COM 408.001 (12:30PM TR)
Principles of Leadership
SPRING 2016: SERVICE LEARNING: F373
Stephen F. Austin State University
Languages, Culture & Communication
Communication Studies
www.sfasu.edu/commstudies

Professor: R. Tyler Spradley, Ph.D.
Associate Professor of Communication
Leadership Minor and Certificate Coordinator
Office: LAN 417
Phone: 468-1381
E-mail: rspradley@sfasu.edu
Office Hours: 9:30-11am TR 2-3pm TR
Class Times: 11 TR, 12:30 TR, Online Also by appointment

Course Description: Communication 408 is designed to offer students an overview of leadership studies. Throughout the semester students will learn various leadership principles and practices as they are challenged to assess the strengths and weaknesses of various leadership communication and organizational change perspectives.

Primary Goals and Learning Objectives for the Course:
1. Students will engage organizational communication and discourse literature examining leadership.
2. Students will be able to recognize primary leadership theories.
3. Students will be able to analyze and critique leadership processes.
4. Students will display a greater understanding of the centrality of communication to effective leadership and organizational change processes.
5. Students will develop a critical analysis of leadership communication.
6. Students will enact leadership practices and assessment through service learning projects.

Communication Studies Program Learning Outcomes: *PLOs assessed in this course.
1. Theory Knowledge: Students majoring in Communication Studies should display comprehension of major communication theories.
2. Theory Application: Students majoring in Communication Studies will apply the major theories in the field to communicate effectively in a variety of settings.
3. Research Methods: Students majoring in Communication Studies will be able to use and demonstrate understanding of appropriate methodology in critical, humanistic, or social scientific paradigms in examining research questions in communication.
4. Diversity and Freedom of Expression: Students majoring in Communication Studies will be able to recognize the central role of diversity and freedom of expression in a global community.
5. Constitutive Nature of Communication: Students majoring in Communication Studies will be able to demonstrate knowledge of the constitutive nature of communication, which includes forces that enable and constrain communication such as technology, ethics, and organizational life.
6. Higher Order Thinking: Students majoring in Communication Studies will be able to demonstrate oral and written competence in logical and critical thinking.

Course Materials: Students will be expected to purchase the following:
• AR: Additional reading materials will be provided during the semester by your instructor via D2L.
Governing Policies: The following policies will apply toward classroom decorum.

1. ACCEPTABLE STUDENT BEHAVIOR: Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program (see the Student Conduct Code, policy D-34.1). Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This prohibition applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed.

2. ELECTRONIC DEVICES: Students are expected to appreciate the learning environment and to prevent unnecessary distractions. All phones, MP3 players and PDAs must be off and out of sight during class, unless instructed otherwise. Laptops and tablets may be used; however, it is expected these devices will only be used for taking notes. Disruptive electronic use will result in an absence.

3. COURSE ADAPTATIONS: To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

4. ACADEMIC INTEGRITY: Academic integrity is a responsibility of all university faculty and students. Faculty members promote academic integrity in multiple ways including instruction on the components of academic honesty, as well as abiding by university policy on penalties for cheating and plagiarism. Definition of Academic Dishonesty: Academic dishonesty includes both cheating and plagiarism. Cheating includes but is not limited to (1) using or attempting to use unauthorized materials to aid in achieving a better grade on a component of a class; (2) the falsification or invention of any information, including citations, on an assigned exercise; and/or (3) helping or attempting to help another in an act of cheating or plagiarism. Plagiarism is presenting the words or ideas of another person as if they were your own. Examples of plagiarism are (1) submitting an assignment as if it were one's own work when, in fact, it is at least partly the work of another; (2) submitting a work that has been purchased or otherwise obtained from an Internet source or another source; and (3) incorporating the words or ideas of an author into one's paper without giving the author due credit. Please read the complete policy at http://www.sfasu.edu/policies/academic_integrity.asp

5. D2L AND ONLINE COURSEWORK: ALL students are expected to use D2L in this course to perform and keep up with graded activities and scheduled readings. Students should sign in at http://d2l.sfasu.edu using the same username and password as MySFA.

6. GRADE WITHHELD POLICY (Semester Grades A-54): II. Withheld Grades: Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average. http://www.sfasu.edu/policies/semester_grds.asp
**Attendance, Participation and Make-up Work Policy:** Students are expected to attend every class meeting. Generally, the following policy will apply to absences and make-up work:

1. For evaluated activities such as celebrations and writing, absences will NOT be allowed. You will be allowed to make up the activity only when conditions are clearly beyond your control and are convincingly documented. If you do not have valid documentation for the absence, you will receive a ZERO for the assignment. Even if you are allowed to make up the activity you will still be counted absent for the class day.

2. There is no provision for excused absences for class meetings that do not involve graded activities. Your professor will not hear excuses for these days, nor will he accept documentation. You will simply be counted as absent.

3. Attendance can add or deduct points from your final course grade. Students who have perfect attendance will receive bonus points. Students who have excessive absences will receive a reduction in points from their final course grade based on the following scale:
   - 3 absences, -3%
   - 4 absences, -5%
   - 5 absences, -10%
   - 6 absences, -15%
   - 7 or more absences, -100% (Automatic failure)

4. Students who are dishonest about attendance or provide false documentation will receive an automatic failing grade for the course.

5. Students are expected to be present and participate in activities and discussions. A lack of participation will result in a mark of absence for the day.

6. Tardy and Early Exiting are distracting to the learning environment. Students are expected to arrive on time and not to leave early.

7. You are absent without a signature on the attendance form.

**Evaluation:** In addition to attendance, students will be evaluated using exams and written work. Each evaluated activity must be completed and turned in by the scheduled class meeting time. Your professor throughout the semester will provide additional instructions.

**Organizational Leadership Analysis Project and Presentation:** Students will complete a project that assists a local business or non-profit organization chosen by their group. **Student organizations are not acceptable.** Students will complete scheduled interviews with at least 30% of the members of the organization (exceptions must be approved by your professor). **Members may not be students in the class.** Specifically, the project will include in-depth interviews, analysis of finding, and an executive summary of findings that help the organization practice leading concepts more effectively. Discussion of these finding should be present within a written executive summary. **The executive summary will be given to the chosen organization at the end of the semester.** The organization’s leaders will have the ability to comment on the clarity and validity of the project. Executive summaries should include 1) Brief Overview of the Organization, 2) Issues Identified, 3) Solutions Offered, and 4) Recommendation for Future Implementation of the Solutions. Executive summaries are expected to be without grammatical errors, represent SFASU with excellence, and contribute to the organization.

**Project presentations:** In addition to a written executive summary, student will present their summary to the class and the organization’s leadership. **Students must arrange for organizational leadership to attend class on the scheduled day of presentations (see calendar).** Creative, clear presentations are expected. Professional dress and persona are expected. The presentations should include power point, a one-
sheet summary of the findings, and every member of the team should be involved at some level. Presentations will be 15 minutes. The executive summary will be worth 200 points. The presentation will be worth 100 points. The entire project and presentation will be worth a total of 300 points.

Service Learning Involvement and Attendance Summary: Students will be expected to get involved with a student organization on the campus of SFA for the duration of the semester. Each week students will provide a weekly leadership journal entry that outlines key leadership lessons learned for that week of involvement and service within the specific organization. Students will be required to dialogue about how those lessons relate to the concepts learned in the readings and course lectures. Involvement surveys will be worth a total of 200 points.

Daily Involvement in Activities and Discussion: Students will be evaluated on their involvement in daily activities and discussion that center on assigned readings. Therefore, reading before class is crucial for success. Activities will differ each time they are assigned in class, but the overall goals of the activities are two-fold: build a team environment and provide a safe place to learn leadership skills. Daily Involvement is worth 300 points.

Celebrations (the evaluations formerly known as tests/exams): There will be two celebrations/exams throughout the semester. Celebrations will be mostly multiple-choice, true-false, fill-in-the-blank and will be completed via D2L on the assigned dates. However, these exams will be completed in a computer lab during class time. Directions will be provided just before the exam is scheduled. Each celebration will be worth 100 points. Celebrations will be worth a total of 200 points.

Total course points 1000 points

Tentative Course Calendar: The course calendar should be used by students to see when daily readings and when exams are scheduled. The calendar is subject to change based on student learning progress and unforeseen occurrences. In the event the calendar changes, announcements will be emailed to the student’s SFA email and posted on Blackboard announcements.

Week 1 – Welcome!
1/19 Introduction and syllabus
1/21 Leadership and communication
   Read Northouse (2013): Textbook Chapter 1

Week 2
1/26 Explanation of Service Learning/Student Involvement Project
1/28 Early Leadership Models
   Read Northouse (2013): Textbook Chapter 2, 3, 4, 5, & 6

Week 3
2/2 Path-goal and Leader-Member Exchange Leadership Approaches
   Read Northouse (2013): Textbook Chapters 7 & 8
2/4 Online Assignment: Identification of Student Organization Deadline
Week 4
2/9 Appreciating Diversity of Experiences and Expertise in Leadership
   Read Northouse (2013) Textbook Chapter 14 & 15
2/11 Organizational and Team Cultures
   Leadership Journal Entry 1 Before 11pm

Week 5
2/16 Understanding the Art of Framing and Creating Vision
   Read Fairhurst (2005): Provided on D2L
2/18 Living Leadership
   Read Fairhurst and Barge (2008): Provided on D2L
   Leadership Journal Entry 2 Before 11pm

Week 6
2/23 Transformational Leadership
   Read Northouse (2013) Textbook Chapter 9
2/25 Servant Leadership
   Read Northouse (2013) Textbook Chapter 10
   Leadership Journal Entry 3 Before 11pm

Week 7
3/1 Authentic Leadership
   Read Northouse (2013) Textbook Chapter 11
3/3 Team Leadership
   Read Northouse (2013) Textbook Chapter 12
   Leadership Journal Entry 4 Before 11pm

Week 8
3/8 ONLINE CLASS DAY: Celebration 1 (all assigned readings and lecture notes from 1/19-3/3) on D2L from 8am to 11pm
3/10 ONLINE CLASS DAY: Submit audio of Organizational Interviews for Semester Project on D2L
   Leadership Journal Entry 5 Before 11pm

Week 9: SPRING BREAK (3/12-20)

Week 10
3/24 ONLINE CLASS DAY: TED TALK Single Page Essay due on D2L before 11pm
3/26 EASTER BREAK

Week 11
3/29 Leadership and Ethics
   Read Northouse (2013) Textbook Chapter 16
3/31 Making the Most of Leadership
   Leadership Journal Entry 6 Before 11pm

Week 12
4/5 Organizational Leadership Project Team Meetings
4/7 Leadership in Practice
   Leadership Journal Entry 7 Before 11pm
Week 13
4/12 Becoming a Leader that will Last
4/14 **Groups meet with Professor to finalize Executive Summary progress**
   Leadership Journal Entry 8 Before 11pm

Week 14
4/19 Crisis Leadership
4/21 **Organizational Leadership Project Team Meetings**

Week 15
4/26 Leadership in Practice
4/28 **Organizational Leadership Project and Presentations are Due in Class**
   Team Presentations

Week 16: Dead Week
5/3 Leadership in Practice
5/5 **Study Day**

**Week 17: FINAL EXAM:** See online schedule at www.sfasu.edu
**ONLINE CLASS DAY:** Celebration 2 (all assigned readings and lecture notes from 3/24-5/3) will be available from 8am on May 6th until 11pm on May 10th on D2L

Important University Dates