

COURSE OUTLINE
Management 3133
Developing Leadership Skills
Online Syllabus

Faculty: Andrew L. Urich, J.D.
Office: 209 College of Business
Office Hours: by appointment
Personal Website: www.andrewurich.com
Email: aurich@okstate.edu
(Please contact me via email and reference your class)
Teaching Assistant: See name and contact info on D2L Course Introduction announcement
Course Site: Desire2Learn (Online Classroom): <http://oc.okstate.edu>
Administrative contact: Distance Learning Office, 108 Gundersen,
spearsdistance@okstate.edu or call (405) 744-4048

Course Objectives

The objective of this course is to provide students with the knowledge and inspiration to develop their leadership skills. As an introductory course, the focus will be on self-management and interpersonal concepts as opposed to organizational leadership. The student who successfully completes this course will be able to:

Program Learning Goals	Learning Objectives
Ethical Decision Making	<ul style="list-style-type: none"> • Embrace the importance of honesty and ethics as a source of leadership strength
Business Knowledge and Competency	<ul style="list-style-type: none"> • Discover their authentic leadership style • Understand the difference between a manager and a leader • Understand strengths and how to identify and apply them
Critical Thinking	<ul style="list-style-type: none"> • Understand and apply elements of critical thinking • Identify the causes of bureaucracy and strategies to avoid it • Self-reflect and increase self-awareness • Draw strength from adversity
Written and Oral Communication	<ul style="list-style-type: none"> • Present a well-organized persuasive presentation that conveys passion and moves listener to act • Understand the importance of networking and have a strategy to make meaningful connections • Understand the importance of professional image and executive presence. • Have a thorough understanding of influence skills • Be able to apply an influence strategy in interpersonal interactions • Understand strategies for conflict management • Embrace the science of likeability • Be able to identify and improve the skills that comprise “Emotional Intelligence”

Expectation of Responsibility and Professionalism

- 1. Meet obligations in a timely manner**
- 2. Familiarize yourself with syllabus, D2L and all course expectations**
- 3. Complete assignments with the goal of exceeding expectations**
- 4. Before sending an email, ask if the information can be obtained elsewhere**
- 5. Write professional emails to the instructor referencing your class**
- 6. Notify instructor as soon as a problem arises**
- 7. Do not expect any special consideration without justification**
- 8. Show respect for others**

“It is very easy to defeat someone, but it is very hard to win someone.”

Dr. Abdul Kalaam, former president of India

“I am a friend of the working man, and I would rather be his friend, than be one.”

Clarence Darrow

“The reasonable man (woman) adapts himself (herself) to the world. The unreasonable one persists in trying to adapt the world to himself (herself). Therefore, all progress depends on unreasonable men (and women).”

George Bernard Shaw

“The ability to deal with people is as purchasable commodity as sugar or coffee. And I will pay more for that ability than for any under the sun.”

John D. Rockefeller

"Charm is a scheme for making strangers like and trust a person immediately, no matter what the charmer had in mind."

Kurt Vonnegut, Breakfast of Champions

“The power of influence is one of the most unique powers that you can have. It’s not the power of controlling people. It’s developing a certain skill of communicating what you want to accomplish so that people will follow you.”

Arnold Schwarzenegger

Method of Teaching: Online format

Required reading: We will be using articles from Harvard Business Publishing. You may buy the materials required from this course directly from them at the URL:

<https://cb.hbsp.harvard.edu/cbmp/access/42149284>

Four of the articles we will be using are in this book. You may also obtain an eversion of the articles directly from The Harvard Business Review.

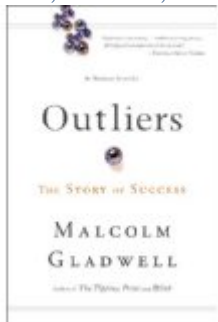


HBR's 10 Must Reads on Leadership (with featured article "What Makes an Effective Executive," by Peter F. Drucker...

Jan 3, 2011

by Harvard Business Review

Gladwell, Malcolm; *Outliers: The Story of Success*; Reprint edition; 2011; Bay Back Books. ISBN-10: 0316017930



Grading Procedure:

Exams: There will be two examinations each worth 100 points. The exam is meant to test your understanding of the lectures presented in this course and will be exclusively multiple choice questions. THE KEY TO EARNING A GOOD GRADE IS TO PAY ATTENTION TO THE STORIES AND TO ENSURE THAT YOU UNDERSTAND THE MAIN POINT OF THE STORY—BY MAIN POINT I MEAN HOW THE IDEA FROM THE LECTURE APPLIES TO THE FACTS IN THE STORY. Ordinarily, the exams will be given at a designated time in a computer lab. Specific details will be on D2L under announcements.

If you have a conflict with the on-campus exam date you may take the exam at the OSU Testing Center, (details on D2L News). There is a \$15 fee and the exam must be taken two days before or the day of the scheduled exam. Students will not be allowed to take their exam at a testing center after the schedule exam on campus.

If you are NOT in Stillwater, you will need to go to a testing center in your area. Please immediately complete the form at the link below and fax it to the Distance Learning office at 405-744-1891, or drop it by 108 Gundersen if you are in Stillwater. Here is the link to the Testing Center Form:

<http://spears.okstate.edu/files/documents/distance/graduate/enroll/proctorageementform-tc.pdf>

The exam must be taken the day before, the day of or the day after the date scheduled for exam.

Quizzes: There will be eight (8) online quizzes worth 25 points each. Three (3) are related to the HBR articles, one (1) is based on two articles on D2L and four (4) are related to the book *Outliers*. Each quiz is intended to reflect your reading of the material. There is not a procedure for making up missed quizzes, however, there are two (2) extra credit quizzes each worth 20 points. Quizzes must be taken at specific times and dates as specified on D2L News.

Writing Assignments: Three writing assignments. The *Crucibles* assignment is worth 40 point, the influence case is worth 60 points and the final writing assignment will be worth 100 points. Papers are dues at a particular date and must be submitted in a certain manner as described on D2L News.

Final grades will be based on the percentage of total points possible and will be assigned as follows:
90% - 100% = A 80% - 90% = B 70% - 80% = C 60% - 70% = D 0% - 60% = F
The instructor may make adjustments to this scale when, in his opinion, such adjustment is academically appropriate.

Make-up and Late Submission Policy:

Exams: Students are expected to take each exam on the date given. If for any reason a student cannot attend an exam or submit an assignment, he or she must notify the TA prior to the examination or due date to request an excused absence.

Quizzes: There is not a procedure for making up missed quizzes, however, there are two (2) extra credit quizzes each worth 20 points.

Papers: Papers will be accepted late with a significant deduction to ensure fairness to classmates who met the deadline. The sooner a paper is turned in after the deadline, the lower the penalty.

Note: Special assignments will **NOT** be given to enable a student to raise his/her grade.

Drop Policy: The University drop policy applies to this course. It is the student's responsibility to be familiar with University policies.

Academic Integrity: Oklahoma State University is committed to the maintenance of the highest standards of integrity and ethical conduct of its members. This level of ethical behavior and integrity will be maintained in this course. Participating in a behavior that violates academic integrity (e.g., unauthorized collaboration, plagiarism, multiple submissions, cheating on examinations, fabricating information, helping another person cheat, unauthorized advance access to examinations, altering or destroying the work of others, and fraudulently altering academic records) will result in your being sanctioned. Violations may subject you to disciplinary action including the following: receiving a failing grade on an assignment, examination or course, receiving a notation of a violation of academic integrity on your transcript (F!), and being suspended from the University. You have the right to appeal the charge. Contact the Office of Academic Affairs, 101 Whitehurst, 405-744-5627, academicintegrity.okstate.edu.

Disability Notice: If any member of this class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the [Office of Student Disability Services](#), 326 Student Union, to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class. Please advise the instructor of such disability and the desired accommodations at some point before, during, or immediately after the first scheduled class period.

Responsibilities: Because I can't teach without your help, and in an effort to develop a solid working relationship I have outlined my expectations for students and the expectations you may have of me.

Students:

1. Work hard. Students should spend a great deal of effort working towards an understanding of the material both before and after class. Out of class papers and projects are not assigned, so students will have ample time to dedicate to this effort.
2. Ask questions. In the past, questions asked during class have increased the class's understanding and test performance. You are strongly encouraged to ask questions during class or if you're shy, after class.
3. Be responsible. I consider all students to be adults. That means they are responsible for themselves. I am available and willing to help students with any problems but the students must seek me out while we are still able to do something about the problem. Please feel free to visit, call or e-mail me with questions about class or if you need help.
4. Give feedback. Please let me know at any time if you feel I am not meeting my obligations or if you have any ideas on how I can improve class.

Instructor:

1. Work hard. I will put forth my best effort to help facilitate the learning process.

2. Inspire. I will try my best to inspire students to learn and to make class interesting.
3. Be fair. I will treat all students equally and make efforts to ensure no students are able to get ahead of others through dishonest means.
4. Respect. I respect students and realize they often encounter difficulties in their personal lives that interfere with their class obligations. I will do my best to help resolve problems in such a way that is fair to all students. I will also endeavor to treat students with respect during class. However, all students have a different level of sensitivity so if at anytime you feel I have offended you please bring it to my attention.
5. Respond. I will respond to student inquiries within 48 hours during Monday-Friday business hours. Students will expect grades for assignments to be posted to the Gradebook in Desire2Learn within one week of turning in the assignment.