Course Specifics

Meeting Time: Fridays, 9:00 – 11:40 a.m.

Room: Pafford 306

Professor: N. Jane McCandless, Ph.D.
Office of the Dean, Third Floor - Pafford Building
Office Phone: 678-839-5170
Office Hours: Before and after class or by Appointment
E-Mail: jmccandl@westga.edu

Required Texts:

Course Requirements

Everyone in this course will be held to the UWG Honor Code

Exams

60 Points
There will be two (2) examinations given throughout the semester.
These exams will be composed of essay questions and will be based upon readings and classroom lectures and discussions. All students are expected to take the examinations on the dates scheduled. **No make-up examinations will be given.**

Writings

40 Points
There will be eight (8) writing assignments given throughout the semester. These assignments will be distributed for completion inside or outside of the classroom. Each assignment will be self-explanatory, related to the topic of discussion, and worth five (5) points. **One must be in class on the day that the writings are completed or distributed. No opportunities will be given to make-up any of the writing assignments for any reason.**

Extra Credit

No extra credit papers or assignments will be accepted.

Attendance

Attendance is expected, though no points will be given because you choose to attend class. Instead I will point out that this course is highly interactive and to
miss class means that you lose the opportunity to engage both your professor and your classmates in the application of materials.

**Grading Scale**
Grades will be based upon your overall performance and assigned according to the following scale:

- 100 - 90 Points  A
- 89 - 80 Points  B
- 79 - 70 Points  C
- 69 - 60 Points  D
- 59 Points or Below  F

**Learning Outcomes**
(Competencies)
- A clear understanding of one’s own leadership strengths and challenges
- An understanding of various leadership styles and why the situation defines the style that works best
- Ability to differentiate between the skill set of a leader versus the skill set of a manager
- An understanding of why leading is absolutely vital in today’s world
- An understanding of how diversity impacts leadership roles and leadership styles
- An understanding of some of the challenges facing leaders today
- An understanding of how one might lead by empowering others

**Important Message from the Office of the Provost**
Please review the following information found at:

http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf

Here you will find important material pertaining to your rights and responsibilities in this class. Because these statements are updated as federal, state, university, and accreditation standards change, you should review this information each semester.

**Course Outline**
It is expected that you will read each assigned chapter prior to class.

**Introduction to the Course**
F Aug. 29 Introduction to the Course

**Development of Leadership Studies: Theoretical Perspectives**
F Sept. 5 Chapters 1 and 2 (Exploring)

**What did Leaders do yesterday? What should Leaders do today?**
F Sept. 12 Chapters 3 and 4 (Exploring)
<table>
<thead>
<tr>
<th>Date</th>
<th>No.</th>
<th>Event</th>
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<tbody>
<tr>
<td>F</td>
<td>19</td>
<td>No Class: President Marrero’s Inauguration</td>
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<tr>
<td>F</td>
<td>26</td>
<td>Chapters 1, 2, 3, 4 (Women)</td>
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<td>F</td>
<td>Oct 3</td>
<td>Chapters 5, 6, 7, 8 (Women)</td>
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<td>F</td>
<td>10</td>
<td>Exam One</td>
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<td>F</td>
<td>17</td>
<td>Part One (Community)</td>
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| F    | 24   | Tool Two: Pages 34-41 (Community)  
|      |      | Tool Five: Pages 57-67 (Community) |
| F    | 31   | Tool Eight: Pages 96-105 (Community)  
|      |      | Tool Eleven: Pages 132-139 (Community)  
|      |      | Tool Fourteen: Pages 173-184 (Community) |
| F    | 31   | Is it the Organization (Toxic) or is it the Leader (Bad Leadership) |
| F    | Nov 7| Should we Lead with Ethics or our Own Spirituality? |
| F    | Nov 14| No Class: Professional Meetings |
| F    | Nov 21| Chapter 7 (Exploring) |
| F    | 28   | No Class: Thanksgiving Break |
| F    | Dec. 5| Chapter 7 (Exploring) |
| F    | Dec. 12| Final Examination:  
|      |      | Exam Three begins at 9:00 a.m. |