



SCHOOL OF BUSINESS & ECONOMICS
BUS 322, BUSINESS LEADERSHIP FOR MANAGERS—FALL 2018
Mondays and Wednesdays, 9:30 am to 10:45 am, Science Building (SCI) D314

*Be sure to take the time to read this handout thoroughly.
It explains in detail what you will be expected to do to complete our course successfully.
Let me know immediately if you have any questions or concerns.*

1. CONTACT INFORMATION

Lyna Matesi, Ph.D.

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Office: CPS, Room 402; Email: lmatesi@uwsp.edu

Office Hours

Most Mondays and Wednesdays 11:00 – 12:00 pm

Other appointments available upon request

For most purposes, the best way to contact me between class sessions is to send me an e-mail message. When e-mailing me, always include an informative subject line and section number. I will check my e-mail messages every weekday. I am also available for questions immediately before or after class.

I do want to know how you are doing as the course progresses, especially if any problems come up. Communication takes effort from both parties! Don't let a small problem become a major crisis because you haven't talked to me.

2. COURSE OVERVIEW

Required Materials: This course requires that you read the textbook, articles, handouts, and various media.

• **Weekly Textbook Reading.**

- **Rent:** Kouzes, J. M., & Posner, B. Z. (2014). *The Student Leadership Challenge: Five Practices for Becoming an Exemplary Leader*. John Wiley & Sons. 2nd edition.

• **Weekly Articles, Handouts, and Media.** Copies of class readings, handouts and media will be distributed in class or accessible via D2L.

• **Weekly Flipboard Reading.** I have a Flipboard magazine established for our course that consolidates current news articles related to our study. Flipboard is a smartphone application and a great tool for reading business related media.

- **Learn** to Use Flipboard. Explore this site to learn about Flipboard: <https://flipboard.com/tutorials/>
- **FOLLOW** the Bus 322 Magazine. To FOLLOW our magazine on your **smartphone or tablet you** can download the app “Flipboard” and then search for "Bus 322: Leadership for Business Managers" or my name “Dr. Lyna Matesi” and then subscribe. Be sure you are subscribing to the Bus 322 magazine NOT all 18 of my magazines!
- **View** the Bus 322 Magazine on your Computer. You can also read the magazine on a computer via this direct link (Chrome is the best application for this): <http://flip.it/2M8Qk>

SBE Mission: The UWSP School of Business and Economics educates and inspires students and prepares graduates for success in positions of leadership and responsibility. Our students achieve an understanding of regional opportunities that exist within the global economy. Evidence of our graduates' level of preparation is evident in their ability to:

- Analyze and solve business and economics problems
- Understand the opportunities and consequences associated with globalization
- Appreciate the importance of behaving professionally and ethically
- Communicate effectively

UWSP Course Description: (3 Credits) Explore various theories of leadership within the context of management. The role of the leader’s impact on attainment of organizational goals at various levels is studied. Situational leadership approaches are examined. Personal analysis of preferred style is included, as well as skill building techniques needed for development of leadership.

Our Learning Outcomes:

| Knowledge You Will Gain | Skills You Will Develop |
|---|--|
| Management Models. An understanding of various ways to frame and describe the work of management in organizations. | Management & Leadership Competencies. Learners will assess their ability to implement the five practices of exemplary leadership: <ul style="list-style-type: none"> • Model the Way • Inspire a Shared Vision • Challenge the Process • Enable Others to Act • Encourage the Heart Based on each student’s unique career development needs, participants will engage in targeted skill development. |
| Leadership Models. An understanding of various models, theories that frame and describe the work of leadership in organizations and systems. | |
| Organizational Application. An ability to translate management and leadership models and theories into specific organizational applications. | |
| Personal Application. An ability to translate management and leadership models and theories into specific personal applications. | |

3. RESPONSIBILITIES

Your Teaming: Show up for the teams you work with. For various projects, you will be organized into study teams. You will rely on your team members for help with both required course work and as an informal support network. Some class time will be made available for group work, but it will need to be supplemented by additional work together as a group outside of class. **Be sure that at least one member of your team is your study buddy. If you miss a class—this person is your FIRST POINT OF CONTACT for keeping on task and schedule.**

Your Academic Success: Budget your time, invest in yourself. This is a junior level class, requiring that your writing skills be at the near professional level. In addition, the class requires a substantial commitment of your time. If you are an average student aiming to earn an average grade in this class, you should budget an average of about six hours per week for this class, outside of class time. To do well in this class, you should be sure to allow enough time in your weekly schedule.

We will cover substantial text and video content each week. You will be responsible for learning a substantial amount of the material on your own. How can you accomplish this?

- Study the required reading or watching assignments before coming to class.
- Review your notes and the text after class.
- Work with a study partner or group.

Your Attendance: Participate consistently. Consistent attendance and class participation are crucial for doing well in this class. **You are expected to attend each scheduled class meeting, to be on time, and to be prepared for each session.** If you do miss a class, it will be your responsibility to get the notes and other information from your “study buddy” or another student. If a test, presentation or exam is scheduled for a day you are going to be absent, you must call or e-mail me in advance. **If you are ill, please take care of yourself and do not come to class!**

Your Presence: Make our time together worthwhile. I expect everyone to act in a professional, courteous manner in the classroom and during your team interactions. We should feel that our classroom is a comfortable learning environment, free of unnecessary distractions. You can use devices in class to support this class.

Your Assignments: Be on time. Late assignments are only accepted up to 1 day past the assignment with a 25% penalty. I am often willing to negotiate deadline extensions if you ask before an assignment due date. Be sure to notify me by phone or email ahead of time if you need to miss class during a scheduled test, presentation or exam.

Your Growth: Be determined to improve. During in-class writing labs and as part of team presentations you will be providing and receiving a great deal of peer feedback. Your ability to openly and honestly deliver and receive feedback is essential to success in this class. If you embrace: a) listening to feedback, b) asking clarifying questions, and c) applying your colleague's suggestions you will experience substantial growth over the semester.

You will also be challenged to apply several high order learning tasks including applying, creating, evaluating and analyzing (see figure on next page). Learning at these levels is challenging, rewarding and most important of all, critical for your workplace success.

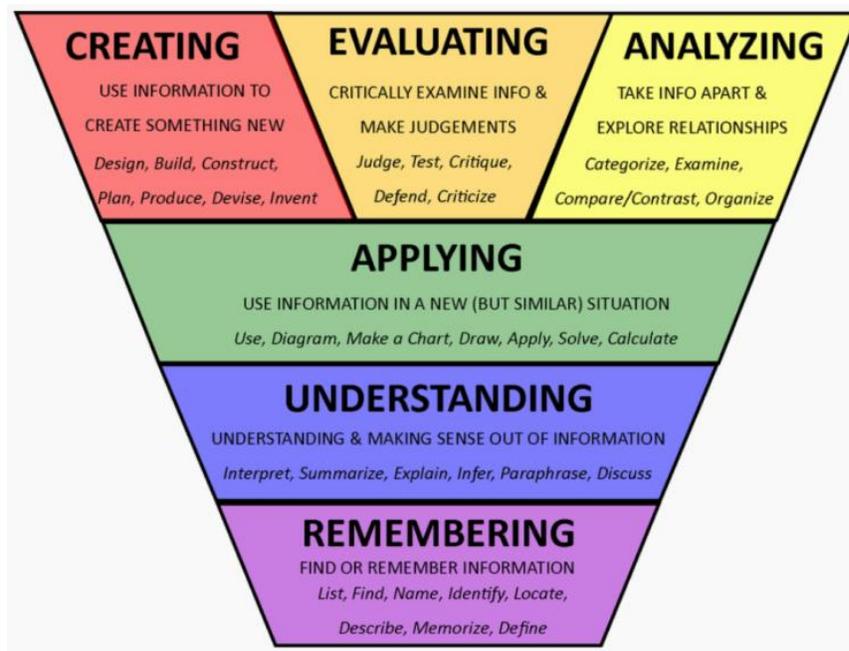


Figure 1: Bloom's Taxonomy of Learning Objectives

Your Academic Honesty and Classroom Expectations: Do not cheat or cut academic corners. This course is part of the UW-Stevens Point academic community, an academic community that is bound together by the traditions and practice of scholarship. Honest intellectual work – on examinations and written assignments is essential to the success of this community of scholars. Using classmates' responses to answer exam questions, or disguising words written by others as your own undermines the trust and respect on which our course depends.

The work in this course is challenging and will demand a good deal of each of you. I have every confidence that each of you can succeed. Doing your own work will enhance your sense of accomplishment when the semester comes to a close.

As rule, all assignments should represent your original thinking and writing and any deviations from this must be properly cited.

Classroom Conduct

Additionally, the classroom environment is a unique opportunity for students to share ideas, opinions, discuss classroom and course content. As each student is entitled to contribute in class, specific expectations are necessary to ensure a thriving classroom environment. Expectations include: dressing appropriately and muting your cell phones, as well as no loud shouting, excessive side conversations, arriving to class under the influence of any alcohol or drugs, profane language, verbal or physical threats, intimidation of any kind, or any other behavior that may be disruptive to the professor or other students. If any of this behavior is exhibited, you may be asked to leave the class for the day. Any continued disruptive behavior may result in a referral to the Dean of Students Office.

Electronic Devices

Electronic devices (phones, tablets, laptops) are to be used for class work only; similarly, in an office meeting, employees might use smart phones to respond to important customers but not to text their friends. If a personal or work issue requires your attention during class time, you may step outside the classroom to respond.

Course Academic Standards

Cheating in any form, including plagiarism, will not be tolerated. **Any academic misconduct will result in a failing grade for the course.** While completing individual assignments, you may consult your books and notes and discuss ideas with your fellow students. The assignments are then to be written individually. While completing group assignments, you may consult your books and notes and discuss ideas with your fellow students and ensure that your assignment submissions are free of academic misconduct. You are responsible for the academic conduct of your individual and group assignment submissions. Using the UWSP Course Management System (D2L/Canvas), you will be required to post a copy of some assignments to the anti-plagiarism web site turnitin.com.

University Academic Standards

Academic dishonesty is a serious violation: it undermines the bonds of trust and honesty between members of our academic community, degrades the value of your degree and defrauds those who may eventually depend upon your knowledge and integrity. Academic misconduct is an act in which a student:

- seeks to claim credit for the work or efforts of another without authorization or citation;
- uses unauthorized materials or fabricated data in any academic exercise;
- forges or falsifies academic documents or records;
- intentionally impedes or damages the academic work of others;
- engages in conduct aimed at making false representation of a student's academic performance;
- assists other students in any of these acts.

Examples include but are not limited to: cutting and pasting text from the Web without quotation marks or proper citation; paraphrasing from the Web without crediting the source; using notes or a programmable calculator in an exam when such use is not allowed; using another person's ideas, words, or research and presenting it as one's own by not properly crediting the originator; stealing examinations or course materials; changing or creating data in a lab experiment; altering a transcript; signing another person's name to an attendance sheet; hiding a book knowing that another student needs it to prepare an assignment; collaboration that is contrary to the stated rules of the course, or tampering with a lab experiment or computer program of another student.

UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/14

Reporting Misconduct

If you see incidents of misconduct, you should tell me about them, in which case I will take appropriate action and protect your identity. The School of Business & Economics will inform the Dean of Students as required, and additional sanctions may be applied. You could also choose to contact the Assistant Dean of Students (Shawn Wilson at swilson@uwsp.edu) and your identity will be kept confidential.

4. ASSIGNMENTS & GRADING

Keep a copy of all written work for your records.

Earning Your Grade: Per the table below, you have the ability to earn 1000 points. This may change during the semester.

| Assignment | Points |
|---|-------------------|
| Reflection and in-class assignments, application projects | Up to 500 |
| Leadership presentation (teams of 3) | 150 |
| Final project and poster of project (teams of 6) | 200 |
| Final reflection exam | 150 |
| Total | Up to 1000 |

Grading Scheme:

| | | | |
|----------|----------|----------|----------|
| A | 94-100=A | 93-91=A- | |
| B | 88-90=B+ | 85-87=B | 81-84=B- |
| C | 78-80=C+ | 75-77=C | 71-74=C- |
| D | 68-70=D+ | 65-67=D | 64-63=D- |
| F | <63=F | | |

5. SCHEDULE

I provide a tentative course schedule in a supplementary file. All provided course schedules are organized by week number in accordance with the official UWSP Academic calendar. A direct link to the UWSP Academic calendar can be found here: <https://www.uwsp.edu/acadaff/Pages/AcademicCalendar.aspx>

6. OTHER ADMINISTRATIVE DETAILS

UWSP Technology Support: The Office of Information Technology (IT) provides a Service Desk to assist students with connecting to the Campus Network, virus and spyware removal, file recovery, equipment loan, and computer repair. You can contact the Service Desk via email at techhelp@uwsp.edu or at (715) 346-4357 (HELP) or visit: <https://www.uwsp.edu/infotech/Pages/ServiceDesk/default.aspx>

ADA: The American Disabilities Act (ADA) is a federal law requiring educational institutions to provide reasonable accommodations for students with disabilities. For more information about UWSP’s policies, see: <https://www.uwsp.edu/datc/Pages/uw-legal-policy-info.aspx>

UW-Stevens Point will modify academic program requirements as necessary to ensure that they do not discriminate against qualified applicants or students with disabilities. The modifications should not affect the substance of educational programs or compromise academic standards; nor should they intrude upon academic freedom. Examinations or other procedures used for evaluating students' academic achievements may be adapted. The results of such evaluation must demonstrate the student's achievement in the academic activity, rather than describe his/her disability.

If modifications are required due to a disability, please inform the instructor and contact the Disability and Assistive Technology Center to complete an Accommodations Request form. The Disability and Assistive Technology Center is located on the 6th Floor of Albertson Hall. For more information, call 715-346-3365 or visit: <https://www.uwsp.edu/datc/Pages/default.aspx>

Inclusivity/Nondiscrimination Statement: It is the responsibility of the instructor to present materials and activities that are respectful of diversity, such that students from all diverse backgrounds and perspectives be well-served by this course. No person shall be discriminated against because of race, ethnicity, color, age, religion, creed, gender, gender identity, sexuality, disability, nationality, culture, genetic information, socioeconomic status, marital status, veteran’s status, or political belief or affiliation and equal opportunity and access to facilities shall be available to all. To address concerns regarding any of these issues please call 715 346 2606 or visit: <http://www.uwsp.edu/hr/Pages/Affirmative%20Action/About-EAA.aspx>

Religious Beliefs Accommodation: It is UW System policy (UWS 22) to reasonably accommodate your sincerely held religious beliefs with respect to all examinations and other academic requirements. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/22

Help Resources: The Tutoring and Learning Center helps with Study Skills, Writing, Technology, Math, & Science. The Tutoring and Learning Center is located at 018 Albertson Hall. For more information, call 715 346 3568 or visit: <https://www.uwsp.edu/tlc/Pages/default.aspx>

If you need healthcare, UWSP Student Health Service provides student-centered healthcare that empowers and promotes wellness for all UWSP students. Student Health Service is located on the 1st floor of Delzell Hall. For more information, call 715 346 4646 or visit: <http://www.uwsp.edu/stuhealth/Pages/default.aspx>

The UWSP Counseling Center is staffed with licensed mental health professionals dedicated to assisting students as they navigate difficult circumstances or resolve personal concerns. Therapy and consultation services are free of charge for registered students. The UWSP Counseling Center is located on the 3rd Floor of Delzell Hall. For more information, call 715-346-3553 or visit: <http://www.uwsp.edu/counseling/Pages/default.aspx>

In addition to the support services provided by Student Health Service and the UWSP Counseling, there are also professional support services available to students through the Dean of Students. For more additional information, please go to <http://www.uwsp.edu/dos/Pages/default.aspx>

Emergency Response Guide: In the event of an emergency, follow UWSP's emergency response procedures. For details on all emergency response procedures, please go to <http://www.uwsp.edu/rmgt/Pages/em/procedures>

Grade Reviews/Appeals: A formal grade appeal, also known as a Grade Review, can be requested in instances when the student feels that he or she was not provided a syllabus with a grading scale in a timely manner (i.e., the end of the second week of classes) and/or the instructor did not stick with the grading scale published in the syllabus. Questions of whether or not the instructor appropriately graded one or more of the course assignments, quizzes, exams, etc. are not matters to be decided by a formal grade appeal, but rather should be taken up with the instructor directly. Information on grade reviews can be found in the University Handbook, Chapter 7, Section 5. A link to the university's policies on non-academic misconduct can be found at <https://www.uwsp.edu/acadaff/Pages/gradeReview.aspx>

UWSP Community Bill of Rights and Responsibilities: UWSP values a safe, honest, respectful, and inviting learning environment. In order to ensure that each student has the opportunity to succeed, a set of expectations has been developed for all students, staff, and faculty. This set of expectations is known as the Rights and Responsibilities document, and it is intended to help establish a positive living and learning environment at UWSP. For more information, go to: <https://catalog.uwsp.edu/content.php?catoid=10&navoid=422#section-1-communal-bill-of-rights-and-responsibilities>

University Attendance Policy: In addition to the course attendance policies determined by the instructor (noted above if applicable), the university provide standard guidelines by which students are to abide. All exceptions to the course attendance policy or the university guidelines should be documented in writing. A link to the university's attendance guidelines can be found at: <https://www.uwsp.edu/regrec/Pages/Attendance-Policy.aspx>

University Drop Policy: You are expected to complete the courses for which you register. If you decide you do not want to take a course, you must follow the procedures established by the university to officially drop the course. If you never attend or stop attending a course and fail to officially drop, you will receive an F in the course at end of the semester. A link to the university's drop policy can be found at: <https://catalog.uwsp.edu/content.php?catoid=11&navoid=431&hl=add%2Fdrop&returnto=search#Drop/Add/WithdrawalProcedures>

Academic Honesty: UW System policy (UWS 14) states that students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students suspected of academic misconduct will be asked to meet with the instructor to discuss the concerns. If academic misconduct is evident, procedures for determining disciplinary sanctions will be followed as outlined in UWS 14. A direct link to this policy can be found here: https://docs.legis.wisconsin.gov/code/admin_code/uws/14

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Non-Academic Misconduct: I will immediately notify the authorities about any student who threatens or perpetrates psychological or physical harm to any person (including the student himself or herself). Information on non-academic misconduct can be found in Chapters 17 and 18 of the Student Rights and Responsibilities Document. A link to the university's policies on non-academic misconduct can be found at <https://www.uwsp.edu/dos/Pages/stu-conduct.aspx>

Confidentiality: Learning requires risk-taking and sharing ideas. Please keep your classmates' ideas and experiences confidential outside the classroom unless permission has been granted to share them.

It is important for students to understand that faculty are required to report any incidents of maltreatment, discrimination, self-harm, or sexual violence they become aware of, even if those incidents occurred in the past, off campus, or are disclosed as part of a class assignment. This does not mean an investigation will occur if the student does not want that, but it does allow the university to provide resources to help the student continue to be successful.

Sample Coursework Permission: The instructor may wish to use a sample of your work or some of the feedback you provide on the course in future teaching or research activities. Examples: showing students an example of a well-done assignment; analyzing student responses on a particular question; discussing teaching techniques at a conference. If your coursework or feedback is used, your identity will be concealed. If you prefer not to have your work included in any future projects, please send the instructor an e-mail indicating that you are opting out of this course feature. Otherwise, your participation in the class will be taken as consent to have portions of your coursework or feedback used for teaching or research purposes.

Revision Clause: This syllabus, the provided schedule, and all coursework, are subject to change. It is the student's responsibility to check the course website for corrections or updates to the syllabus. Any changes will be clearly noted in a course announcement or through email.