



*Florida Institute of Technology*  
High Tech with a Human Touch™

**Nathan M. Bisk College of Business  
Extended Studies**

**MGT 5101: Leadership Theory and Effective Management (3 credits)  
Spring 2019 Course Syllabus**

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**Instructor:** Gary Valcana  
**Meeting Times:** Mondays, 01/14/2019, 02/11/2019, 03/25/2019, 04/22/2019, & 05/06/2019: 5:00pm – 9:10pm  
**Class Location:** Redstone Arsenal, Building 3495  
**Office Location:** Redstone Arsenal, Building 3495  
**Phone:** (256) 216-5374  
**Email:** gvalcana2001@fit.edu / gary.valcana@gmail.com

**Required material:**

Software and eBook: Cengage Unlimited or Mindtap. Mindtap is software which includes the electronic version of the textbook and is required. Further information will be given on the first day of class.

Optional (You can purchase a hardcopy of the book, but Mindtap is required):  
Daft, R. L (2018) The Leadership Experience. (7<sup>th</sup> ed.) Boston, MA: Cengage Learning.  
ISBN: 9781337102322

**Suggested Text:**

Publication Manual of the American Psychological Association (Paperback) Publisher:  
American Psychological Association (APA); 6th edition (July 2009). ISBN: 1433805618

**COURSE DESCRIPTION**

The course is designed to explore development of leadership theory and supporting research. Provides a basis of self-analysis by students, enabling them to define their own personal leadership styles.

**COURSE OBJECTIVES**

1. Develop critical-thinking and decision-making skills:  
Through both written assignments and class discussion and presentations students will be required to analyze practical workplace situations and design a course of action

2. Develop an understanding of effective and managerial, leadership, and group interaction skills: Students will be expected to participate in regular discussions to share experiences regarding management issues in the workplace.

3. Develop both oral and written communication skills: Students will be expected to complete numerous writing assignments that have the potential to further develop their business writing skills as well as presentation skills. Students will be required to complete a research paper in a professional manner that adheres to all APA 6<sup>th</sup> edition guidelines.

4. Enhance understanding of the global economy, including an understanding of diversity. Students will complete assignments that require them to review standards of conducting business internationally.

### ASSESSMENTS

The subject matter will be offered as a series of lecture/seminar/workshop sessions. Sessions will vary in their learning and teaching approaches, including student led discussions, lectures, exercises, case studies, guest speakers (when available), and team presentations, etc.

Student performance in this class will be assessed in the following areas:

Grade	Scale
A	1400 - 1260
B	1259 - 1120
C	1119 - 980
D	979 - 840
F	839 - 0

Assignments	Pts
Team Charter	30
Exams	300
Mindtap: Self Assessments	150
Mindtap: Chapter Assignments	150
Mindtap: Case Assessments	150
Mindtap: In the News	150
Research Paper - Draft	20
Research Paper - Final	100
Research Paper presentation	100
Team Feedback	50
Article Reviews / Presentations	100
Class Participation	100
<b>Total:</b>	<b>1400</b>

Team Charter/Team Feedback (30 pts/50 pts// 2%/4%):

Teamwork is an essential part of this course. Participation and contribution to the team is mandatory and must be equitable among all members. To facilitate this process, each team will develop a charter that list each member and relative information, describes each member's strengths and weaknesses, and detail rules and conflict

resolution within the team. Further instructions and information will be given in the classroom.

Every team assignment will be followed by assessing participation and contribution of each team member. Each team member will complete and submit a team feedback form. Further instructions and information for feedback will be given in the classroom. See above for instructions on submitting assignments and the late assignment policy.

Examination (300 pts / 21%):

There will be three (e) exams during the semester. The exams will cover all information contained within the assigned chapters, except for sections excluded as instructed. If I do not exclude a section, it is fair game.

Make-up Examinations:

Make-up exams will be given only where there are extraordinary circumstances, as determined by the instructor, and must be cleared with the instructor before the scheduled exam, where it is feasible. If the student cannot inform instructor prior to the exam, the student must inform the instructor of the circumstances relating to the absence as soon as possible by telephone, email, or in person. All students missing an exam must provide suitable verification and/or documentation to the instructor before they will be allowed to make-up the exam. The student will schedule all make-up exams. If the student fails to schedule a make-up exam by the last class of the semester, a zero (0) will be assigned for the exam score.

Mindtap Assignments: Self Assessments, Chapter Assignments, Case Assessments, & In the News (600 pts / 44%)

All scheduled chapter homework activities should be completed using Cengage's Mindtap (embedded in Canvas) by the assigned due date/time listed in the course schedule. Homework assignments are not timed, and you will have unlimited attempts to complete each homework until 11:59 pm on the due date. Your highest score will be your total score for each homework. Detailed feedback on the homework assignment will be available immediately following the due date and time.

Article Review / Presentations (100 pts / 7%)

Teams will be given designated topics from the text and present it to the class. The Power Point Presentation will substantially cover topic to include required peer-reviewed articles (2014 to the present) related to the topic. Presentations should typically take 20 to 40 minutes with a minimum of 10 to 20 slides. Additionally, several case studies are at the end of the chapters; presentations will include the first case study from the designated chapter/topic. Additional instructions will be given in class.

Research Paper – Topic

One (1) research paper will be assigned during the semester and is due as specified on the topics and schedule portion of this syllabus. Topics and specific instructions will be given in class.

Research Paper – Draft (20 pts / 1%)

**\*\*You will submit a draft of your research paper to check for plagiarism: “Research Paper-Draft” under the designated module. Your submission should resemble your final version and will be done in class as well as an electronic copy via Canvas. Revisions to your paper should be expected. When you submit your draft, Turn-It-In will check for plagiarism; please allow at least four hours before viewing your report; failure to submit a draft will result in a 10 points (10%) deduction from your research paper final grade. If your report shows greater than a 20% match, I highly recommend you correct/alter your paper BEFORE submitting your final draft. Additional instructions will be given.**

Research Paper (100 pts / 7%):

This paper should be not less than 6 pages and not more than 10 pages (NOT including the title and reference pages) and be double-spaced; an abstract is optional and will not count towards the number of required pages. All figures and tables must be in the appendices, if applicable, and will not count towards the number of required pages. All research papers **MUST** review and follow most APA guidelines. (APA material is posted in the course). This includes references within the body of the text, the reference list, the use of numbers, headings, including page numbers for direct quotes, etc. Ten peer-reviewed articles (2014 to the present) must be used and related to the subject. One of the most difficult tasks in writing a formal research paper is to remember to always reference. **NOT REFERENCE IS TO PLAGIARIZE!** Each statement that you use which is taken from any other person's work must be given a reference to credit the other person. If you do not reference, you have plagiarized someone's words or ideas. To error on the side of caution is prudent when writing any formal paper. FIT academic rules are clear - if you plagiarize, you will receive a failing grade for the paper, course, and could be subject to immediate program termination. All of the following are considered plagiarism:

- Turning in someone else's work as your own
- Copying words or ideas from someone else without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quotation
- Changing words but copying the sentence structure of a source without giving credit
- Copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules)

Most cases of plagiarism can be avoided, however, by citing sources. Simply acknowledging that certain material has been borrowed, and providing your audience with the information necessary to find that source, is usually enough to prevent plagiarism. Your research analysis must be both reasonable and objective. Phrases such as, "I think," "I feel," and "I believe," have no application to analysis at the graduate-level and must be avoided. Instead use properly referenced citations such as "Porter (1980) suggests" or "Mintzberg (1977) concludes" as demonstration of your ability to identify more objective sources. As appropriate, the class will be divided into teams of 3 to 4 students per team. Either the students can form their own teams or the Instructor will assign the teams. All team members will receive the same grade for the

case study. However, group feedback will play an essential role in individual's grade for participation/group feedback.

See above for instructions on submitting assignments and the late assignment policy.

Research Paper Presentation (100 pts / 7%):

Students will present the research paper to the class. The Power Point Presentation will substantially cover the material in the paper to include ten peer-reviewed articles (2013 to the present) related to the subject. Presentations should typically take 20 to 35 minutes with a minimum of 25 to 30 slides.

Class Participation (100 pts (7%)):

Points will be awarded for class participation based on the following:

- Speaking and participating in class discussions.
- Presenting responses to assigned discussion questions.
- Submitting written responses to assigned discussion questions.
- Demonstrating that you have been listening by the content of your class contribution.
- Demonstrating that you have read the material prior to the class session by the content and quality of your discussions and responses to questions in class.
- Questioning other speakers (respectfully) for clarification of their point.
- Bringing in outside material and ideas during discussions to demonstrate points that have been lectured or discussed in class.
- Attending class regularly on time and staying until the end of each class session.
- Submitting assignments on time.

Each student is expected to be an active participant in class and case discussions and to offer meaningful analysis and convincing arguments for the position staked out. Class participation grades are earned by actively participating in all the activities listed above. Merely coming to class and listening to the discussion of assigned cases is not sufficient; **class attendance is not class participation.**

Students should make a conscientious effort to be sufficiently prepared prior to every class session.

### **IMPORTANT NOTES ON ASSESSMENT AND GRADING**

Submissions should be an attachment in .doc/.doc x, .xls/.xlsx, or .ppt/.pptx file format. (No other formats will be accepted and will result in a zero (0) for the assignment).

Late Assignments

Assignments are expected to be turned in on time. Late submissions must be approved by the instructor. *Without prior approval, no late submission will be accepted.* Assignments may be turned in early, but must be clearly identified to receive proper credit.

If you have an assignment completed by the deadline but are unable to post it for technical reasons related to university technical resources, you can send it to me by email through

Canvas to demonstrate that it was completed on time. However, you must post the assignment in the forum once that becomes available, or a zero will be given for the assignment.

It is your responsibility to maintain your technical capabilities and software requirements as these are NOT an acceptable reasons to post late. Specific assignments may have differing deadlines or restrictions on submissions, which will be explained in the assignment instructions.

## ADMINISTRATION

Use of best practices in writing always enhances your final written document. For example, the following factors will generally contribute to the professionalism of a document:

- No spelling errors.
- Good paragraph structure.
- Good sentence structure – correct grammar.
- Consistent use of appropriate fonts.
- Consistent application of formatting style throughout the document.
- Appropriate use of spacing between sentences, paragraphs, tables, and charts.

### Assignments and Expectations:

Each student is expected to submit all assignments in accordance with the assignment instructions and the assignment schedule outlined in this Course Syllabus, or as updated by the instructor. Each student's assignments **must reflect the original work** of the student. Students must be able to produce a copy of all work submitted if so requested.

All assignments submitted for grading, except those completed in any other format as may be indicated on the assignment instructions, **must be in Microsoft Word** format, using 12-point Times New Roman font style.

Assignment deadlines will be enforced. Extensions will only be granted on medical or compassionate grounds and will not be granted because of work or other commitments. A request for extension must be made in writing via e-mail, and must be approved by the instructor **prior to the submission deadline AND submitted at least 24 hours before the assignment due date**. Requests for extensions made less than 24 hours of the due date of an assignment may not be granted. Requests outside the above guidelines will not be granted.

### Assignment Submission Instructions:

1. Every assignment submitted must use the file naming convention established for this class. The file name of every assignments submitted must be of the format ***LastNameFirstName\_AssignmentName***. For example, a written submission for week 4 discussion questions submitted by a student named Jane Smith would have the file name of ***SmithJane\_DiscussionQuestions\_Week4***. Assignments submitted without using this format may be returned.

2. All assignments must be submitted to the appropriate electronic Drop Box in Canvas. All documents submitted to the electronic Drop Box must conform to the naming convention outlined above.
3. Late assignments will not be accepted without the instructor's previously approved permission.

Each student is expected to participate fully in all projects, exercises, discussions, and assignments, for this class. Students are expected to spend time outside formal class lecture and discussion sessions developing their skills and knowledge on the subject matter.

### **Academic Integrity/Plagiarism:**

Academic dishonesty includes, but is not limited to: plagiarism, collaborating with others on individual assignments or projects, viewing or copying another student's solutions during exams, submitting completed coursework for more than one course (without consent of instructors), deliberate falsification of data, interference with other students' work, and copyright violations (including both document and software copyrights). Please familiarize yourself with the university policy on academic honesty. If at any time you have a question regarding integrity or plagiarism, ask the instructor for clarification.

Dishonest assignments (e.g., where plagiarism has occurred) will be dealt with under the University policy on Academic Misconduct. Access to this policy, including the factors that constitute a dishonest assignment is available at <http://www.fit.edu/current/plagiarism.pdf>. Students are encouraged to familiarize themselves with the definitions of academic misconduct.

Full and detailed acknowledgement (e.g. notation, and/or bibliography) must be provided if contributions are drawn from literature in preparation of reports and assignments. Student written work must properly cite and reference original work, author(s), etc. Citation and referencing must conform to either APA (American Psychological Association) formats both in the body of your paper and the attached reference section.

### **Communication Medium Outside the Classroom:**

The primary method of communication outside of our classroom time will be through the **class e-mail on Canvas**. It is the student's responsibility to stay current with all postings to the class Web site on Canvas.

### **Incomplete (I) Grade Policy:**

The policy of this instructor is that the grade of Incomplete will not be given. A grade of incomplete may be granted **only** in unusual and documented circumstances. Under no circumstance will an Incomplete be granted if the student is failing the course at the time the Incomplete is requested. A grade of Incomplete will not be given in instances where students were unable to complete the course work due to personal constraints.

### **Attendance and Absences:**

All students are expected to attend all classes promptly and regularly. Quality instruction clearly depends upon active student participation in the classroom. If an absence is anticipated,

the student should notify the instructor in advance. Students are encouraged to assist each other with access to class notes for missed classes.

### **Student Preparation:**

A major part of student learning will take place through lecture, class discussions, and in-class hands-on projects/exercises. As a **minimum**, all students are **expected** to have **read** and thought about the information provided in the assigned chapters **before** coming to class. This is a professional responsibility to yourself and your classmates. Active participation in class discussions is an important element of a collegiate program. Participation includes the quantity and quality of comments and class discussions, lively fellowship, positive contributions to group assignments, ability to respond to questions by classmates and the instructor, ability to work as a member of a group when required, and completion of in-class hands-on projects/exercises. Students are expected to synthesize, analyze and integrate all reading assignments. Consistent attendance and being on time is an essential ingredient of class participation.

### **Computing, Information Retrieval, Speaking and Writing Expectations**

- **Computing:** Students will be expected to use computer technology in this course. Use of word-processing to compose and edit course papers, PowerPoint or HTML to make class presentations when necessary, and E-mail to communicate with other students and the instructor.
- **Information Retrieval:** Students are expected to have the ability to locate information quickly and accurately on the Internet, using browsers, search engines, CD-ROM library archives, etc.
- **Speaking:** Students will be expected throughout this course to express themselves orally in class.
- **Writing:** Student will be expected to write their project reports using APA (American Psychological Association) or AMA (American Marketing Association) formats.

### **What is Title IX?**

Title IX of the Educational Amendments Act of 1972 is the federal law prohibiting discrimination based on sex under any education program and/or activity operated by an institution receiving and/or benefiting from federal financial assistance. Behaviors that can be considered “sexual discrimination” include sexual assault, sexual harassment, stalking, relationship abuse (dating violence and domestic violence), sexual misconduct, and gender discrimination. You are encouraged to report these behaviors.

**Reporting:** Florida Tech can better support students in trouble if we know about what is happening. Reporting also helps us to identify patterns that might arise – for example, if more than one complainant reports having been assaulted or harassed by the same individual.

Florida Tech is committed to providing a safe and positive learning experience. To report a violation of sexual misconduct or gender discrimination, please contact Linda Jancheson, Title IX Coordinator at 321-674-7277 or [ljancheson@fit.edu](mailto:ljancheson@fit.edu).



**\* Please note that as your professor, I am required to report any incidents to the Title IX Coordinator.** *Confidential support for students is available by contacting the Student Counseling Center at 321-674-8050.*

## COURSE SCHEDULE

Week	Month/Day	Day of the week	Activities/Assignments
	<u>January</u>	-	
1	7	Mon	Semester begins - No Class
			Review Syllabus
			Review Course Orientation via Canvas
2	14	Mon	Class meets - Course Begins
			Introductions and course overview
			Cengage & Cengage Unlimited
			APA - Review
			Presentation Review
			Team Charter
			Teamwork
			Chapters 1 and 2
	20	Sun	Mindtap Assignments due - Chapters 1 and 2
			Team Charter is due
3	21	Mon	Chapters 3 and 4
			Teamwork
	27	Sun	Mindtap Assignments due - Chapters 3 and 4
4	28	Mon	Chapters 5 and 6
			Teamwork
	<u>February</u>		
	3	Sun	Mindtap Assignments due - Chapters 5 and 6
5	4	Mon	Exam 1 is available
			Teamwork
	10	Sun	Article Review / Presentations #1
			Exam 1 is due
			Team Presentations
6	11	Mon	Team Presentations
		-	Teamwork
	17	Sun	Team Feedback #1 is due
7	18	Mon	Chapters 7 and 8
			Teamwork
	24	Sun	Mindtap Assignments due - Chapters 7 and 8
8	25	Mon	Chapters 9 and 10
			Teamwork
	<u>March</u>		
	3	Sun	Mindtap Assignments due - Chapters 9 and 10
			Research Paper - draft is due (submit in Canvas and bring a copy to class)
9	4	Mon	Spring Break
	10	Sun	No Assignments due
10	11	Mon	Exam 2 available

			Research Paper Draft- Review
			Teamwork
	17	Sun	Exam 2 is due
11	18	Mon	Teamwork
	24	Sun	Article Review / Presentations #2
			Research Paper - draft is due (submit in Canvas and bring a copy to class)
12	25	Mon	Team Presentations
			Research Paper Draft- Review
	31	Sun	Team Feedback #2 is due
	<u>April</u>		
13	1	Mon	Chapters 11 and 12
	7	Sun	Mindtap Assignments due - Chapters 11 and 12
	7	Sun	Research Paper is due
	7	Sun	Research Paper Presentations is due
14	8	Mon	Chapter 13
	14	Sun	Mindtap Assignments due - Chapter 13
15	15	Mon	Chapters 14 and 15
	21	Sun	Mindtap Assignments due - Chapters 14 and 15
16	22	Mon	Presentations - Research Papers
	28	Sun	No Assignments due
17	29	Mon	Exam 3 is available
	<u>May</u>		
	5	Sun	Exam 3 is due
18	6	Mon	Presentations - Research Papers