**Wayland 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.

**Contact Information**

**Course**

: PUAD 5325 VC 01 – Leadership and Communication

**Campus**

: WBUonline

**Term/Session**

**:** Summer 2025

**Instructor**

**:** Dr. Joseph B. Holloway

**WBU Email Address**

**:** [joseph.holloway@wayland.wbu.edu](mailto:joseph.holloway@wayland.wbu.edu)

**Office Hours, Building, and Location**

**:** By Appointment Only – Email me to schedule an appointment.

**Class Meeting Time and Location**

**:** Online Asynchronous

**Course Information**

**Catalog Description**

**:** Promotes leadership development through the study of leadership theory and encourages the practical application of leadership at all levels. Develops effective, integrated communication by examining relevant theories and applications unique to public administration and the criminal justice field. Topics include analysis of various approaches to leadership, servant leadership, situational leadership, transformational leadership, principle- centered leadership, bias, intercultural communication, handling difficult people and group decision making.

**There is no prerequisite for this course.**

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:** *The textbook for this course is part of the* ***Wayland’s Automatic eBook*** *program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore* [*Automatic eBook FAQ*](https://bookstore.wbu.edu/site_inclusive.asp) *page.*

**Optional Materials**

**:** <<List optional materials recommended to enhance student learning>>

**Course Outcome Competencies**

**:** Upon completion of this course, students will be able to:

* Understand personal leadership style along with the strengths and weaknesses of that style.
* Apply various leadership techniques in various situations and circumstances with different individuals from different backgrounds
* Examine leadership theories and research, self-assessment and reflection, and apply them to the criminal justice and work environment.
* Explore DISC and the importance of understanding human behavior.
* Understand how to communicate with people from diverse backgrounds under varying and unpredictable conditions.
* Demonstrate strategic communication skills that can help diffuse situations and identify the root cause of an issue before it escalates out of control.
* Understand the power of body language, tone of voice, and attitude in various settings and circumstances.

**Attendance Requirements**

WBUonline

Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student “attendance” in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a “no-show” and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university’s attendance policy.

**University Policies**

[Link to Statement on Academic Integrity , and reference one of the following in regard to how generative artificial intelligence (GAI) such as ChatGPT may or may not be used in this course:](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

1. Generative AI tools permitted in specific context and with proper citations.
   1. Students are allowed to use, reference, or incorporate generative AI tools into specific assignments for this course. When used, students must properly cite the generative AI tool in their submitted work.
   2. While there is no true substitute for direct help and instruction for your instructor, students may be allowed to use generative AI tools to provide further explanations of course content, readings, and other assignments. Any use of generative AI tools to help further explain or translate to content must be properly referenced and cited.
   3. Specific parameters for generative AI usage are provided by the instructor.
   4. Any use of generative AI tools outside of the approved instructor parameters will be considered a form of plagiarism and academic dishonesty.

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests (office (806) 291-1057. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Rick Hammer, [hammerr@wbu.edu](mailto:hammerr@wbu.edu) or call (806) 292-9150.

**Course Requirements and Grading Criteria**

**A. Reading Assignments:** Reading assignments are to be completed on time (i.e., by the

Wednesday of the week they are scheduled for discussion). You should be prepared to participate in online discussions about the assigned reading.

**B. Discussion Boards:** There will be a discussion topic each week of class, the exception of Week 8. All first posts must be done by Wednesday @ 11:59 p.m. CST of each week, and the remaining 2 posts must be in by Sunday at 11:59 p.m. CST each week. No Discussion will take place when the week is over.

**Note:** Posting all your discussions answers on Bb is a major requirement of this course. In this context, Plagiarism will not be tolerated in any way (Wayland Baptist University Policy on Dishonesty). You may view your peers work and postings to learn from one another, but you can’t copy their work. Students who have circumstances which prevent them from participating or completing an assignment on time must communicated with me in order to find reasonable accommodations to complete the required course work.

There are specific assignments that must be completed each week. Your individual responses must be insightful, thorough, and interesting. These responses should demonstrate an understanding of the assigned readings and should be substantiated by two or more examples from the textbook and/or appropriate websites.

Each response to your classmates should be substantive. Participation is measured on the student’s interaction and contribution with the course and other students as demonstrated through active involvement on the virtual classroom discussion board. A student’s contribution must add value to the course. A discussion board posting is determined to be of substance by containing information that supplements, contradicts, questions, or furthers the discussion on a subject area contained in the course. Additionally, it is expected that student participation reflects critical thinking and good grammar.

**C. Course Exams and Assignments:** You will not have a midterm or a final exam. You will have (7) Weekly Assignments and (1) Final Project due in Week 8.

**Course Management:**

Students are expected to read all assigned materials before coming to class and prepare to participate in discussions and perform hands-on assignments. The syllabus will be followed and late assignments **will not be accepted (also see the attendance portion of this syllabus)**. **If this is not accomplished, the assignment(s) will not be accepted**. **If for some reason prior arrangements have been made in reference to you not attending class, or if you will be late, your assignment must be emailed and date/time stamped by the start of the class session. If this is not completed, then you will not receive any credit for the assignment.** If you will not be attending a class session, and prior arrangements have been made, email me any time before the day that you will miss the class session to receive your assignment so that it will be turned in on the day that it is due. For individuals with extreme circumstances, make-up assignments will be awarded as long as it is arranged with the instructor.

**Procedure Used to Calculate Final Grade Criteria:**

Class Grading Scale

A 1000 pts to 900 pts

B 899 pts to 800 pts

C 799 pts to 700 pts

D 699 pts to 600 pts

F 599 pts and below

Weekly Discussion Boards (7@50 points) = 350pts

Weekly Assignments (7@50 points) = 350pts

Final Project 300pts

**Total= 1000 pts**

**The University has a standard grade scale:**

A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is passing but has not completed a term paper, or examination, or other required work for reasons beyond the student’s control. A grade of “incomplete” is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session unless the instructor designates an earlier date for completion.  If the work is not completed by the appropriate date, the I is converted to an F.

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**Student Grade Appeals**

**:** 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 to the 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.

**Tentative Schedule**

**Week 1 Meet and Greet Discussion Board:**

**Due Tuesday @11:59CST**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 1 Assignment - Due Sunday @ 11:59 CST**

**Week 2**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 2 Assignment - Due Sunday @ 11:59 CST**

**Week 3**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 3 Assignment - Due Sunday @ 11:59 CST**

**Week 4**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 4 Assignment- Due Sunday @ 11:59 CST**

**Week 5**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 5 Assignment - Due Sunday @ 11:59 CST**

**Week 6**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 6 Assignment - Due Sunday @ 11:59 CST**

**Week 7**

**Discussion Board Response: Wednesday @ 11:59 CST**

**Classmate DB Response: Due: Sunday @ 11:59 CST**

**Week 7 Assignment - Due Sunday @ 11:59 CST**

**Week 8**

***Final Project***

**Additional Information**

Note: The instructor reserves the right to add, delete, or revise segments of this course syllabus, including course schedule and assignments.