

University of North Texas at Dallas
Fall 2024, Full Term
Syllabus for MGMT 4470 Leadership
Department of Management School of Business

Instructor: Christopher DeClerk, DM, SPHR, SHRM-SCP, CCP, GRP, CBP

Office Location: Founders Hall 324

Office Hours: Via email throughout the week or in-person Mondays 6:00-10:00 PM

Office Phone: 972-338-1144, Reserved for emergencies that cannot wait for email. It rings my cell phone, so please be conscious of the time of day before calling.

E-Mail: Please use messages feature in Canvas Learn. In an emergency, please email me with the course number in the subject line at Christopher.DeClerk@untdallas.edu.

Class Location: This course is completed entirely online in Canvas.

Course Catalog Description: An in-depth course on leadership. Students are provided practical tools and methods of leadership that will apply to a variety of organizational structures. Students gain insights about their own personalities, skills, ethics, values and beliefs as they relate to leading others, and have the opportunity to discuss and debate a number of leadership topics.

Prerequisites: None:

Required Textbook:

Daft, R.L., (2018). *The leadership experience*. (7th ed.). Cengage. ISBN 9781337102278

Learning Objectives

At the end of this course students will be able to:

- Understand and relate leadership models.
- Classify and relate leadership traits.
- Connect leadership actions to organizational outcomes.

Course Outline

In the unlikely event of changes, they will be communicated via an in-class Canvas announcement.

Week	Start	End	Week	Start	End
1	Mon 08/26	Sun 09/01	2	Mon 09/02	Sun 09/08
3	Mon 09/09	Sun 09/15	4	Mon 09/16	Sun 09/22
5	Mon 09/23	Sun 09/29	6	Mon 09/30	Sun 10/06
7	Mon 10/07	Sun 10/13	8	Mon 10/14	Sun 10/20
9	Mon 10/21	Sun 10/27	10	Mon 10/28	Sun 11/03
11	Mon 11/04	Sun 11/10	12	Mon 11/11	Sun 11/17
13	Mon 11/18	Sun 11/24	14	Mon 11/25	Sun 12/01
15	Mon 12/02	Sun 12/08	16	Mon 12/09	Fri 12/13

- Week One:
 - Read the lecture posted to the module and Chapter One What Does it Mean to be a Leader?
 - Assignments: Two discussions and one quiz.
- Week Two:
 - Read the lecture posted to the module and Chapter Two Traits, Behaviors, and Relationships
 - Assignments: One discussion and one quiz.
- Week Three:
 - Read the lecture posted to the module and Chapter Three Contingency Approaches to Leadership
 - Assignments: One discussion and one quiz.
- Week Four:
 - Read the lecture posted to the module and Chapter Four Leadership Mind and Emotion
 - Assignments: One discussion and one quiz.
- Week Five:
 - Read the lecture posted to the module and Chapter Five The Leader as an Individual
 - Assignments: One discussion and one quiz.
- Week Six:
 - Read the lecture posted to the module and Chapter Six Courage and Moral Leadership
 - Read the lecture posted to the module and Chapter Seven Followership
 - Assignments: One discussion and one quiz.
- Week Seven:
 - Assignment: Midterm Exam.
- Week Eight:
 - Read the lecture posted to the module and Chapter Eight Motivation and Empowerment
 - Assignments: One discussion and one quiz.
- Week Nine:
 - Read the lecture posted to the module and Chapter Nine Leadership Communication
 - Assignments: One discussion and one quiz.
- Week Ten:
 - Read the lecture posted to the module and Chapter Ten Leading Teams
 - Assignments: One discussion and one quiz.
- Week Eleven:
 - Read the lecture posted to the module and Chapter Eleven Developing Leadership Diversity
 - Assignments: One discussion and one quiz.
- Week Twelve:
 - Read the lecture posted to the module and Chapter Twelve Leadership Power and Influence
 - Assignments: One discussion and one quiz.
- Week Thirteen:
 - Read the lecture posted to the module and Chapter Thirteen Creating Vision and Strategic Direction
 - Assignments: One discussion and one quiz.
- Week Fourteen:
 - Read the lecture posted to the module and Chapter Fourteen Shaping Culture and Values
 - Assignments: one quiz (no discussion).
- Week Fifteen:
 - Read the lecture posted to the module and Chapter Fifteen Leading Change.
 - Assignment: Final Exam.
- Week Sixteen:
 - Assignment: Final Exam.

Grading Policies

This course will use the following instruments to determine student grades and proficiency of the learning outcomes.

Introduction Discussion – Due Saturday Week One

Guidelines

- Due by Wednesday 11:59 PM. Please join me in getting to know one another by posing a brief bio of at least 100 words. Replies are welcome but not required, nor do they earn points.
- Please include your preferred name, major, what you do for work, and you may include whatever else you like as long as it is appropriate for school. Replies are not required.
- This assignment is graded as completed or not for the two points available.

Discussion Posts Grading

Guidelines

- By 11:59 PM Thursday write an Initial 200+ word reply to the discussion question.
- By 11:59 PM Saturday, with at least 50 words each, respond to two other posts of students, doing your best, adding to the discussion in a meaningful way, not just posting saying you agree. There needs to be some depth to the responses.
- Sign your posts with your preferred name and when replying, use the author's original post preferred name as a guide. Let's be friendly Texans!

Grading

- Initial Responses Grading (up to one point):
 - You earn one point if at least 200 words, on topic, posted on time, with good grammar, and appropriate tone.
 - You earn a half point if late, less than 200 words, lacking scholarly tone, or poor grammar.
 - You do not earn points for posts less than 100 words or posted after 11:59 PM Sunday.
- Responses Grading (up to one point):
 - You earn a half point point each if at least 50 words, on topic, posted on time, with good grammar, and appropriate tone.
 - You earn a quarter point each if late, less than 50 words, lacking scholarly tone, or poor grammar.
 - You do not earn points for posts less than 25 words or posted after 11:59 PM Sunday.

Weekly Quizzes Grading

- Each quiz contains 15 questions chosen at random from a test bank.
- You will have up to 30 minutes to complete the exam. One retake is allowed. The highest score will be your final score.
- If you enter the exam for any reason and do not finish, that counts as one of your two attempts. Do not email asking for additional attempts. Be ready before you start. Only start when you are ready. Ready is defined as when you have:
 - read the chapters in the book and taken notes of key topics,
 - reviewed the lecture(s) and your notes of key topics.
 - stable Internet access and there's not a thunderstorm on the way that may cause an outage.
 - a clear schedule, a low chance of interruptions and, recommended but not required, a snack and a beverage of your choice ready so you stay refreshed.
- Late work: Quizzes are due at 11:59 PM Saturday night. Late quizzes are accepted with a one point penalty until 11:59 PM the following Tuesday. You do not have to ask permission to submit a late quiz.

Grading Policies Continued

Exams Grading

- Each exam contains 50 questions chosen at random from a test bank.
- You will have up to 90 minutes to complete the exam. One retake is allowed. The highest score will be your final score.
- If you enter an exam for any reason and do not finish, that counts as one of your two attempts. Do not email asking for additional attempts. Be ready before you start. Only start when you are ready. Ready is defined as when you have:
 - read the chapters in the book and taken notes of key topics,
 - reviewed the lectures and your notes of key topics.
 - stable Internet access and there's not a thunderstorm on the way that may cause an outage.
 - a clear schedule, a low chance of interruptions and, recommended but not required, a snack and a beverage of your choice ready so you stay refreshed.

Late Exams

- The midterm exam is due at 11:59 PM Saturday night. Late midterms are accepted if submitted by 7 AM on the following Monday, with a 3 point penalty.
- The final exam is due at 11:59 PM Friday night. Late finals are accepted if submitted by 11:59 PM on the following Saturday, with a 3 point penalty.
- Because midterm and final grades have to be posted shortly after the exams close, I will not accept late work except for documented emergencies (See Student Handbook).

Point Values for Assignments

- The points in this class add to 100.
- The 14 discussion forums are worth 2 points each, comprising 28% of your grade.
- The 15 weekly quizzes are worth 3 points each, comprising 42% of your grade.
- The 2 exams (midterm and final) are worth 15 points each, comprising 30% of your grade.

Grade Determination

This is the conversion of points to final letter grade. Rounding is built into the calculation already:

- 89.5-100: A
- 79.5-89.4: B
- 69.5-79.4: C
- 59.5-69.4: D
- below 59.5: F

University Policies and Procedures

Students with Disabilities (ADA Compliance):

The University of North Texas at Dallas makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Disabilities Services Office (DSO) to verify their eligibility. If a disability is verified, the DSO will provide you with an accommodation letter to be delivered to faculty to begin a private discussion regarding your specific needs in a course. You may request accommodation at any time, however, DSO notices of accommodation should be provided as early as possible in the semester to avoid any delays in implementation. Note that a student must obtain a new letter of accommodation for every semester and must meet/communicate with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information see the Disability Services Office website at <http://www.untDallas.edu/disability>. You may also contact them by phone at 972-338-1777; by email at UNTDDisability@untDallas.edu on the first floor of the Student Center.

Canvas Instructure Accessibility Statement:

University of North Texas at Dallas is committed to ensuring that online and hybrid courses are usable by all students and faculty including those with disabilities. If you encounter any difficulties with technologies, please contact our ITSS Department. To better assist them, you would want to have the operating system, web browser and information on any assistive technology being used. The Canvas Instructure Accessibility Statement is provided at <https://www.canvaslms.com/accessibility>.

NOTE: Additional instructional technology tools, such as Turnitin, Respondus, Panopto, and publisher cartridge content (i.e. MyLab, Pearson, etc.) may NOT be fully ADA compliant. Please contact our Disability Office should you require additional assistance utilizing any of these tools.

Academic Integrity:

Academic integrity is a hallmark of higher education. You are expected to abide by the University's code of Academic Integrity policy. Any person suspected of academic dishonesty (i.e., cheating or plagiarism) will be handled in accordance with the University's policies and procedures. Refer to the UNT Dallas Academic Integrity Policy in the appropriate Catalog at <http://dallascatalog.unt.edu>.

Academic dishonesty includes, but is not limited to, cheating, plagiarizing, fabrication of information or citations, facilitating acts of dishonesty by others, having unauthorized possession of examinations, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students.

Students should not use artificial intelligence to write discussion responses or complete other assignments.

Web-based Plagiarism Detection: Please be aware in some courses, students may be required to submit written assignments to Turnitin, a web-based plagiarism detection service, or another method. If submitting to Turnitin, please remove your title page and other personal information.

Classroom etiquette:

Students are encouraged to contribute their perspectives and insights to class discussions. However, offensive & inappropriate language (swearing) and remarks offensive to others of nationalities, ethnic groups, sexual preferences, religious groups, genders, or other ascribed statuses will not be tolerated. Disruptions which violate the Code of Student's Rights, Responsibilities, and Conduct will be referred to the Dean of Students as the instructor deems appropriate (UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>).

Classroom Disruption:

Students are expected to always engage with the instructor and other students in this class in a respectful and civil manner to promote a classroom environment that is conducive to teaching and learning. Students who engage in disruptive behavior will be directed to leave the classroom. A student who is directed to leave class due to disruptive behavior is not permitted to return to class until the student meets with a representative from the Dean of Students Office. It is the student's responsibility to meet with the Dean of Students before class meets again and to provide the instructor confirmation of the meeting. A student who is directed to leave class will be assigned an unexcused absence for that class period and any other classes the student misses because of not meeting with the Dean of Students. The student is responsible for material missed during all absences, and the instructor is not responsible for providing missed material. In addition, the student will be assigned a failing grade for assignments, quizzes or examinations missed and will not be allowed to make up the work.

The Code of Student's Rights, Responsibilities, and Conduct (**UNTD Policy 7.001 found at <https://untsystem.policytech.com/dotNet/documents/?docid=1278&public=true>**) describes disruption as the obstructing or interfering with university functions or activity, including any behavior that interferes with students, faculty, or staff access to an appropriate educational environment. Examples of disruptive behavior that may result in a student being directed to leave the classroom include but are not limited to: failure to comply with reasonable directive of University officials, action or combination of actions that unreasonably interfere with, hinder, obstruct, or prevents the right of others to freely participate, threatening, assaulting, or causing harm to oneself or to another, uttering any words or performing any acts that cause physical injury, or threaten any individual, or interfere with any individual's rightful actions, and harassment. You are encouraged to read the Code of Student's Rights, Responsibilities, and Conduct for more information related to behaviors that could be considered disruptive.

Course Evaluations:

Student evaluations of teaching effectiveness are a requirement for all organized classes at UNT Dallas. This short survey will be made available to you at the end of the semester via your campus email, providing you a chance to comment on how this class is taught. I (as the instructor) will not have access to the results of the evaluations until after final grades have been posted. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider students' evaluations to be an important part of your participation in this class.

Sexual Harassment, Sexual Misconduct, Intimate Partner Violence and Stalking

UNT Dallas is committed to creating a safe learning environment for all members of our community, free from gender and sex-based discrimination, including sexual harassment, domestic and dating violence, sexual assault, and stalking, in accordance with Title IX, Texas laws and University Policies. Please note that all employees are mandated reporters and must report all instances of sexual misconduct, dating violence, sexual assault, domestic violence and stalking to the Title IX Coordinator. If you or someone you know has experienced any form of sex or gender-based discrimination or violence and wish to speak to the Title IX Coordinator, you can email them at titleix@untDallas.edu or file a report [here](#).

Pregnancy, Pregnancy Related Conditions and Parenting Modifications Under Title IX

UNT Dallas is committed to compliance with Title IX, and to supporting the academic success of pregnant and parenting students and students with pregnancy related conditions. If you are a pregnant, have pregnant related conditions or a parenting student (child under one-year needs documented medical care) who wishes to request reasonable related modifications from the University under Title IX, please email the Title IX Coordinator at titleix@untDallas.edu. The Title IX Coordinator will work with your professors and academic unit to provide reasonable modifications needed to be supportive of your education while pregnant or as a parent under Title IX.

Bad Weather Policy:

Campus facilities will close, and operations will be suspended when adverse weather and/or safety hazards exist on the UNTD campus or if travel to the campus is deemed dangerous as the result of ice, sleet or snow. In the event of a campus closure, the Marketing and Communication Department will report closure information to all appropriate major media by 7 a.m. That department will also update the UNTD website, Facebook and Twitter with closing information as soon as it is possible. For more information, please refer to <http://www.untDallas.edu/police/resources/notifications>.

Inclement Weather and Online Classes:

Online classes may or may not be affected by campus closures due to inclement weather. Unless otherwise notified by your instructor via e-mail, online messaging, or online announcement, students should assume that assignments are due as scheduled.

Technology Assistance: To successfully access the materials in Canvas, UNT Dallas advises that your computer be equipped with the minimum system requirements listed on the first page of the syllabus.

If you have trouble accessing or using components of the course, try using Google Chrome browser. If you still experience technical difficulties, first, notify your instructor.

If the problem is still not resolved, call Distance Learning at the phone number listed on the first page of the syllabus. Also, no matter what browser you use, always enable pop-ups.

For more information see:

- UNT Dallas Canvas Technical Requirements: <https://community.canvaslms.com/docs/DOC-10721>
- Canvas Instructure Support & Unsupported Operating Systems: <https://community.canvaslms.com/docs/DOC-10720>