

Students may want to **print** this “Course Syllabus” for reference to information offline

Course Information:	Campus Code: OL
Dates:	Spring 2007 Start Date: January 15 End Date: April 29
Instructor Contact Information:	Name and Title: Dr. Castelli, Associate Professor, College of Management Telephone: 248.204.3066 E-mail: castelli@ltu.edu Online Chat Office Hours: Available via e-mail 24/7 at castelli@ltu.edu; responses within 24 hours; Discussion Board Forum (Course Questions & Answers) also available for student posts and professor responses Telephone Office Hours: Wednesdays and Fridays or by appointment
Course Text Books and Other Materials	Required Text(s): Hughes, Ginnett & Curphey. <i>Leadership: Enhancing the Lessons of Experience, Fifth Edition.</i> Richard D. Irwin, Inc., 2006. ISBN: 0072881208 Optional Text(s): N/A Supplementary Readings: As assigned
Course Description	The course is designed to provide professionals and managers with a broad understanding of leadership and management. The course focuses on introducing and demonstrating a variety of techniques/applications required for problem identification and problem solving, team building, conflict resolution and negotiation, written and interpersonal communications and leadership/management development.
Course Objectives	<ul style="list-style-type: none"> • To obtain knowledge of contemporary leadership theories • To distinguish between leadership and management skill-sets and competencies • To gain first-hand experience into effective leadership practices • To assess and develop individual leadership skills and behaviors to improve professional performance
LTU Course Policy	Academic Honor Code http://www.ltu.edu/currentstudents/honor_code.asp LTU OL policies http://www.ltu.edu/ltuonline LTU College of Arts & Science, Banned Writing Errors http://www.ltu.edu/arts_sciences/humanities_ss_comm/writing_guidelines.asp Course Assignments and Projects <i>All assignments are to be completed and turned in electronically using the course Blackboard Assignments section. Assignment due dates are provided in the course Assignment Section of the course Blackboard session.</i> Use of Technology <i>LTU Online courses require access to the web and use LTU Online Blackboard course delivery software.</i>
Important Dates	MBA Academic Calendar – Start of Semester, Holidays, Drop Dates http://www.ltu.edu/management/academic_calendar.asp LTU Academic Calendar – Start of Semester, Holidays, Drop Dates http://www.ltu.edu/registrar_office/calendar_final_exam.index.asp

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<p>Grading Policy</p>	<p>Grading Rubrics – Link to LTU Online Grading Rubrics Course Specific Grading rubrics are provided in the LTU Online Blackboard course session in the section Assignments.</p> <p>LTU Online Grading Scale:</p> <table border="1" data-bbox="704 579 995 1083"> <thead> <tr> <th colspan="2">Graduate Courses</th> </tr> </thead> <tbody> <tr> <td>96-100</td> <td>A</td> </tr> <tr> <td>90-95</td> <td>A-</td> </tr> <tr> <td>87-89</td> <td>B+</td> </tr> <tr> <td>83-86</td> <td>B</td> </tr> <tr> <td>80-82</td> <td>B-</td> </tr> <tr> <td>77-79</td> <td>C+</td> </tr> <tr> <td>73-76</td> <td>C</td> </tr> <tr> <td>70-72</td> <td>C-</td> </tr> <tr> <th colspan="2">Undergrad Courses</th> </tr> <tr> <td>60-69</td> <td>D</td> </tr> <tr> <td>< 60</td> <td>F</td> </tr> </tbody> </table>	Graduate Courses		96-100	A	90-95	A-	87-89	B+	83-86	B	80-82	B-	77-79	C+	73-76	C	70-72	C-	Undergrad Courses		60-69	D	< 60	F
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<p>Technical Support:</p>	<p>For software or hardware issues, contact the LTU Edward Donley Computer Center: Helpdesk, VITRC, Blackboard, Banner http://www.ltu.edu/computer_center/welcome.asp Telephone: 248-204-2330 E-mail: helpdesk@ltu.edu</p>																								
<p>Academic Support:</p>	<p>Library / APA Standards Telephone: 248-204-3000 http://www.ltu.edu/library/index1.asp E-mail: refdesk@ltu.edu</p> <p>Academic Achievement Center http://www.ltu.edu/student_affairs/academc_achievement.asp Telephone: 248-204-4120 E-mail: hobart@ltu.edu</p>																								
<p>Student Services Support:</p>	<p>Office of Student Affairs Telephone: 248-204-4100 http://www.ltu.edu/student_affairs/index.asp</p>																								

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Course Calendar

Session reading assignments and collaboration activities
Assigned dates for assignments, exams, etc.

All module topics will be covered during the dates listed.
All readings are to be completed in preparation for weekly discussion and assignment requirements.
All assignments and projects are due on Sunday, of the week listed. For example A1 is due Sunday, January 21st.

Module	Dates	Topic(s)	Readings	A = (Team Assignments) P = (Individual Projects)
0	Prior to 1/21	Introductions and review of syllabus, course assignments and projects	N/A	Students complete interview questionnaire and post to Bb Discussion Forum; Teams assigned for chapter exercises
1	1/22-1/28	Leadership is everyone’s business	Chapter 1	Teams complete A1 Book Critique Teams assigned
2	1/29-2/04	Leadership involves an interaction between the leader, followers, and the situation; Leadership is developed through education and experience; The power of paradigms	Chapters 2 & 3 Watch Video	Teams complete A2 Post Team Book Critique Proposal
3	2/05-2/11	Assessing leadership and measuring its effects	Chapter 4	Teams complete A3 P1

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Module	Dates	Topic(s)	Readings	A = (Team Assignments) P = (Individual Projects)
4	2/12-2/18	Power and influence	Chapter 5	Teams complete A4
5	2/19-2/25	Leadership and values; Leadership traits	Chapters 6 & 7 Watch Video	Teams complete A5
6	2/26-3/04	Leadership behavior	Chapter 8	Teams complete A6
7	3/05-3/11	Motivation, satisfaction and performance	Chapter 9	Teams complete A7 P2
	3/12 – 3/18	Mid-Winter Break		No Assignments
8	3/19-3/25	Groups, teams, and their performance	Chapter 10 Watch Video	Teams complete A8
9	3/26-4/01	Characteristics of the situation	Chapter 11	Teams complete A9 P3
10	4/02-4/08	Basic leadership skills	Pages 433-480	Teams complete A10
11	4/09-4/15	Advanced leadership skills	Pages 481-542	Teams complete A11 P4
12	4/16-4/22	Final Exam Case study review	Handouts and case study example	Teams complete A12
13	4/23-4/29	Final Exam	N/A	Teams complete Final Exam A13 P5 grades posted by Professor

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Student Evaluation:	360 Evaluation Project (P1&P4)	30%
	Leadership Interview (P2)	10%
	Team Book Critique Paper (P3)	10%
	Case Study Final (A13)	10%
	Chapter Assignments (A1-A12)	30%
	Discussion Board Participation (P5)	10%
	Total	100%

Sample Weekly Student Planning Schedule

Online Course – Planning Your Week						
Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Start Class Week						End Class Week
Complete reading materials		Online Discussion				
		Post to Professor	Post to other students			
		Participate in weekly discussions				Turn in weekly assignment(s)