

CCSJ**Business**
Calumet College of Saint Joseph**Organizational Leadership – BSMT 380 O – Summer 2019****On-line**
3 Credit Hours**GENERAL INFORMATION**

PROFESSOR INFORMATION

Instructor: Dr. Roy Scheive**Phone:** (219) 473-4228 (office)**Cell:** 219-671-1065, for text only, please include name in text.**Office:** Fifth Floor, Room 511**Office Hours:** By appointment highly recommended**E-mail:** rscheive@ccsj.edu Email is the best way to get hold of me.**COURSE DESCRIPTION**

“The key to successful leadership today is influence, not authority.”
Ken Blanchard

This course introduces a large range of concepts, theories, and practices important for basic understanding of leadership. The emphasis of this course is to encourage students to understand, apply, and evaluate important leadership theories, including *Servant Leadership*. Emphasis of this course also includes helping students to learn to identify and fortify their own personal leadership strengths. By the end of this course, students should be able to articulate their own personal definition and philosophy of leadership.

ABOUT YOUR PROFESSOR

My name is Dr. Roy Scheive and I am the Chair of the Business Management Department and the Director of the Organization Management Program. In addition, I am also the Director of the Master of Science in Business Management Program. I earned my undergraduate degree from Indiana University in Organization Management. I earned my first Master's Degree in Education from Purdue University, and a second Master's Degree in Leadership from Indiana Wesleyan University. I completed my Ph.D. in Leadership from Indiana Wesleyan University. My dissertation studied the *Impact of Academic Administrators Transformational Leadership Styles on Faculty's Perceptions and Participation in Shared Governance*.

I enjoy traveling and learning about new cultures. I have attended CCSJ's mission project in Guatemala twice and have helped raise money for the mission since 2006. I have taught Global Management

courses in the MBA Program at Escela de Organizacion Industrial University in Madrid, Spain and have taken courses at the University of Maastricht in the Netherlands. Last year (2017) I completed my certification in Cultural Intelligence (level 1 & 2) from the highly respected Cultural Intelligence Center. I have taught the courses listed below in both the traditional and accelerated programs at Calumet College of St. Joseph.

- Applied Management
- Business Writing
- Business Ethics
- Business Mathematics
- Global Management
- Human Resources for Managers
- Integrated Mathematics Concepts
- Integrated Project
- Organizational Behavior
- Organizational Leadership

COURSE LEARNING OBJECTIVES:

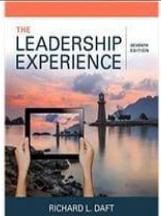
By the end of this course, successful students will:

1. Understand the nature of leadership, how it differs from management, and be able to articulate a personal definition of leadership.
2. Identify and assess the skills and abilities that will improve effectiveness in leading others in an organization.
3. Describe, analyze, and evaluate various leadership theories and integrate them into a personal philosophy of management.
4. Articulate, analyze, and evaluate ethical issues of leadership.
5. Describe and analyze the concept and tenets of servant leadership.
6. Discover and fortify personal strengths and traits of leadership.

COURSE PREREQUISITES

None

TEXTBOOKS



The Leadership Experience (7th Edition)

By Daft, Richard L.

Edition:

7th

ISBN-13:

9781337102278

ISBN-10:

133710227X

Format:

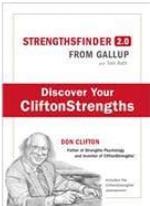
Paperback

Pub. Date:

2017-01-01

Publisher(s):

South-Western College



StrengthsFinder 2.0

By Rath, Tom

ISBN-13:

9781595620156

ISBN-10:

159562015X

Format:

Hardcover w/ Access Code

Pub. Date:

2007-02-01

Publisher(s):

Gallup Press

DATES This course is an on-line course which meets on-line from **July 1 to August 12**.

LEARNING AND TEACHING METHODOLOGY – THE APPLICATION OF THEORY TO PRACTICE

Students will be tested, via on-line, on weekly reading assignments, but this course will stress analysis and application of leadership theories by having students interview local business and civic leaders, engage in on-line group discussions, and by writing reflection papers. In addition, student will learn about their personal leadership strengths and how to fortify their personal strengths by completing the strength finder assessment and analyzing their results.

EXPERIENTIAL LEARNING ACTIVITIES

This course offers limited experiential learning activities. This includes student interviews with practicing local business and civic leaders.

EVALUATION CRITERIA / ASSIGNMENT WEIGHTING

Course Requirements	Weights
Weekly quizzes	20%
Best Self-Exercise	11.76%
Personal Leadership Philosophy Paper	23.53%
Strength Finder Assessment and Leadership Strength Analysis Paper	11.76%
Weekly on-line discussions	21.2%
Leadership Interviews (3).	11.76 %
Total	100%

QUIZZES (20% of Final Grade)

To ensure that you are keeping up with the textbook readings and foundational concepts, there will be weekly quizzes. The quizzes will cover the material from the text and are due on Wednesdays by Midnight.

WEEKLY ON-LINE DISCUSSIONS (via Blackboard) (21.2%):

Students are expected to participate in weekly on-line discussions via Blackboard. The faculty member will post a question or list of questions that students must respond to. Each weeks question(s) will be posted on Blackboard by Monday before Noon. Students will need to provide their response by **Wednesday before Midnight**. Then students must provide a response that demonstrates thoughtful consideration to at least two fellow students' original post by **Saturday before Midnight**. Students' original post must be at least 100 words in length. Response to other students post must be a minimum of 40 words in length.

Points will be deducted for late post to blackboard. Points may not be given if post are more than one day late.

Monday by Noon: Faculty member will post on-line discussion question(s) to blackboard.
Wednesday by Midnight: Student's original post are due (100 word minimum).
Saturday by Midnight: Student's response post to fellow students due (40 word minimum).

BEST-SELF PAPER, PERSONAL PHILOSOPHY PAPER, STRENGTH FINDER ASSESSMENT PAPER, and LEADERSHIP INTERVIEW ASSIGNMENT will be discussed in class. Both a description and rubrics for each assignment will be posted on Blackboard at least one week before the assignment's due date.

GRADING POLICY

Weekly Quizzes (quiz 1 is worth 20 points and quiz 2 through 6 are worth 30 points)	170 points	Letter Grade	% Range
		A	94 – 100
		A -	90 – 93
		B +	87 – 89
		B	84 – 86
		B -	80 – 83
		C +	77 - 79
		C	74 – 76
		C -	70 – 73
		D +	67 – 69
		D	64 – 66
		D -	60 – 63
		F	< 60
Total	850 points		

EXPECTATIONS

Expect to spend a minimum of 12 hours a week to dedicate to preparing for class. **Remember this is an accelerated course.**

COURSE TECHNOLOGY

This course utilizes Blackboard and email, but mostly blackboard.

This course also relies on **Blackboard** for important course announcements, assignment submission, grades, and serves as the main repository for course documents such as this syllabus and course policy, customized lecture slides, relevant articles, and current events as they relate to the course concepts.

Reliable and accessible **internet service** is required for all students. Students must check their Blackboard portal daily as well as check your email for important course announcements as you will be held responsible for any communications.

RULES, POLICIES, AND ACADEMIC MISCONDUCT

Assignments from the text and other resources are listed below for each class session. Students are expected to pace their learning according to the posted course assignments.

It is expected that interactive learning and teaching will enrich the learning experience of all students, and that each student will work in partnership with the professor to create a positive learning experience for all. Student engagement is a necessary condition for an effective learning experience, and includes contributions to debate and discussion, positive interactive learning with others, and an enthusiastic attitude towards inquiry. Everyone is expected to be a positive contributor to the on-line class learning community, and students are expected to share the in the responsibility of learning.

COURSE CALENDAR**WEEKLY SCHEDULE****ALL ASSIGNMENTS DUE BY MIDNIGHT**

Week 1: (July 1 to July 7)	<p>On-line Discussion, original post due July 3 Response to 2 other post due July 6</p> <p>(Please see section: Weekly On-line Discussions, on page 4 for minimum requirements for blackboard discussions).</p> <p>Complete and Submit Quiz One; due July 5</p>	<p>Read Chapter: One Carefully.</p> <p>Casually Read Chapter two and three</p>
Week 2: (July 8 to July 14)	<p>On-line Discussion, original post due July 10 Response to 2 other post due July 13</p> <p>Complete and Submit Quiz Two: due July 12</p> <p><u>Complete Best-Self Exercise: due July 14</u></p>	<p>Read Chapters: Four, Five, and Six</p>
Week 3: (July 15 to July 21)	<p>On-line Discussion, original post due July 17 Response to 2 other post due July 20</p> <p>Complete and Submit Quiz Three; due July 19</p> <p><u>Strength Finder Analysis Paper: due July 21</u></p>	<p>Read Chapters: Seven and Eight</p>
Week 4: (July 22 to July 28)	<p>On-line Discussion, original post due July 24 Response to 2 other post due July 27</p> <p>Complete and Submit Quiz Four; due July 26</p>	<p>Read Chapters Nine and Ten</p>
Week 5: (July 29 to August 4)	<p>On-line Discussion, original post due July 31 Response to 2 other post due August 3</p> <p>Complete and Submit Quiz Five; due August 2</p> <p><u>Complete Leadership Interviews: due August 4</u></p>	<p>Read Chapters Eleven and Twelve</p>
Week 6: (August 5 to August 11)	<p>On-line Discussion, original post due August 7 Response to 2 other post due August 10</p> <p>Complete and Submit Quiz Six; due August 9</p>	<p>Read Chapters 13, 14, & 15</p>
Week 7: (August 12)	<p><u>Personal Leadership Philosophy Paper Due: Due August 12</u></p>	

Responsibilities	
Attending Class / Exams	<p>You cannot succeed in this class if you do not attend. We believe that intellectual growth and success in higher education occur through interaction in the classroom and laboratories. However, we do not want to penalize students for participating in college-sponsored events. When you miss class because of a college event, <u>you must give written notice of your absence at least one days in advance, and you are responsible for completing all missed work by their original due dates.</u></p> <p>There are no makeup exams in this course. Therefore, you must pre-arrange to complete an exam prior to the general exam date in order to earn credit. It is the student's responsibility to make these arrangements with the faculty at least one week in advance.</p> <p>Finally, any student who misses a total of three weeks of classes will be automatically dropped from the course. For hybrid courses, this means two face-to-face sessions.</p> <p>This is an on-line course so students must post and contribute to on-line discussions within the stated time frames.</p>
Turning In Your Work	<p>You cannot succeed in this class if you do not turn in all your work on the day it is due.</p> <p>The learning strategy in this course uses scaffolding and the activities in this course are cumulative. Therefore, you must complete assignments in sequence as indicated in the syllabus and online learning management system (Blackboard).</p>
CCSJ Student Honor Code	<p>This course asks students to reaffirm the CCSJ Student Honor Code:</p> <p>I, as a student member of the Calumet College academic community, in accordance with the college's mission and in a spirit of mutual respect, pledge to:</p> <ul style="list-style-type: none"> • Continuously embrace honesty and curiosity in the pursuit of my educational goals; • Avoid all behaviors that could impede or distract from the academic progress of myself or other members of my community; • Do my own work with integrity at all times, in accordance with syllabi, and without giving or receiving inappropriate aid; <p><small>Do my utmost to act with commitment, inside and outside of class, to the goals and mission of Calumet College of St. Joseph.</small></p>
Using Electronic Devices	<p>Electronic devices can only be used in class for course-related purposes. If you text or access the Internet for other purposes, you may be asked to leave, in which case you will be marked absent.</p> <p>This is an on-line course so this policy does not apply.</p>
Participating in Class	<p>You must participate in weekly on-line discussions. Please see page 4 of this documents for minimum posting requirements.</p>
Doing Your Own Work	<p>If you turn in work that is not your own, you are subject to judicial review, and these procedures can be found in the College Catalog and the Student Planner. The maximum penalty for any form of academic dishonesty is dismissal from the</p>

	<p>College.</p> <p>Using standard citation guidelines, such as MLA or APA format, to document sources avoids plagiarism. The Library has reference copies of each of these manuals, and there are brief checklists in your Student Handbook and Planner.</p> <p>PLEASE NOTE: All papers may be electronically checked for plagiarism.</p>
CCSJ Book Rental Program	<p>The CCSJ Book Program ensures that everyone has the right course materials on the first day of class to be successful. You pay a book rental fee each semester, and in return, receive all the materials for all your classes prior to the beginning of classes. At the end of the semester, simply return the books. For traditional students, the Book Rental Program is conveniently located in the library, where students can pick up and return their books. For students in accelerated programs and graduate programs, books will be delivered to their homes and they can return them by mail. For more information, see http://www.ccsj.edu/bookstore. All books must be returned at the end of the semester or you will incur additional fees, which will be charged to your student account.</p>
Withdrawing from Class	<p>After the last day established for class changes has passed (see the College calendar), you may withdraw from a course by following the policy outlined in the CCSJ Course Catalog.</p>

Comment [RS1]:

Resources	
Student Success Center:	<p>The Student Success Center provides faculty tutors at all levels to help you master specific subjects and develop effective learning skills. It is open to all students at no charge. You can contact the Student Success Center at 219 473-4287 or stop by the Library.</p>
Disability Services:	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans with Disabilities Act (ADA) guidelines. If you believe that you need a “reasonable accommodation” because of a disability, contact the Disability Services Coordinator at 219-473-4349.</p>
CCSJ Alerts:	<p>Calumet College of St. Joseph’s emergency communications system will tell you about emergencies, weather-related closings, or other incidents via text, email, or voice messages. Please sign up for this important service annually on the College’s website at: http://www.ccsj.edu/alerts/index.html.</p> <p>In addition, you can check other media for important information, such as school closings:</p> <p>Internet: http://www.ccsj.edu Radio: WAKE – 1500 AM, WGN – 720 AM, WIJE – 105.5 FM, WLS – 890 AM, WZVN – 107.1 FM, WBBM NEWS RADIO 78 TV Channels: 2, 5, 7, 9, 32</p>

***** Instructor reserves the right to make changes to the syllabus.**

Emergency Procedures

MEDICAL EMERGENCY

EMERGENCY ACTION

1. Call 911 and report incident.
2. Do not move the patient unless safety dictates.
3. Have someone direct emergency personnel to patient.
4. If trained: Use pressure to stop bleeding.
5. Provide basic life support as needed.

FIRE

EMERGENCY ACTION

1. Pull alarm (located by EXIT doors).
2. Leave the building.
3. Call 911 from a safe distance, and give the following information:
 - Location of the fire within the building.
 - A description of the fire and how it started (if known)

BUILDING EVACUATION

1. All building evacuations will occur when an alarm sounds and/or upon notification by security/safety personnel. **DO NOT ACTIVATE ALARM IN THE EVENT OF A BOMB THREAT.**
2. If necessary or if directed to do so by a designated emergency official, activate the building alarm.
3. When the building evacuation alarm is activated during an emergency, leave by the nearest marked exit and alert others to do the same.
4. Assist the disabled in exiting the building! Remember that the elevators are reserved for persons who are disabled. **DO NOT USE THE ELEVATORS IN CASE OF FIRE. DO NOT PANIC.**
5. Once outside, proceed to a clear area that is at least 500 feet away from the building. Keep streets, fire lanes, hydrant areas and walkways clear for emergency vehicles and personnel. The assembly point is the sidewalk in front of the college on New York Avenue.
6. **DO NOT RETURN** to the evacuated building unless told to do so by College official or emergency responders.

IF YOU HAVE A DISABILITY AND ARE UNABLE TO EVACUATE:

Stay calm, and take steps to protect yourself. If there is a working telephone, call 911 and tell the emergency dispatcher where you are **or** where you will be moving. If you must move,

1. Move to an exterior enclosed stairwell.
2. Request persons exiting by way of the stairway to notify the Fire Department of your location.
3. As soon as practical, move onto the stairway and await emergency personnel.
4. Prepare for emergencies by learning the locations of exit corridors and enclosed stairwells. Inform professors, and/or classmates of best methods of assistance during an emergency.

HAZARDOUS MATERIAL SPILL/RELEASE

EMERGENCY ACTION

1. Call 911 and report incident.
2. Secure the area.
3. Assist the injured.
4. Evacuate if necessary.

TORNADO**EMERGENCY ACTION**

1. Avoid automobiles and open areas.
2. Move to a basement or corridor.
3. Stay away from windows.
4. Do not call 911 unless you require emergency assistance.

SHELTER IN PLACE**EMERGENCY ACTION**

1. Stay inside a building.
2. Seek inside shelter if outside.
3. Seal off openings to your room if possible.
4. Remain in place until you are told that it is safe to leave.

BOMB THREATS**EMERGENCY ACTION**

1. Call 911 and report incident.
2. If a suspicious object is observed (e.g. a bag or package left unattended):
 - Don't touch it!
 - Evacuate the area.

TERRORISM AND ACTIVE SHOOTER SITUATIONS**EMERGENCY ACTION**

1. Call 911 and report intruder.

RUN, HIDE OR FIGHT TIPS:

1. **Prepare** – frequent training drills to prepare the most effectively.
2. **Run and take others with you** – learn to stay in groups if possible.
3. **Leave the cellphone.**
4. **Can't run? Hide** – lock the door and lock or block the door to prevent the shooter from coming inside the room.
5. **Silence your cellphone** -- use landline phone line.
6. **Why the landline?** It allows emergency responders to know your physical location.
7. **Fight** – learn to “fight for your life” by utilizing everything you can use as a weapon.
8. **Forget about getting shot – fight!** You want to buy time to distract the shooter to allow time for emergency responders to arrive.
9. **Aim high** – attack the shooter in the upper half of the body: the face, hands, shoulder, neck.
10. **Fight as a group** – the more people come together, the better the chance to take down the shooter.
11. **Whatever you do, do something** – “react immediately” is the better option to reduce traumatic incidents.