



Carleton University
Sprott School of Business
Organizational Leadership (BUSI 4112B)
Winter 2019

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Office Hours: Fridays 3:00pm-5:00pm (or by appointment)
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TA: TBD

Course meets: Fridays 11:35am-2:25pm (January 7th, 2018 - April 9th, 2018)

Classroom: TBD

Pre-requisites: Third-year standing and BUSI 2101 or BUSI 2702 with a grade of C- or higher

Undergraduate calendar description: “Critical examination of theories of leadership and trends in contemporary research; discussion of practical methods for building leadership capacity.”

COURSE DESCRIPTION AND OBJECTIVES

Organizational Leadership (BUSI 4112B) invites you on a journey of exploration, intellectual development, and personal understanding - with the explicit goal of equipping you with the tools you will need to become a more effective leader. To achieve this goal, this course offers an extensive examination of leadership in organizations and provides you with a set of experiences that are designed to enhance your comprehension, self-awareness and capacity for effective leadership.

The specific learning objectives for this course are:

- Increase your conceptual understanding of leadership in organizations
- Cultivate your ability to extract key lessons and apply course concepts to a variety of organizational issues and contexts
- Discover important insights into yourself as a leader and develop a self-awareness regarding your strengths and opportunities for personal growth
- Enhance the skills and competencies that enable you to become an effective leader in today’s highly dynamic and diverse organizations
- Realize that leading is about bettering yourself *and* others

To achieve these specific learning objectives, we will consider some of the major approaches, theories, and empirical research that have influenced our thinking about the phenomenon of leadership. We will also explore and reflect upon what makes a good leader, how individual, relational, and contextual factors impact effective leadership, and how you personally fit into this vision of leadership.

This course uses an experiential, action learning approach. In particular, the course uses a combination of lectures, case studies, film, experiential exercises, self-assessment techniques, peer feedback, and team projects to enhance your learning and development as a leader. The role of the instructor in this course is not simply to provide the answer, but rather to create an environment where you can individually and collectively explore, examine, and experiment with your own ideas. As such, much emphasis will be placed on active participation in class.

COURSE DELIVERABLES & EVALUATION

Your overall course grade is a function of individual and group-based work. This method of evaluation simulates performance evaluation and feedback systems in “real world” organizations and reinforces the idea that leadership is both an individual and social process. Although there will be assignments throughout the course that are not graded, your course grade is based on the following components:

Component	Due Date	Grade Value
Class Engagement	Cumulative	15%
Leadership Self-Assessment	February 8 th (by 11:55pm)	15%
Midterm Exam	March 1 st (in class)	20% or 30%*
Team Teaching	March 22 nd March 29 th April 5 th	20%
Final Term Paper	April 9 th (by 11:55pm)	20% or 30%*

*Please see “Grade Distribution” section below for more details.

In accordance with the Carleton University Undergraduate Calendar (p 34), letter grades assigned in this course will have the following percentage equivalents:

A+ = 90-100	B+ = 77-79	C+ = 67-69	D+ = 57-59
A = 85-89	B = 73-76	C = 63-66	D = 53-56
A - = 80-84	B - = 70-72	C - = 60-62	D - = 50-52
F = Below 50			

Grades entered by Registrar: WDN = Withdrawn from the course; DEF = Deferred

I. Class Engagement (15%)

To ensure a high quality learning experience for you and others, *it is critical* that you approach this course with a high level of openness and engagement, and commit to being an active and contributing member of this class. As classroom time will be devoted to extensions, connections, and discussions of prepared materials, please come ready to actively participate having read all of the assigned readings for that week. The success of this class largely depends on the contribution of its members - let's all do what we can to make this an enjoyable and engaging experience!

To encourage you to immerse yourself in course material, fifteen percent of your grade for the term will be allocated to class engagement. Most weeks you will be asked to submit a "learning log" entry that will often be completed during class time (more on this during our first class). Part of your grade will be based on your contributions in this area. Towards the end of the semester you will also be asked to submit thoughtful feedback on the work of your peers. The completion and quality of this feedback will make up the other portion of your class engagement grade. Finally, to encourage active engagement in the work of your peers, part of this course component will also include several in-class mini quizzes to be held during the weeks when Team Teaching will take place.

Please note: Class sessions will often be experiential in nature, involving real-time exercises, debates, role-plays, and cases. To facilitate your development, you will be asked to meaningfully contribute during each of these assignments. While class engagement taking this form will not be graded, participation in these exercises is mandatory.

II. Leadership Self-Assessment (15%)

A primary goal of this course is to increase your self-awareness and facilitate your personal development as a leader. The leadership self-assessment is an essential part of achieving this goal. This assignment asks you to complete several leadership inventories revealing key leadership competencies, and then to reflect upon their results in the form of a 4-6 page paper. You will be asked to consider some of your personal strengths, areas that could benefit from improvement, as well as reflect upon how these abilities may impact leadership effectiveness.

III. Midterm Exam (20% or 30%)

Your midterm exam will be based on all material (chapters, lectures / slides, articles) covered from class 1 through class 6. This test will be a combination of multiple choice and short answer questions. You are responsible for all assigned readings (including the supplementary articles) *and* lecture material. No aides will be permitted for this midterm.

IV. Team Teaching (20%)

The Team Teaching assignment requires that you, along with your peers, teach the rest of the class about a pertinent leadership topic of your choosing. Topics will be selected from a list of diverse possibilities.

The purpose of this assignment is twofold. First, working with others is a wonderful way to develop and enhance your interpersonal, communication, problem-solving and consensus-building skills, as well as to practice your leadership and followership! Moreover, the act of teaching itself, is a foundational aspect of leadership. As such, the format of this assignment will provide you with a valuable opportunity to improve your leadership effectiveness.

Second, this assignment will allow you to explore an aspect of leadership that *you* find particularly intriguing. In so doing, not only will you learn more about the phenomenon of leadership, but this learning will occur with your teaching team “in the driver’s seat”, largely deciding for yourselves what is important and of use to your classmates.

Team Teaching will be spread out over the last 3 or 4 weeks of class. Each team will teach for approximately 30 minutes. Teams will be expected to not only explain the concept, theory, or area of leadership research they have chosen, but also to raise questions, articulate conclusions (where warranted), summarize key take-aways for the class, and encourage student discussion / engagement. Creative approaches are encouraged so long as they contribute to the learning process.

You will select your Team Teaching topics from a pre-determined list, in class on Tuesday, January 30th. More details about the specific requirements for this assignment will be provided later in the term.

V. Final Term Paper (20% or 30%)

In lieu of a traditional final exam, you will be required to submit a final term paper. The purpose of this paper is similar to that of an exam in that I expect you to demonstrate a solid understanding of the concepts and theories we have discussed over the course of the semester. As this final paper is meant to take the place of a take-home final exam, it will be distributed at the end of the semester. In line with Carleton requirements, this paper will be due on or before the final day of the term (i.e. April 9th) by midnight. Please note that in light of these Carleton requirements I am not permitted to accept any paper after April 9th. Please do not miss this deadline! You can submit your papers electronically via cuLearn.

The final paper should be **12-14 pages maximum** (excluding Title Page, References, Appendices), and can be less if you can satisfactorily cover everything that is needed in fewer pages. The marking scheme I will be using to assess your final assignments will be outlined in class later in the semester.

This final assignment requires you to watch one of several films that deal with the phenomenon of leadership and many of the concepts you have learned about in this course. After viewing this film, you will analyze its contents and respond to the specific questions provided in the form of a coherent and thoughtful term paper.

It is important to tell you that some of these film options may contain profanity, violence, sexual humor, and other sensitive issues (e.g. racial matters). If you do not wish to view these films because they may make you feel uncomfortable, please come and see me for an alternative to the final paper assignment.

Please note: The analysis you submit must be **entirely your own individual effort**. You must not review any aspect of another student's analysis, nor may you allow any other student to look at any aspect of your analysis – for example, lending them your rough draft or finished work on paper or electronic file. Remember – this assignment is meant to replace a final exam!

*Grade Distribution

As students learn in different ways, and express this learning better via different assessment formats, you will be allowed to choose whether your midterm exam or final term paper will count for more towards your final grade. As depicted above, you will be permitted to allocate either 20% or 30% to your midterm exam, thus leaving the other percentage to be allocated to the final paper (i.e. if you decide the exam is worth 20%, your paper must be worth 30% and vice versa). It is my belief that this option allows you to reflect upon your unique strengths as well as you schedules / personal demands, and exercise judgment in light of these factors with regards to evaluation.

You are required to submit your percentage allocation decision (in class) on **Friday February 1st**. Once you have submitted your evaluation decision, your choice will be made final (i.e. you will not be permitted to change your mind).

COURSE MATERIALS

You are expected to complete all readings by the start of class for which they are assigned.

Textbook:

Daft, R.L. (2017). *The Leadership Experience*, 7th Edition. CT: Cengage Learning. ISBN-13: 9781337102278

Available at the Campus Bookstore, Haven Books, and on reserve in MacOdrum Library.

Additional Readings:

Articles will be available on cuLearn.

COURSE EXPECTATIONS - FOR STUDENTS:

Academic Integrity

Violations of academic integrity are a serious academic offence. Violations of academic integrity – for example presenting another’s ideas, arguments, words or images as your own, using unauthorized material, misrepresentation, fabricating or misrepresenting research data, unauthorized co-operation or collaboration or completing work for another student – weaken the quality of the degree and will not be tolerated. Penalties may include expulsion; suspension from all studies at Carleton; suspension from full-time studies; a refusal of permission to continue or to register in a specific degree program; academic probation; and a grade of Failure in the course, amongst others. Students are expected to familiarize themselves with and follow the Carleton University Student Academic Integrity Policy that is available, along with resources for compliance at: <http://carleton.ca/studentaffairs/academic-integrity>

Except for the group assignment, the work submitted for evaluation is individual in nature and must result from your individual effort. Where you use outside sources, they must be properly cited/referenced. If you are unsure about sourcing / collaboration etc. please speak to me.

Class Preparation

I expect you to be prepared for classes by having completed and considered the assigned readings for that day. I will ask students to participate in class discussion on a voluntary basis, although students will be required to participate in class activities. I emphasize the importance of engaging with the material in class, to your learning and success in this course.

Classroom Citizenship

I expect you to be respectful of your colleagues and myself in this class. This includes arriving on time, not leaving during the class, or otherwise disrupting the class. Classroom citizenship behaviours include listening to others without interrupting, and speaking/responding to one another and myself with respect. This does not mean always agreeing; I expect there will be disagreement and debates in the class – but be nice! There is zero tolerance for discriminatory comments.

Adherence to Deadlines

You are expected to submit all of your assignments on time. In the event that you do not submit an assignment on time, you will lose 10% per day that your assignment is late – that includes the weekend (i.e. 10% for Saturday, 10% for Sunday). You may submit assignments over the weekend and I will deduct 10% as appropriate based on the time I receive your assignment. **Please note the Carleton mandated deadline for your final term paper – it does not allow for late submissions (i.e. if late, I cannot accept your assignment).

The late penalty is meant to encourage you to manage your time effectively / ensure that those who hand in their assignments on time are not penalized. It is not a punishment - it is a consequence. Extensions are rarely granted unless extenuating circumstances are present. I expect that students discuss with me these circumstances, as early as possible. Documentation supporting your need for an extension may be required. The only valid excuse for missing the midterm is for significant medical reasons or death in the family and must be documented with a medical certificate. Any other reason (such as travel, etc...) will not be considered. If you miss the midterm for a reason that is not deemed as legitimate, your midterm mark will be zero.

Use of Technology

Students are permitted to bring their laptops to follow along with the class slides and to take notes if they would like. However, using laptops for non-class related activities (i.e. *Facebook*, *Twitter*, email, games etc.) is not permitted. This is disruptive to others in the class, including me. If I determine that laptops are being abused or causing disruption to others, I will not allow them to be used in class anymore. There may be times when laptops will have to be closed in class for specific exercises. Cell phones must not ring in class, and students must not text.

COURSE EXPECTATIONS – FOR THE PROFESSOR:

Class Preparation

I will be prepared for each class. This includes my lecture and slides to guide us through our discussion. I will post a version of the slides to cuLearn one day before the class. For teaching purposes your version may be slightly different than the set used in class.

Teaching Style

My style is a combination of lecture, class discussion, demonstrations and experiential exercises, case studies, and media use. I will typically not reiterate what is in the textbook, though I'll often emphasize important themes. It is for this reason that it is important to *do your readings and come to class*. Also, reading the material before class will allow you to bring any questions or concerns you have regarding the material to lecture. Of note: there may be times when I don't know the answer to a question or comment – I will get back to you in class or by using the class website as soon as I can.

Outside the Classroom

I will be available to meet in person during my office hours or at another mutually convenient time by appointment. Simply send me an email and we can work out a time that suits us both. Drop-ins are not always an effective use of your time if I am seeing large numbers of students (which tends to happen around assignment / test times), but please feel free to stop by if you wish. I enjoy meeting with those in my classes, so please do not hesitate to set up a meeting! Please note: I can only respond to emails that are sent from your Carleton.ca email accounts. Please title your email "BUSI 411B" so I can filter quickly to your message, and be sure you include your full name and/or student number in the text of email. If you do not have, or have yet to activate this account, you may wish to do so by visiting <http://carleton.ca/ccs/students/>

Grades

I will return your work as soon as possible. If you have a concern about a mark you've received you may contact me to discuss it the day after your assignment is returned. **Please outline your specific concern in writing so that I may review it prior to our meeting.** Unless there is an addition error, I rarely change marks once assignments have been returned, although I always encourage students to ask questions and seek clarification if desired– understanding where one "missed the mark" on a current assignment can contribute to improved performance on subsequent assignments. Please note that any granted request to re-grade an assignment / exam will result in the entire piece of work being re-graded, and may result in a lower grade if appropriate.

TENTATIVE COURSE SCHEDULE

Week 1: January 11th	Introduction/ Course Expectations What is Leadership?	<ul style="list-style-type: none"> • text chapter 1 • Pfeffer & Sutton (2006). Evidence Based Management. <i>HBR</i>
Week 2: January 18th	Modern Leadership Theory: Understanding Trait, Behavioral and Contingency Approaches to Leadership	<ul style="list-style-type: none"> • text chapters 2 & 3
Week 3: January 25th	Portrait of a Leader: Characteristics, Values & Attitudes of Effective Leaders Leadership Authenticity & Self-Awareness (Leading from Within)	<ul style="list-style-type: none"> • text chapters 4 & 5
Week 4: February 1st	Motivation, Inspiration and Moral Leadership Team Teaching Sign-Ups; Grade Distribution Decision Due	<ul style="list-style-type: none"> • text chapters 6 & 8 • McGuire & Hutchings (2007). Portrait of a Transformational Leader. <i>LODJ</i>
Week 5: February 8th	Power, Influence and Destructive Leadership Leadership Self-Assessment Due	<ul style="list-style-type: none"> • text chapter 12 • Cialdini (2001). Harnessing the Science of Persuasion. <i>HBR</i> • Padilla et al. (2007). The Toxic Triangle. <i>LQ</i> –pgs 176-186
Week 6: February 15th	Enough About Leaders! What about Followers?!	<ul style="list-style-type: none"> • text chapter 7
Week 7: February 22nd	Reading Week ☺ No class	
Week 8: March 1st	MIDTERM (In-Class)	
Week 9: March 8th	Leadership, Gender & Diversity	<ul style="list-style-type: none"> • text chapter 11 • Eagly (2007)
Week 10: March 15th	Leaders' Roles in Shaping Organizations: Vision, Strategy and Culture	<ul style="list-style-type: none"> • text chapters 13 & 14

Week 11: March 22nd	Leading Change Team Teaching	• text chapter 15
Week 12: March 29th	Team Teaching	
Week 13: April 5th	Team Teaching	

IMPORTANT INFORMATION

- **Academic Regulations of the University:** University rules regarding registration, withdrawal, appealing marks, and most anything else you might need to know can be found on the university's website:
<http://calendar.carleton.ca/undergrad/regulations/academicregulationsoftheuniversity/>
- **Students must always retain a hard copy of all work that is submitted**
- **All final grades are subject to the Dean's approval**
- **Course Sharing Websites**
Please note that student or professor materials created for this course (including presentations and posted notes, labs, case studies, assignments and exams) remain the intellectual property of the author(s). **They are intended for personal use and may not be reproduced or redistributed without prior written consent of the author(s).**
- **Group work**
The Spratt School of Business encourages group assignments in the school for several reasons. They provide you with opportunities to develop and enhance interpersonal, communication, leadership, follower-ship and other group skills. Group assignments are also good for learning integrative skills for putting together a complex task. Your professor may assign one or more group tasks/assignments/projects in this course. Before embarking on a specific problem as a group, it is your responsibility to ensure that the problem is meant to be a group assignment and not an individual one.
- **Required calculator in BUSI course examinations**
If you are purchasing a calculator, we recommend any one of the following options: Texas Instruments BA II Plus (including Pro Model), Hewlett Packard HP 12C (including Platinum model), Staples Financial Calculator, Sharp EL-738C & Hewlett Packard HP 10bII
- **Requests for Academic Accommodation**
You may need special arrangements to meet your academic obligations during the term. For an accommodation request, the processes are as follows:

Pregnancy obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Religious obligation

Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. For more details, visit the Equity Services website: carleton.ca/equity/wp-content/uploads/Student-Guide-to-Academic-Accommodation.pdf

Academic Accommodations for Students with Disabilities

If you have a documented disability requiring academic accommodations in this course, please contact the Paul Menton Centre for Students with Disabilities (PMC) at 613-520-6608 or pmc@carleton.ca for a formal evaluation or contact your PMC coordinator to send your instructor your Letter of Accommodation at the beginning of the term. You must also contact the PMC no later than two weeks before the first in-class scheduled test or exam requiring accommodation (if applicable). After requesting accommodation from PMC, meet with your instructor as soon as possible to ensure accommodation arrangements are made. carleton.ca/pmc

Survivors of Sexual Violence

As a community, Carleton University is committed to maintaining a positive learning, working and living environment where sexual violence will not be tolerated, and is survivors are supported through academic accommodations as per Carleton's Sexual Violence Policy. For more information about the services available at the university and to obtain information about sexual violence and/or support, visit: carleton.ca/sexual-violence-support

Accommodation for Student Activities

Carleton University recognizes the substantial benefits, both to the individual student and for the university, that result from a student participating in activities beyond the classroom experience. Reasonable accommodation must be provided to students who compete or perform at the national or international level. Please contact your instructor with any requests for academic accommodation during the first two weeks of class, or as soon as possible after the need for accommodation is known to exist. <https://carleton.ca/senate/wp-content/uploads/Accommodation-for-Student-Activities-1.pdf>

For more information on academic accommodation, please contact the departmental administrator or visit: students.carleton.ca/course-outline

- **Sprott Student Services**

The Sprott student services office, located in 710 Dunton Tower, offers academic advising, study skills advising, and overall academic success support. If you're having a difficult time with this course or others, or just need some guidance on how to successfully complete your Sprott degree, please drop in any weekday between 8:30am and 4:30pm. Advisors are happy to discuss grades, course selection, tutoring, concentrations, and will ensure that you get connected

with the resources you need to succeed. For more information please visit <http://sprott.carleton.ca/students/undergraduate/learning-support/>

You can also visit the following websites for more helpful information / assistance:

- Student Academic Success Centre (SASC): www.carleton.ca/sasc
- Writing Tutorial Services: www.carleton.ca/sasc/writing-tutorial-service/
- Peer Assisted Study Sessions (PASS): www.carleton.ca/sasc/peer-assisted-study-sessions

Centre for Student Academic Support

The Centre for Student Academic Support (CSAS) is a centralized collection of learning support services designed to help students achieve their goals and improve their learning both inside and outside the classroom. CSAS offers academic assistance with course content, academic writing and skills development. Visit CSAS on the 4th floor of MacOdrum Library or online at: carleton.ca/csas.

Sessions (PASS): www.carleton.ca/sasc/peer-assisted-study-sessions