

**MANA 7397
LEADERSHIP AND MANAGEMENT**

Winter Mini Session 2017 - 2018

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Required Text: Current Issues in Management: Annual Editions (17th Ed.). 2014. McGraw-Hill Create.

ISBN: 9781308117546

Course Objectives

1. To broaden your knowledge of various leadership and management issues.
2. To encourage personal reflection and critical evaluation regarding a range of current issues confronting leaders and managers in organizations.
3. To provide a forum for open discussion and debate about leadership and management practices.

Class Format

This is an online course. The class will not meet on campus and you do not have to login to the course Blackboard site at any specific time.

Orientation

It is important that you read the online orientation for this course. You may access the orientation through the Distance Education website or, after you have access to the course Blackboard site, by clicking on the orientation icon on the course home page.

Grading

Based on the fact that the University of Houston grading system does not provide for the grade of A+, I do not think it is fair to include A- as a possible grade. Consequently, the grading scale that will be used in this course is as follows:

<u>Grade</u>	<u>Percent Range</u>	<u>Points</u>
A	90-100	90-100
B+	87-89.9	87-89.9
B	83-86.9	83-86.9
B-	80-82.9	80-82.9
C+	77-79.9	77-79.9
C	73-76.9	73-76.9
C-	70-72.9	70-72.9
D+	67-69.9	67-69.9
D	63-66.9	63-66.9
D-	60-62.9	60-62.9
F	Below 60	Below 60

Grading Components

Discussion Participation (50%)

Class participation is essential to the success of this course. In order to attain all of the course objectives, everyone must be involved. Your participation grade in this class will be based on items you post on the Blackboard Discussion page for 25 of the 28 articles listed on the course Blackboard Discussion page. Your discussion items should be posted on the appropriate Discussion page(s) for the article(s) you choose. Each discussion posting must be a minimum of 400 words in length. You may post more than one discussion item for a particular article but only the first posting will be graded. Similarly, if you post discussion items for more than 25 articles, only your first 25 article postings will be graded. You will receive a maximum of two points for each graded posting (i.e., if you post discussion items for 25 of the articles and receive two points for each posting, you will receive a final score of 50 for discussion presentations). **The deadline for posting discussion items is January 12.**

Papers (50%)

You will research and prepare a written analysis of each of **the two Leadership articles in the textbook (i.e., Articles 7.3 and 7.4)**. You will receive a maximum of 25 points for each paper. Each paper must be a full 5 pages in length (no more and no less) and must be single-spaced (not 1.15, which is the default setting for recent versions of Word) and printed using Times New Roman, size 12 font, with 1.25 inch margins on the side and 1 inch margins on the top and bottom (**Office 2003 default in Margin settings in Page Layout**). Also, please do not use any space saving techniques such as adding extra space between paragraphs (the first sentence of each paragraph should be indented), using bulleted or numbered items, using sub-titles or footnotes, indenting quotations, including diagrams or tables, or including your name/paper title at the top of any of the five pages. You will not receive full credit for a review that has more than a few grammatical errors. Your grade on the analysis will be reduced if you do not follow these technical requirements.

In addition, you must attach a cover page that includes the topic you have chosen and a page of references at the end of your paper (the cover page and reference page do not count toward the 5 page requirement). You must use at least four references in addition to the article you are writing about. **Except for the article you are writing about, none of your references should be other articles in the textbook.** Information **in the text of your papers** must be properly cited using the method that is used in Article 5.3 in the textbook. You may use no more than two direct quotes in each paper and no quote should be longer than two sentences in length.

In each paper, you should include your identification and analysis of the central issues mentioned in the article, your evaluation of the alternative perspectives, if any, discussed in the article, and a description of your current stance on the issue(s) raised in the article you have chosen. **Please see the note regarding plagiarism in the class policies section of this syllabus.** Your papers should be submitted to me as Word attachments to either Blackboard or email messages. While you may submit your papers at any time during the term, **the deadline for submitting them is January 7. In preparing the paper you should avoid using more than two direct quotes and no quote should be longer than two sentences.**

Class Policies

Accommodations for Students with Disabilities

The Center for Students with Disabilities provides a wide variety of academic support services to all currently-enrolled UH students who have any type of mental or physical disability of either a temporary or permanent nature. These services include assistance with course accommodations, adaptive equipment, individualized exam administration, taped textbooks, wheelchair repair, library needs, registration, handicapped parking, accessible housing and transportation, as well as many other needs. If you feel that you may need assistance of this nature, you may wish to call the Center at 713-743-5400. In addition, you should let me know about any special needs you may have as soon as possible.

Because the University of Houston has a formal mechanism to determine the accommodations appropriate for any student due to disability, I am unable to make any exceptions to the rules and policies of the course without a written request from the Center.

Additional Class Policies

1. It is important that you ask any and all questions that you may have that are relevant to the topics covered. All questions are important. If you do not understand a concept, ASK!
2. You are responsible for reading and understanding the policies and the assignments as outlined in this syllabus. Please make sure that you read the syllabus carefully.
3. **EXTRA CREDIT** – The only extra credit that will be offered is **three points that will be added to your grade if you submit one of your papers on or before December 31**. Granting additional extra credit opportunities to one or a few students would not be fair to the rest of the class.
4. **A Note on Plagiarism:** Plagiarism involves the stealing/copying and passing off as your work, the ideas or words of another person. Since researching and writing your papers involves reviewing articles and books written by other people, it is important that you avoid plagiarism. You may do so by: (a) using quotation marks when you are using the exact words of another person (and then giving credit to that person through an appropriate footnote that indicates the author's name, the title of the article and the place and date that the article was published), or (b) summarizing the author's words by paraphrasing (please note that merely changing a few words in a sentence/paragraph is not acceptable paraphrasing – acceptable paraphrasing is accomplished by substantially rewriting the original passage) . If you paraphrase, you must also give credit to that person/source through **an appropriate citation in the text of the paper** using the method used in Article 5.3. In writing your paper, you can avoid plagiarism by following the guidelines found at <https://wts.indiana.edu/writing-guides/plagiarism.html> . In grading your papers, I will assume that you have read and understand the contents of the Indiana website and I will check for plagiarism using the University's plagiarism software. It is also important to include citations in your paper. Any part of your paper that reflects information from your sources should be cited using the method that is used in Article 5.3 in the textbook. **Finally, in preparing the paper you should avoid using more than two direct quotes and no quote should be longer than two sentences. . I will submit your papers to Turnitin to check for plagiarism. Since many UH professors use Turnitin, please do not copy wording from papers that you have submitted in other classes because doing so will be considered to be plagiarism for the this class.**
5. Although I do not anticipate making any changes to this syllabus, I reserve the right to do so. In the event that I find it necessary to change the syllabus, I will notify students of the change (s) by posting notices on the course Blackboard Discussion page and by sending Blackboard messages to the class.