



**MAN 6147**

**Leadership and Management Concepts**

**Summer 2023**

Muma College of Business, Information Systems and  
Decision Sciences Department

## **COURSE SYLLABUS**

<i>Instructor:</i>	Dr. Michael Donahue	<i>Email:</i>	<a href="mailto:donahuem@usf.edu">donahuem@usf.edu</a>
<i>Term:</i>	Summer C 2023	<i>Dates:</i>	5/15/23-7/21/23
<i>Delivery Method:</i>	In-Person and Online through Microsoft Teams	<i>Location:</i>	Hybrid
<i>Minimum Technical Skills &amp; Requirements:</i>	<p><i>To take courses online at USF, you will need to be able to demonstrate proficiency in basic computer skills, maintain reliable internet access, and meet the computer system requirements listed here:</i></p> <p><a href="http://www.usf.edu/innovative-education/resources/student-services/technical-requirements.aspx">http://www.usf.edu/innovative-education/resources/student-services/technical-requirements.aspx</a></p>		
<i>Virtual Office Hours:</i>	MS Teams Meeting Preferred – Email to arrange a day and time		
<i>Synchronous Sessions:</i>	<p>The in-class session is on May 15 (0900-1530), followed by online sessions through MS Teams on Wednesday, May 24, 31, June 7, 14, 21, 28, Jul 5, July 12, from 7:00 pm-8:30 pm unless otherwise agreed by students and instructor.</p> <p>As a student, your participation in live class discussions is recorded. These recordings will be made available only to students enrolled in the class to assist those who cannot attend the live session or serve as a resource for those who would like to review the content presented.</p>		

### **I. Welcome**

Welcome to MAN 6147 for Summer 2023! I am excited to meet everyone and spend the next ten weeks together to learn, evaluate, and apply leadership principles to your academic journey. This course focuses on leadership spanning multiple generations in the workforce today. You can expect to become better equipped to leverage the strengths of others and understand why people act, and apply different leadership principles in business, government, and public service. In addition, you will assess your leadership style, values, and emotions toward others. Finally, I feel the course will help you employ empathetic skills to better motivate others in any work environment.

## **II. University Course Description**

It provides a foundation for the study of processes of leadership in organizations and society. It presents an overview of various leadership concepts, such as the personal values of leaders and leadership organizations.

## **III. Course Prerequisites**

None

## **IV. Course Purpose**

This course aims to provide you with a foundational understanding of leadership principles, theory, and practices that will equip you to navigate leadership interactions in your career better.

## **V. Instructor Contact Information and Communication**

Feel free to email me through CANVAS or my USF email; I typically check each daily and respond within 24 hours.

Course Netiquette. Keep these in mind during our course interaction.

- a. Identify yourself clearly
- b. Include a salutation, subject line, and signature for all email communication
- c. Acknowledge and return messages
- d. Be concise

## **VI. First Week Attendance Policy**

First-week attendance is generally through the 'Introductions' assignment. Students who do not complete this first-week activity by the due date risk being dropped.

## **VII. How to Succeed in this Course**

- Demonstrate respect for your classmates. You should consider this course because experimenting with new ways of acting and thinking is encouraged and respected.
- Not to engage in unethical behaviors, such as cheating or plagiarism on tests or written assignments. Asking for a grade will be considered unethical behavior.
- Keep in mind the following three caveats to succeed in this course: (1) read and watch the assigned reading materials; (2) participate in course requirements; (3) review materials to ensure you understand the course concepts; 4) have fun!

## **VIII. Course Structure**

This course has six modules with a combination of various assignments. You will have a series of Discussion Boards, Short Essay Responses, Weekly Class Participation, and a short mid-term and final knowledge assessment; the coursebook is inexpensive and widely available through the USF bookstore or online resources.

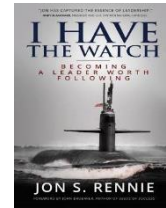
## IX. Student Learning Outcomes

By the end of this course, you will be able to:

- Comprehend and discuss significant theories, concepts, and principles of leadership.
- Apply major theories, concepts, and leadership principles in new situations.
- Analyze issues of leadership by applying appropriate methods.
- Evaluate various practices, methods, and actions for being an effective leader.

## X. Required Course Materials

1) **Course Book:** *"I Have the Watch: becoming a leader worth following"* paperback, May 20, 2019, by Jon S. Rennie.



2) Other required material is posted in the CANVAS modules.

## XI. Grading Scale

Grading Scale		
A+	97-100	Exceptional work
A	93-97	Superior work
A-	90-93	
B+	87-89	Above average work
B	83-87	
B-	80-83	
C+	77-79	Average work
C	70-77	
D	60-69	Below average work
F	<60	Fail

## **XII. Grade Categories and Weights**

Assignment	Percent of Final Grade
Class Participation/Contributions	10%
Short Essay Responses	30%
Discussion Boards	30%
Mid-Term Assessment	15%
End of Course Assessment	15%
Total	100%

## **XIII. Assignments**

Each Module outlines the weekly due outs for the two weeks, and we will review all of them weekly during our Wednesday synchronous sessions.

## **XIV. Instructor Feedback Policy & Grade Dissemination**

I usually provide feedback on assignments the same week they are posted. Any quiz or online assessment is graded automatically by CANVAS, and the score appears after submission. You can access your scores using "Grades" in Canvas.

## **XV. Course Schedule**

Please review the CANVAS page that outlines our entire course.

## **XVI. USF Standard University Policies**

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed at: <https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx>

## **XVII. Course Policies: Grades**

### **Late Work Policy:**

Up to 24 hours late – You can earn up to 75% of the total for the missed work.

25-48 hours late - You can earn up to 50% of the total for the missed work.

>48 hours late – You can earn up to 25% of the total for the missed work.

### **Grades of "Incomplete":**

For USF Tampa graduate courses and USFSP undergraduate and graduate courses: An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students cannot complete course requirements due to illness other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn, factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by the student/instructor as long as it does not exceed two semesters for undergraduate courses. One semester for graduate courses from the original date grades was due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

## **XVIII. Course Policies: Student Expectations**

### **Course Hero Policy:**

*The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to CourseHero.com – any use of this website (including uploading materials) constitutes a violation of the academic integrity policy.*

### **Turnitin.com:**

*In this course, turnitin.com may be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>.*

### **End of Semester Student Evaluations:**

*Example: All classes at USF use an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.*

### **Netiquette Guidelines:**

1. Act professionally in the way you communicate. Treat your instructors and peers with respect the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may disagree with.

2. Be sensitive. Be respectful and discreet when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs, or other general differences.
3. Proofread and check the spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid using all capital letters; it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on the focus, you allow the readers to get your idea or answers they are looking for easily.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

#### **XIX. Course Technology & Student Support**

##### **Canvas Technical Support:**

Include information where students can find technical support.

*Example: If you have technical difficulties in canvas, you can access the canvas guides and video resources in the "Canvas Help" page on the homepage of your canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing [help@usf.edu](mailto:help@usf.edu).*

#### **XX. Important Dates to Remember**

<http://www.usf.edu/registrar/calendars/>