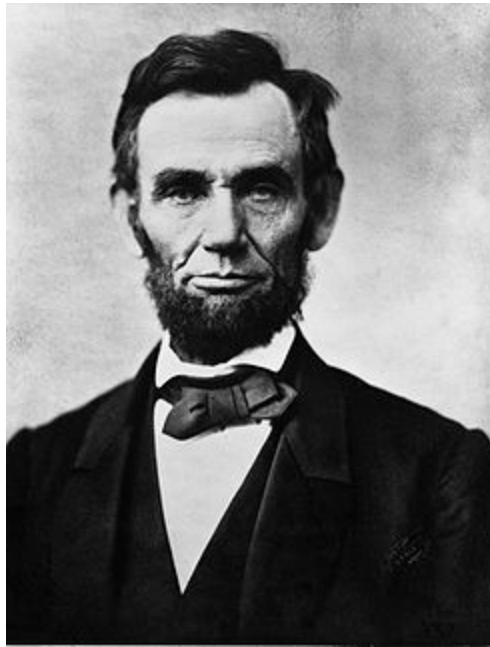


PSYCHOLOGY 395

**INTRODUCTION
TO
LEADERSHIP**



COURSE SYLLABUS

SPRING 2018

**PSYCHOLOGY 395
INTRODUCTION TO LEADERSHIP
SPRING 2018 SYLLABUS**

Welcome back from what I hope was a great winter vacation. Psychology 395 Introduction to Leadership is the study of leadership through the eyes of psychologists. In this course, you will learn to understand what leadership is and how you can learn to be a more effective leader. Throughout the course, you will read and understand how leadership is studied and what makes an effective leader. You will also be exposed to various leaders and expected to explain from a critical viewpoint why various individuals are seen as leaders while others are not. Specifically, this course will cover diverse leadership theories, power issues, motivation, team building, and coaching practices. This course will allow you to understand the many diverse issues that surround psychologists when they study leadership and its effects on teams.

Instructor: Justin Rueb **Section:** M(2:00-4:30) **Room:** D216 Science Bldg
Office: B301 Science Center **Office Hours:** T(1-3 PM) W(1-2), by appointment
Phone: 346-2191 **Email:** Justin.Rueb@UWSP.edu

REQUIRED TEXTS

Hughes, R. L., Ginnett, R. C., & Curphy, G. J. (2015). *Leadership: Enhancing the lessons of experience* (8th ed.). New York: McGraw-Hill Education.

COURSE PROCESS

PSYC 395 will be as a class seminar. This approach is designed to maximize your personal involvement and to give you experience participating in groups so as to enhance your leadership knowledge of yourself. You must come to class fully prepared to discuss the lesson assignment and to relate that material to your own experiences and observations. The lectures/discussions will not simply repeat your reading assignment. During the course, you will also work in several different teams. Each team should also ensure that absent members receive all relevant information presented during a specific class.

I believe the best way to understand leadership is through discussion, hands-on experience, and personal reflection. Since this is a writing emphasis course, I have incorporated several written projects (e.g., leadership papers, and journals) as an integral part of the course. The combination of leadership papers, journals, and pop quizzes will give you ample opportunity to display your knowledge and provide me with sufficient evidence to evaluate it.

Furthermore, this course is a capstone course requiring you to demonstrate the vast knowledge learned in your BAS major while at UWSP. Accordingly, you will have ample opportunity to demonstrate writing and oral communications skills throughout this semester. I know that you will embrace these opportunities and not cower from them. After all, optimism is one of the predictors of most effective leaders.

Social Sciences GEP Learning Outcomes:

- Define the major concepts and methods used by social scientists to investigate, to analyze, or to predict human or group behavior.
- Explain the major principles, models, and issues under investigation by the social sciences.
- Examine how the individual or groups of individuals are influenced by social, cultural, or political institutions both in their own culture and in other cultures.

Communication in the Major Learning Outcomes:

- Apply APA standards of oral and written communication to compose an articulate, grammatically correct, and organized presentation/piece of writing with properly documented and supported ideas, evidence, and information suitable to the topic, purpose, and audience.
- Critique your own and others' writing/oral presentations to provide effective and useful feedback to improve our communication.

Course Structure and Policies

Unrestricted Joint Effort - For any assignment presented in this course, ***excluding exams and daily questions***, you may work with anyone and use any outside sources. However, the final product must reflect your own work and ideas. ***Any exceptions must be duly noted through proper documentation techniques***. I strongly encourage the use of fellow students as editors and reviewers of papers prior to your submittal for grade.

Attendance - University Policy is that all students will attend class (*see <http://www.uwsp.edu/reg-rec/Attendance.aspx>*). Failure to attend class will result in missed DQs and missed information vital to all grading aspects of the course.

Late turn-in policy - The policy for this unlikely event will be a 10% reduction in your score for each day the paper is late. Any exceptional circumstances that may result in an unforeseen late submission (e.g., hospitalization, emergency absence) will be coordinated with your instructor. Missed exams may be rescheduled **within a week** of returning to class. Papers **are due when noted** in the syllabus unless prior arrangements have been made with the instructor.

Cell Phones and Electronic Recording Devices - All cell phones are to be silenced. Should a phone ring in class, I will be more than happy to answer that phone and talk to the caller. Anticipated emergency phone calls can be pre-arranged with the instructor, but the call must be answered outside of the classroom. Electronic recording devices for recording lectures must be pre-approved by the instructor.

Student's Rights and Responsibilities – Understanding your rights and responsibilities as students is an important aspect of your education here at UWSP. Your instructor expects you to understand and adhere to these rights and responsibilities in accordance with UWSP policy. Accordingly, students are encouraged to visit the Community Rights and Responsibilities document on-line at the listed URL below:

<http://www.uwsp.edu/centers/rights/RRBOOKLET8-2005-06.pdf>

Course Withdrawal - Students must withdraw from class in a timely manner in accordance with published deadlines. Failure to do so could result in a failing grade or the loss of reimbursable tuition fees. The published deadlines can be found at:

<http://www.uwsp.edu/news/uwspcatalog/academic.htm#Drop/Add>

Academic Honesty – If I suspect that a violation of academic honesty has occurred, I will pursue disciplinary sanction in accordance with UWS/UWSP 14, “Student Academic Standards and Disciplinary Procedures,” of the Wisconsin Administrative Code, Rules of the Board of Regents of the University of Wisconsin System. Copies of UWS/UWSP Chapter 14 are located at <http://www.uwsp.edu/admin/stuaffairs/rights/rightsChap14.pdf> and in paper form at The Office of Students Rights and Responsibilities, each residence hall, the Reserve Desk of the Learning Resources Center, the University Center Information Center, and the office of each academic dean.

Emergency Response Guidance:

Medical Emergency. Call 911 or use Red Emergency Phone (List Location). Offer assistance if trained and willing to do so. Guide Emergency Responders to victim.

Tornado Warning. Proceed to the lowest level interior room without window exposure at _____. (List primary location for shelter closest to class). See www.uwsp.edu/rmgt/Pages/em/procedures/other/floor-plans.aspx for floor plans showing severe weather shelters on campus. Avoid wide-span rooms and buildings.

Fire Alarm. Evacuate the building in a calm manner. Meet at west end of Gym (Swimming pool side). Notify instructor or emergency command personnel of any missing individuals.

Active Shooter: Run/Escapes, Hide, Fight. If trapped hide, lock doors, turn off lights, spread out and remain quiet. Follow instructions of Emergency Responders.

See UW-Stevens Point Emergency Management Plan at www.uwsp.edu/rmgt for details on all emergency response at UW-Stevens Point.”

Title IX. *Under several federal and state laws, and according to several university guidelines, I am required to report acts of a criminal or offensive nature. This includes acts of sexual harassment and assault, bias and hate crimes, illicit drug use, and acts of violence. Any disclosure or description of these incidents – both current and in the past – may be reported to the Dean of Students office (<http://www.uwsp.edu/dos/>) or the local authorities.*

COURSE ASSIGNMENTS

Classroom Attendance & Participation (CAP) Points (250 points – 25%)

CAP points account for 25% of a student's grade in the course. These points result from a calculation at the end of the semester based on how well and how often a student participates in the class or provides items of interest (e.g., articles, cartoons, videos) to the instructor that can assist in another student's learning. These points may also come from pop quizzes or unlisted outside assignments. Should students fail to participate in class, they can expect to receive no better than 90 of 125 points. Active oral participation is essential to do well in this portion of the grading. You can also expect a downgrade in this area for more than one absence. One absence or less will result in a 125 out of 125 points for attendance. Attendance is recorded. The student participation score results daily based on the following scale (0-Slept in class/did not attend, 1-Failed to participate/refused to answer question when called upon or was late to class, 2-participated when called upon, 3-active, voluntary participation). The participation portion of the grade will be calculated using an instructor-derived formula based on your daily score total.

WRITTEN ASSIGNMENTS

Except for the reflection journal, all written assignments will be typewritten and abide by the rules of APA format as outlined in the APA Manual. Additionally, I will review rough drafts, if I receive the rough drafts **at least two lessons** prior to the due date. This lead-time will help ensure students are not waiting until the last minute, while providing me the time to provide essential feedback so students can revise their paper prior to the due date. This policy encourages a quality product by the students and also capitalizes on the educational practice of feedback incorporation. I will discuss your paper and project at length with anyone who is interested.

Reflection Journal (200 points - 20%) – The reflection journal will be a personal journal revealing your views about various leadership examples/thoughts that you encounter during the week. During the third week, we will discuss one entry from each student to ensure individuals understand what is required of each journal entry. You should generate one to two paragraphs for at least three different leadership situations for each week. You will submit your journal two times during the semester.

Leadership Exemplar Paper (250 points - 25%) – Each individual will choose a person from their life that they consider being the greatest leader by whom they have personally been led. Your paper will identify the leader's position, the characteristics that make her/him a great leader, examples that support that belief, and the leadership theory that best supports their leadership style (maximum of 3 pages). Focus on actual events/ activities of the leader's life to that made your leader the leader you believe her/him to be. Later, in class you will be required to discuss your leader's personality and behavior so as to encourage class discussion. . For the Leadership Exemplar papers, each individual can rewrite their paper for turn-in a second time (highly encouraged). The paper's final grade will be the average of the two papers. This process will allow the student to learn from editorial review and capitalize on improving their writing skills, the objective of a capstone course

Leadership Succession Planning (250 points - 50%) - Each team of four students will choose one leader between them who the team agrees was the most influential leader among their respective leaders and why that leader was selected as the best. Next, the team must identify the traits, behaviors, and core competencies that they believe are necessary for continued success of that leader's organization. Additionally, each team will choose one of the many leadership theories/concepts discussed in class and then make critical connections between the theory and your chosen leader. Students will explain how they arrived at their decisions and then elaborate how they will determine the process needed to replace their leader in the future. Please remember to include a reference page(s) and appendices as necessary. **This paper will be double-spaced with 1-inch margins, and limited to 5 pages of text maximum.**

Leadership Succession Planning Presentation (100 points 5%) - Each team will present a 20-30-minute presentation that covers the main aspects of their Leadership Succession Planning paper. All team members must talk for roughly the same amount of time. At the completion of the presentation, each team will hold a question and comment session not to exceed 15 minutes. The team will present the Leadership Presentation during finals week or on the last day of class..

Bonus Points (15 Points maximum)

To encourage an in-depth reading and review of this syllabus and other course material, this instructor will award any student 1 point (up to a maximum of 15 points-1.5% of your grade) for any error that s/he discovers in any of the instructor's written documents. Only the first individual who notifies the instructor of the error will receive the point. So as not to interrupt the class, students are to notify the instructor before or after class via email. E-mail is the acceptable method of notification as this provides this instructor with a traceable record for assigning the bonus points. Only students who email the error will get credit. Verbal notification is not enough. However, if two students should have the same error listed, I will use the date/time of the message to indicate who was first. The instructor will keep a master copy of the student's name for each error for each document. Since I strive to produce the best product possible, this approach will help me reach my goal of zero errors in my materials. Should a student also receive a verbal bonus point in class, that student must again email the instructor reminding him of that bonus point awarded on that day. Delayed or Non-notification results in loss of the bonus point.

Course Grading Summary

CAP	250	25%
Reflection Journal	200	20%
Leadership Exemplar Paper	250	25%
Leadership Succession Paper	200	20%
<u>Leadership Final Presentation</u>	<u>100</u>	<u>10%</u>
Total	1000	100%

THE MEANING OF GRADES IN PSYC 395

Since scores on papers and examinations reflect the student's ability, instructor's grading tendencies, and the difficulty of the test, a contract grade schedule for this course would be inappropriate. Therefore, this course will not use a rigid contract for converting percentages to letter grades. However, the following guidelines will be used to assign points on essays and projects. For example:

A	94-100	B+	88 – 89.99	C+	78 – 80.99	D+	67 – 70.99
A-	90-93.99	B	84 – 87.99	C	74 – 77.99	D	64 – 66.99
		B-	81 – 83.99	C-	71 – 73.99	F	Below 64

The most important question remains: What do these examinations mean in terms of academic performance. The typical project will fall into the following guidelines.

An “Average” (C) paper should meet the following standards:

- a. Conform to the basic requirements of the assignment, and address all relevant questions asked;
- b. Exhibit sound organization: a clear purpose adequately supported by main ideas that are easily identified;
- c. Be intellectually sound in developing a strong thesis, using argument strategies appropriate to the writing;
- d. Conform to APA guidelines with regard to word choice, sentence construction, and overall format; and
- e. Be turned in on the data assigned.

A “Better Than Average” (B) paper should meet the foregoing tests and also:

- a. Contain elements of vividness and special interest in its style;
- b. Be of more than average stimulative quality in challenging the reader to think or in arousing depth of response; and
- c. Demonstrate skill in understanding unusually difficult concepts or processes or in winning agreement from readers initially inclined to disagree with the writer’s purpose.

A “Superior” (A) paper not only meets the foregoing standards, but also:

- a. Constitutes a genuinely individual contribution by the writer and
- b. Achieves a variety and flexibility of mood/manner suited to the presentation.

**PSYC 395-Leadership
Spring 2018 Schedule**

Lesson	Topic	Readings	Items Due
January			
23	Course Introduction What is Leadership?	Part 1 Chapter 1	Syllabus
30	Leadership Development	Chapter 2	
February			
6	Leadership Development Skills	Chapter 3	Discuss Journal entries
13	Leadership Power and Influence Remember the Titans I Discussion	Part 2 Chapter 4	
20	Leadership Values, Ethics, & Character Class starts at 3 PM	Chapter 5	
27	Leadership Traits	Chapter 6	
March			
6	Leadership Behaviors	Chapter 7	J1 Entry (8%)
13	Leadership Influence Tactics	Chapter 8	Leadership Exemplar paper (25%)
18-26	Have a Great Spring Break		
27	Motivation, Satisfaction, and Performance	Part 3 Chapter 9	
April			
3	Groups and Teams	Chapter 10	
10	Skills for Developing Others	Chapter 11	
17	The Situation	Part 4 Chapter 12	
24	Contingency Theories of Leadership	Chapter 13	Succession Paper (20%)
May			
1	Leadership & Change	Chapter 14	J2 Entry (12%)
8	Presentations-Leadership Demo		10%
17	Presentations II Thursday (5-7 pm)		
	Have a Great Summer!		