BMGT 2309.61/Leadership  
(Business Administration)

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Spring 2015

1) **Catalog Description of the Course**: Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.  
(3 Credit Hours)

2) **Introduction and Rationale for the Course**: Concepts of Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence individuals, teams, and organizations.

3) **Instructional Materials**
   - **Required Materials**


   Students are required to have the textbook on the first day of class. Failure to have the textbook on the first day doesn’t exempt the student from meeting the due dates for exams/assignments.

   Computer: Students are required to be able to access the Internet. A BlackBoard course site will be set up for announcements, assignment due dates, exam dates, lecture notes and other information as required. Students should refer to the site regularly and if class is cancelled for any reason, check the site for instructions and assignments.

4) **Student Learning Outcomes**:

   **Core Objectives**: Upon completion of the core curriculum, students are expected to demonstrate competence in all of the core objectives listed in
the college catalog. The overall content of this course is designed to enhance skills in each of the following core objectives.

- Students will identify major personality dimensions and demonstrate an understanding of how personality influences leadership and relationships within an organization. **Critical Thinking**

- Students will evaluate one’s level of emotional intelligence and demonstrate an understanding of the role emotional intelligence plays in leadership. **Critical Thinking, Personal Responsibility**

- Students will identify and apply motivational methods and understand the role rewards play in the success/ effectiveness of an organization. **Critical Thinking, Communication**

- Students will assess changes to their attitudes and values when applying communication as a component of effective leadership and teamwork. **Critical Thinking, Team Work, Personal Responsibility, Communication**

- Students will demonstrate an understanding of the importance of developing leadership diversity. **Critical Thinking, Communication**

- Students will recognize the sources and use of influential leadership in accomplishing important organizational goals. **Critical Thinking, Communication**

- Students will identify and apply the cultural values associated with adaptability, achievement, involvement, and consistency culture and related environmental conditions. **Critical Thinking, Communication**.

**Statement of Workforce and Foundation Competencies (SCANS)**
The Secretary’s Commission on Achieving Necessary Skills (SCANS) determined skills needed to succeed in the world of work. This College is determined to prepare you with knowledge and skills needed to succeed in the work environment. Workplace competencies and foundation skills are designed into course curriculum.

**Common Workplace Competencies as an Early Childhood Educator:**
- Manage Resources: Time / Material / Facility Management /
- Exhibit Interpersonal Skills: Work in teams/Teach others/Partner with Parents/Value Diversity
- Work with Information: Acquire and evaluate data/Organize and maintain information/Interpret and communicate date/Manage Technology
- Apply systems knowledge: Work within social/organizational systems/ Monitor/correct system performance
Foundation Skills as an Early Childhood Educator:

- Demonstrate Basic Skills: Reading/Math/Writing/Speaking/Listening
- Demonstrate Thinking Skills: Creativity/Decision-making/Problem solving/Thinking Logically
- Exhibit Personal Qualities: Sociability/Responsibility/Self-management skills/Self-esteem
- Visualization skills - addressed by case study and development of recommendations.
- Knowing how to learn - addressed by study of vocabulary, concepts, and applying text material to written essay and discussion situations.

5) **Method of Instruction**: A variety of instructional methods will be employed in presenting this course including but not limited to the following: Lectures, written chapter assignments, Case studies, Team Presentations, discussion questions, exams, and text material.

6) **Method of Evaluation**:

The following lists a summary of the course requirements;

- 5 Unit Exams @ 100 points each = 500
- 5 Written Case Assignments @ 100 points each = 500
- 2 Team Case Activities @100 points each = 200
- Class Participation (100 total points possible) = 100

**Total Possible Points: 1300**

**Final Grade Calculation:**

- 1170-1300=A
- 1040-1169=B
- 910-1039=C
- 780-909=D
- 779 and less=F

**Exams:**

Unit 1 – Chapters 1-3; Unit 2 – Chapters 4-7; Unit 3 – Chapters 8-9; Unit 4 – Chapters 10-12; Unit 5 – Chapters 13-15
Projects: There will be five (5) case project assignments to be completed by each student individually. There are two (2) Team Case Activities which will be completed by teams assigned by the instructor. The team activities will be carried out both in class and outside of class.

Attendance: It is expected that students will be regular in attendance in class and participate in class activities. The instructor will award points for attendance and participation.

Attendance/Drop Policy: You may drop at any time with a W before the semester deadline. The last day to drop the course with a W is Friday, April 17, 2015. Withdrawing is a formal action you must initiate yourself with the Registrar’s Office.

However, before deciding to drop the course, it is recommended that you discuss your decision with the instructor who will try to work with you to complete the course if possible.

Any student that hasn’t been withdrawn by the instructor or self-withdrawn by the college withdrawal date will receive a letter grade determined by the total points earned before the student stopped participating in the course.

Withdrawal from the course due to failure to adhere to class policy and all other issues will be reviewed on a case by case basis by the instructor.

Although the instructor MAY withdraw you from the class for excessive absences (insufficient participation), the RESPONSIBILITY for doing so belongs to you! If you are unable to complete the course, you should withdraw from it formally in the office of the registrar if you wish to avoid receiving a failing grade. College transcripts are a lifelong attachment! You may also email your instructor with the course number, section, and reason for withdrawal. No W Grades will be awarded after the college withdrawal date.

Failure to withdraw may result in your name remaining on the class roll and you will receive an ‘F’ at the end of the semester.

Deadlines for withdrawing from the course and their associated consequences to your college transcript are recorded in the course bulletin.

If you experience difficulty in this course or in meeting the class schedule, contact the instructor immediately to discuss your options. Your instructor requires all students to meet exam, written case, and team case activity deadlines. Allowing one student additional time and not others is not fair or ethical. Late submission requests are evaluated by the instructor on a case by case basis. It is the instructors final decision whether to allow late work submission.

Special notes:

- If you are receiving financial aid grants or loans, you must begin attendance in all classes. Do not drop or stop attending any class without consulting the Financial Aid Office. Changes in your enrollment level and/or failing grades may require you to repay financial aid funds.
• According to current Texas law, dropping a course may have serious academic consequences as well. Under most circumstances, a maximum of 6 courses may be dropped throughout the entire undergraduate degree program. Before you decide to withdraw from this or any other course, make sure you understand the consequences. For more information see the Office of the Registrar.

7) Classroom Policies

Academic dishonesty: Students are expected to do their own work at all times. Any student guilty of dishonesty in academic work is subject to disciplinary action as provided by the student code of conduct at Navarro College AND may receive a failing grade in the course. Other penalties may also apply. Cheating is a serious offense with serious consequences. Consequences may vary from a zero on a specific assignment to an F in the entire course. Consult the student handbook for more details.

Online Communication Etiquette: Any form of communication not conducive to appropriate college course etiquette via the Discussion Board, Telephone calls, or Emails to the instructor will not be tolerated.

Students entering the course for the first time beyond a due date will be required to drop an exam grade or submit a project under the project late penalty option (see this syllabus for guidelines).

10) Additional Course Requirements

E-mail Address: students are responsible to check their Navarro College email address. All email communication in the course will be sent to yourname@navarrocollege.edu. Students are required to check their NC email each day for email from the instructor. The instructor will respond to email messages within twenty four hours, Monday-Friday. The Course BlackBoard site will contain your grades, assignment and exam dates, lecture notes, and any announcements relative to the course.

Course Communication: Course communication will be conducted three ways. 1) email to your NC email address (required to check regularly), 2) the Announcement page on Blackboard (required to check regularly) and 3) Announcements by the instructor in class. Each student is responsible for all information communicated through electronic methods. It is imperative you check these methods regularly. Always scroll down in Bb to make sure you are viewing all of the posted information.

Students may communicate with the instructor immediately before or after class, but if the need arises to contact the instructor outside of class students should always seek to communicate with the instructor via email first. This prevents phone tag which
increases response time. If the instructor determines email isn’t adequate, the instructor will contact the student (phone numbers in Blackboard and the NC information system should be kept up-to-date). When emailing the instructor always present an intelligent/informed question, for example, stating “I don’t understand anything” doesn’t indicate effort has been expended related to the course material, assignment, etc.

Student Contributions:
Each student should spend at least 4 hours per week preparing for class.

1. Read the “Learning Goals” at the beginning of each chapter. (The goals summarize the key points in the course and provide a guide for studying the information for the examination questions.)
2. Read the textbook chapter at least twice. The first time scan the chapter topics reading the major points, and then the second time, concentrate on trying to understand the information, which will require asking yourself questions about what you are reading.
3. Complete assignments as directed by the instructor.
4. Participate in assigned team activities.
5. Take the examinations in class on the days scheduled.

Students are required to read the syllabus and course outline and be familiar with the policies contained therein.

9) EEOC Statement: Navarro College shall comply with existing federal and state laws and regulations, including the Civil Rights Act of 1964 (P. L. 88-352) and Executive Order 11246 (Revised Order #4), where applicable, with respect to the availability of student loans, grants, scholarships, and job opportunities, with respect to the employment and promotion of teaching and non-teaching personnel, with respect to the student and faculty activities conducted on premises owned or occupied by the College. Navarro College shall not discriminate either in favor of or against any person on account of race, color, religion, creed, sex, age, national origin, ancestry, handicap, marital status or veteran’s status.

12) Services for Students:

Guidelines for Disability Services

In order to fully evaluate requests for accommodations and/or the use of auxiliary aids, and to determine eligibility for services, the Navarro College Disability Services (NCDS) office needs documentation of your disability. The documentation you provide should include an evaluation by an appropriate professional that makes evident the current impact of the disability as it relates to the accommodation(s) requested, and should include a description of any and all functional limitations. Professionals conducting assessments and rendering diagnoses must be qualified to do so. Such documentation should be on letterhead and contain the professional’s signature.
Documentation should be as recent as possible. NCDS reserves the right to request updated documentation if disability changes. Notes on prescription pads will not be accepted.

1) Complete the disability services application online at www.navarrocollege.edu. Place arrow over campus life and click on disability services. Scroll down and click on application.

2) Submit appropriate documentation either by uploading with your online application or bring with you to your first appointment.

   **Documentation should include the following information:** a) Recommended accommodations and/or auxiliary aids currently prescribed or in use and the current functional impact of the condition(s). The current, relevant functional impact on physical (mobility, dexterity, etc.), and cognitive (attention, distractibility, communication, etc.) ability should be described as a clinical narrative and/or assessment. b) A diagnostic statement identifying the disability.

   i) **Examples of this type of documentation are:** a Psychological Evaluation, a letter from a licensed professional such as a licensed professional counselor or medical doctor, an Admissions, Review and Dismissal (ARD), Individualized Education Program (IEP) with accompanying diagnostic paperwork, Comprehensive Individual Assessment (CIA), or Full Individual Evaluation (FIE), only one type of documentation is necessary.

3) Schedule an appointment for meeting with a designated representative of NCDS on the campus you plan to attend ideally at least (4) four weeks prior to the first day of the semester.

4) Once you have been approved for accommodations, you will be issued a Disability Accommodation Form which you are responsible for presenting to each instructor at the beginning of the semester. This form is only valid for the semester specified. The student is responsible for obtaining an *Updated Form* from the Navarro College Disability Services (NCDS) office.

5) For subsequent semesters, the student must provide notification of intent to return ideally at least (2) two weeks before classes begin; (4) four weeks when modified equipment or interpreters are needed. Failure to notify us may result in delay or suspension of services. Email notification is acceptable.

It is your responsibility to complete this process in a timely manner. It will enable us to provide you with equal access to your educational needs and assist you in making your college experience a rewarding and successful one. You may contact NCDS if you need further information. Thank you for your attention to this process.

On the Corsicana campus, the Navarro College Disability Services office is located in the Gooch One Stop Student Center, room 319. Students enrolling at Waxahachie, Midlothian, or Mexia /Fairfield campus will need to schedule a meeting with the designated advisor for that campus. Contacts are listed below.

Amy Dojahn, Corsicana, amy.dojahn@navarrocollege.edu, 903-875-7377, Fax 903 875-7391
Erika Roland, Waxahachie, **erika.roland@navarrocollege.edu**, 972-923-6428,
Cynthia Seskes, Midlothian, cynthia.seskes@navarrocollege.edu 972-775-7242,
Elizabeth Shabazz, Mexia, **elizabeth.shabazz@navarrocollege.edu**, 254-562-3848

- **Tutorial services:** Tutoring services are available for a variety of course subjects at Navarro College. Contact the counseling department on your campus for information if you are having difficulty in a course.
Special populations students: Navarro College provides, through the Carl Perkins Career Center, a variety of services for students who are single parents, displaced homemakers, persons with disabilities, students majoring in nontraditional occupations, and limited English-speaking students. Students falling into one or more of these categories should contact the Carl Perkins Career Center, located on the second floor of the One-Stop Center (Gooch Building) on the Corsicana campus, for details concerning these services.

Please note that the center is funded through a federal grant and the level of service depends on funding available. Students must meet specific requirements as defined by the federal government.

Individual instructors may add additional information here on other specific support services such as forming study groups, online discussions, training, practice quizzes, etc.

13) Subject to Change: The course syllabus above and/or the Course Outline below may be changed as the term progresses at the discretion of the instructor. (Discretionary content may be changed by individual instructors, if needed, during the course of the term. However, content prescribed to be included in all syllabi may not be changed. This notice to students gives flexibility to the instructor.)