Syllabus

Psychology of Leadership
Psychology 3330-901
LST 4980
Spring 2015

Instructor: Ann Jones, PhD
Email: ajones102@utoledo.edu
Class Location: This is an Online Course
Degree Requirement: Satisfies 3000 level course

COURSE DESCRIPTION (REQUIRED)

**PSY 3330 and PSY 4980** - Psychology of Leadership focuses on your development as a leader. Based on the work of Warren Bennis, we discuss how to become a leader and examine our mindset about leadership. Students will demonstrate a holistic perspective of leadership by understanding the basics; by knowing our self and knowing the world. Students will think critically about their own leadership abilities and determine if leadership is for them.

Prerequisites: [REQUIRED] PSY 1010 for Level UG with a minimum grade of D-

COURSE OVERVIEW

There have been various people throughout our lives who have influenced us, taught us things we needed to know, and have been there in difficult times. These are leaders – people we turn to in time of need. They may not have a position, authority, or status. They can be friends, relatives or someone we don’t even know. This course is based on positive leadership theories and principles and explores the qualities which create extraordinary leaders. Upon competition of this course you will be able to:

- Describe the difference between a fixed and growth mindset and how each effects our ability to lead effectively.
- Utilize a critical analysis to identify ways leaders develop and deploy themselves in an authentic manner.
- Identify the nine factors Warren Bennis defines as necessary and critical to become a leader.
COURSE TEXTS
We have two texts for this course.

**Mindset: The New Psychology of Success** by Carol S. Dweck, PhD.
Publisher: Ballatine Books; 2006; 246 pages; ISBN 978-0-345-47232-8;
Paperback: Cost: $16.00.

**On Becoming a Leader** by Warren Bennis, PhD.
Paperback: Cost $17.50

ACADEMIC ACCOMMODATIONS (REQUIRED)
The University of Toledo is committed to providing equal access to education for all students. If you have a documented disability or believe you have a disability and would like information regarding academic accommodations/adjustments in this course please contact the Student Disability Services Office.

ACADEMIC POLICIES [REQUIRED]
The University of Toledo has established the following academic policies as they apply to your participation in this class.

- Academic Dishonesty Policy 3364-71-04
- Adding and/or Dropping a Course Policy 3364-71-08
- Grades and Grading Policy 3364-71-11
- Missed Class Policy 3364-71-14

COMMUNICATION GUIDELINES
We want to engage with and learn from each other’s postings and comments. To do this we need to create a safe environment in which we show respect toward others. When using technology there are certain behaviors which govern our conduct and guide us in what is acceptable in online situations. Because we cannot see other’s facial expressions we can only draw conclusions from their words. Most of you are very familiar with the Netiquette Ground Rules. [Please read to refresh your memory] We want to minimize confusion or effort required to read posts or threads. We want to create a supportive environment in which we can agree or disagree and offer constructive contributions. I trust that you will self-regulate your comments to others.

COURSE CALENDAR
This attachment is for the Course Calendar If you have any comments or questions about the Calendar please contact me at ajones102@utoledo.edu
**COURSE EXPECTATIONS**

My expectations for this course is that you will keep up with the posting schedule each week and complete other assignments. You will have one week [7 days] to respond to 3 to 5 question about that week’s lessons. Modules open on Monday at 12:01 am [night] and will automatically close at 12:00 midnight on Sunday. My policy is that you will not receive points for a module nor receive a time extensions for reasons other than those specified in the Missed Class Policy 3364-71-14. Once the deadline has passed you cannot go back to post in a module and **will lose the points** for that module. Please contact me if you have a excused absence as specified by the Missed Class Policy.

You may post up to three weeks in advance.

Some students may read the eLessons and respond to them without doing the required readings, watching videos, doing assessments etc. It is easy to tell when students take these short cuts. My expectations are that you will engage with the content and post in good faith. If you have a legitimate reason, as stated in the Missed Class Policy, an illness, out of town, etc. please let me know and we will make arrangements.

**COURSE GRADES (REQUIRED)**

Your grade in this course comes from five sources: your self introduction; postings on each module’s Discussion Boards; points on your 2 exams and a final paper describing your perspective on leadership.

<table>
<thead>
<tr>
<th>Item</th>
<th>Number</th>
<th>Midterm Points</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Self-Introduction (1)</td>
<td>1 Self Introduction</td>
<td>20</td>
<td>20</td>
</tr>
<tr>
<td>Discussion Boards (14)</td>
<td>4 by Midterm 10 by Final - 15 points each</td>
<td>60</td>
<td>210</td>
</tr>
<tr>
<td>Exam Unit 1</td>
<td>1</td>
<td>50</td>
<td>50</td>
</tr>
<tr>
<td>Exam Unit 2</td>
<td>1</td>
<td>-</td>
<td>50</td>
</tr>
<tr>
<td>Final Paper</td>
<td>1 Your Reflections on Leadership</td>
<td>-</td>
<td>70</td>
</tr>
<tr>
<td></td>
<td><strong>Total</strong></td>
<td><strong>130</strong></td>
<td><strong>400</strong></td>
</tr>
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*The following scale for grades will be used*

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage (%)</th>
<th>Midterm Points</th>
<th>Final Points</th>
</tr>
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3
My philosophy on exams is that they are a learning tool not an evaluation tool. There will be 2 online exams at the end of each Unit which cover the eLessons and the material in the text books for that Unit. Both exams are open book, are worth 50 points and you may take them twice. I provide a study guide so you will know where to focus your attention. A variety of questions will be asked including multiple choice, matching, true or false and sentence competition. The exams are available until the due date. There are no extensions so check the calendar for the exam dates. If you miss the exam you may write a 5 page paper on the book (worth 40 points). This is **not** an either/or option so please take the exam. There is also a final paper “Your Reflections on Leadership” due at the end of the semester.

When grading your posts I use a Grading Rubric to evaluate your content. In addition, I add personal comments which reflect my perspective on your post.

**Grading Rubric**

<table>
<thead>
<tr>
<th>Level</th>
<th>Exceptional Competency</th>
<th>Solid Competency</th>
<th>Novice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conceptual</td>
<td>Grasps major concepts and key ideas of the topic. Is exceptional in application of concepts to discussion board questions. Thinks creatively, expresses both thoughts and feelings. Keen awareness of concerns surrounding topic. Offers both strengths and weakness or positives and negatives of position. Offers new interpretations of material. [5 points]</td>
<td>Understands major concepts. Shows creative thinking. Offers psychological and personal viewpoints. Some awareness about the impact of theory on others. Offers minimal positives and negatives, Needs to offer some stronger support for ideas. Needs to shorten statements. [4 points]</td>
<td>Responded with one or two sentences. Little creative or critical thinking. Need more awareness of issues. Did not express own ideas or opinions. Few connection to personal views. Does not see the impact of thoughts on others. Needs significant improvement. [3 point]</td>
</tr>
<tr>
<td>Point of View</td>
<td>Original opinion and point of view. Seems to have thought through position. Shows insight into the issues. Considers others points of</td>
<td>Good self awareness. States a clear point of view with examples. Gave examples to support point of view. Postings</td>
<td>Redundancy with comments; some appear unrelated to topic. Thoughts unconnected or ideas hard to follow. Did not</td>
</tr>
</tbody>
</table>
view. Seems to know what is guiding own ideas and beliefs. Good self awareness and sense of self. Offers psychological as well as personal viewpoints. [5 points]

seemed rushed, short and not the usual high quality and consistency of other posting. Needs more rigorous proof reading. [4 points]

seem to have read the eLesson for the Module. Did not address the questions posed in Module. [3 points]

<table>
<thead>
<tr>
<th>Organization</th>
<th>Presents positions in an organized manner Clear and concise in stating point. Good transitions between ideas. Summarizes or makes point succinctly. Proofs and uses spell checker. Excellent summary or conclusion. Three or more sentences [3 points]</th>
<th>Presents clear concepts. Some new ideas; overuse of simple sentences. Most thoughts are clear and concise, does not wonder. Need to proof before posting. Only three sentences in posting. [2 points]</th>
<th>Difficulty articulating ideas. Seems to borrow others ideas. Needs to offer more support for ideas. Short statements. Less than 3 sentences. Did not proof nor use spell checker. [1 points]</th>
</tr>
</thead>
<tbody>
<tr>
<td>Response to Others</td>
<td>Responded to two others [2]</td>
<td>Responded to one other [1]</td>
<td>Did not respond to any other students [0]</td>
</tr>
</tbody>
</table>

You are in charge of managing your own grade. If you miss posting in a week you will lose points and you will not be able to make them up. You can choose to respond to two [2 points] one [1 point] or none [0 points] of your classmates. The choice is yours. The deadlines are clear [see calendar]. If you miss a deadline you will not receive points, unless your absence is covered under the Missed Class Policy 3364-71-14. Please keep me informed of any issues or problems [including technical] you may have and I will work with you to see if we can arrange a way you can get your work done. I am here to help you resolve issues which you may encounter.

**COURSE INSTRUCTOR – Ann Jones PhD**

I have a dual degree in Organizational Development and Counseling Psychology. My work experiences have crossed various industries including The Cleveland Clinic (health care); American Greetings (manufacturing, sales); Supervalu (wholesale and retail food industry); Ernst and Young (Big 3 Accounting); and, most recently, the University of Minnesota where I was Director of Human Resources for the Academic Health Center’s School of Dentistry. This course provides knowledge, tools, and experiences which I found of value while I was employed in corporate American. After 9/11 I retired and moved to Ann Arbor, Michigan to be with my sons and grandsons. I have taught Organization Development at Cleveland State University; St. Thomas University and the University of Minnesota.

**DISCUSSION BOARD GUIDELINES.** Discussion Boards serve many purposes. They: 1. provide an opportunity to discuss the learnings from each module. 2. assimilate and internalize the material presented in the modules. 3. apply what you have learned by responding to key questions. 4. give
you an opportunity to learn from each other. and 5. provide an opportunity for you to develop your own philosophy and ideas. The Discussion Board Guidelines describe: Posting on Discussion Boards; Learning from your fellow students; the Grading Rubric; behaviors when using technology; and my presence.

STUDENT SUPPORT SERVICES
The University of Toledo is dedicated to your success in fulfilling your academic and professional aims. We have a number Student Support Services available to help you achieve your goals.

TEACHING STRATEGIES
Online courses are wonderful for they give you the opportunity to read the material and post according to your own schedule. This does mean you have to balance your time spent on this course with all the other demands you face. This online course utilizes discussion boards, videos, case studies; self evaluations, assessments, exams and papers to engage you in understanding various concepts of OD.

There are 14 modules offered throughout the semester. Each Module presents 3 to 5 questions for you to post responses to the material we are studying. Modules usually take 2 to 4 hours depending on tasks, module material, reading required and the time to address the Discussion Board questions. I will make comments about your postings and grade your responses using a Rubric [see Grading Rubric above].

In addition, emails will be sent to students in response to their concerns, problems, questions about their grades, course content, schedule changes, technology issues or problems concerning the course. On the navigational panel you will find Course Information. In addition to this syllabus you may find the Course Schedule; Discussion Board Guidelines; Grading for the Course; and the Rubric used for grading. Please read them.

TECHNOLOGY REQUIREMENTS
This course uses an online course management system [Blackboard] which functions as your virtual classroom. To verify that your computer is compatible with Blackboard, please use the Browser Requirement Check. The University of Toledo provides excellent and knowledgeable technical support which you may reach via email [utdl@utoledo.edu] or by phone [866.886.5336 or 419.530.8835]. There are also live chat; online and face-to-face tutorials.

UNIVERSITY POLICIES (REQUIRED)
The University is an equal opportunity educational institution. Please read The University of Toledo’s Policy Statement Nondiscrimination on the basis of disability-Americans with Disabilities Act Compliance

Thank you for reading this syllabus. If you have any questions or concerns, please contact me at ajones102@utoledo.edu.
Syllabus Development Resources: December 9, 2014; Office of the Provost University Teaching Center/Office of Assessment, Accreditation and Program Review. This Syllabus Development Criteria is to assist faculty at The University of Toledo with the development of their course syllabi. It is a guide and provides recommendations based on best practices in education. The “REQUIRED” sections meet University, State and Federal guidelines. If you have any comments or questions about this Syllabus, please contact me at ajones102@utoledo.edu Thank you.