 pages of text. Max pages as many as you want. Then add cover, and reference pages.

**Final Papers late will cost 1 points per day late after due date. This is subtracted in addition to normal deductions, if any.**

Quizzes

May be multiple choice and short answer. There will be at least a mid-term and final quiz.

Do not open the quiz until ready to take it. If someone opens the quiz to try and view it. Then closes it or it closes. That will be the student score. No Exceptions.

Students are required to be familiar with and use American Psychological Association (APA) guide format for writing research papers and citing sources. **The Instructor can modify syllabus. Students will be notified.**

**Revised 10/25/2021**