

 FLORIDA ATLANTIC UNIVERSITY	COURSE CHANGE REQUEST Undergraduate Programs		UUPC Approval <u>1/29/24</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Management Programs College Business Administration		
Current Course Prefix and Number MAN 4046		Current Course Title Leadership, Supervisory Skills, and Team Development	
<i>Syllabus must be attached for ANY changes to current course details. See <u>Template</u>. Please consult and list departments that may be affected by the change, attach documentation.</i>			
Change title to: Leading People and Projects Change prefix From: To: Change course number From: To: Change credits* From: To: Change grading From: To: Change WAC/Gordon Rule status** Add <input type="checkbox"/> Remove <input type="checkbox"/> Change General Education Requirements*** Add <input type="checkbox"/> Remove <input type="checkbox"/> <small>*See Definition of a Credit Hour. **WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to this form. See <u>WAC Guidelines</u>. ***GE criteria must be indicated in syllabus and approval attached to this form. See <u>Intellectual Foundations Guidelines</u>.</small>		Change description to: Change prerequisites/minimum grades to: Change corequisites to: Change registration controls to: <small>Please list existing and new pre/corequisites, specify AND or OR and include minimum passing grade (default is D-).</small>	
Effective Term/Year for Changes: Fall 2024		Terminate course? Effective Term/Year for Termination:	
Faculty Contact/Email/Phone Gary Castrogiovanni / castrogi@fau.edu / 72523			
Approved by Department Chair <u>Ethlyn Williams</u> College Curriculum Chair <u>Kevin Higgs</u> College Dean <u>[Signature]</u> UUPC Chair <u>Korey Sorge</u> Undergraduate Studies Dean <u>Dan Meeroff</u> UFS President _____ Provost _____		Date <u>1/4/2024</u> <u>1-6-2024</u> <u>1/10/24</u> <u>1/29/24</u> <u>1/29/24</u> _____ _____	

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

MAN 4046-100; CRN xxxxx
Leading People and Projects
Fall 2024; Distance Learning

Professor Information

Dr. Ethlyn Williams (ewilliam@fau.edu) (561) 297-2357 office; (954) 461-8571 (cell)
 119 Fleming West (561) 297-2675 fax

Office Hours

Online/cell phone: Fridays 10 am to 1 pm and by appointment

Required Texts, Materials, and Resources

- 1) **(LEAD)** Northouse, P.G. Introduction to Leadership: Concepts and Practice. (Fifth Edition) CA: Sage Publications, 2021. ISBN: 9781544351599 [e-version is fine] <https://edge.sagepub.com/northouseintro5e>
- 2) vLeader Lab edition Simulation Software. Visit <https://portal.vleader.net/> to register, purchase, and access materials. Technical support: <https://simulearn.freshdesk.com/support/home> Compatible with Windows 7+ and MacOS 10.12+. Minimize the number of apps running alongside the software. A broadband connection works best, and an internet connection is necessary.
- 3) Computer with simulation, Office 365, internet required. Respondus and webcam required for exams.

Course Description

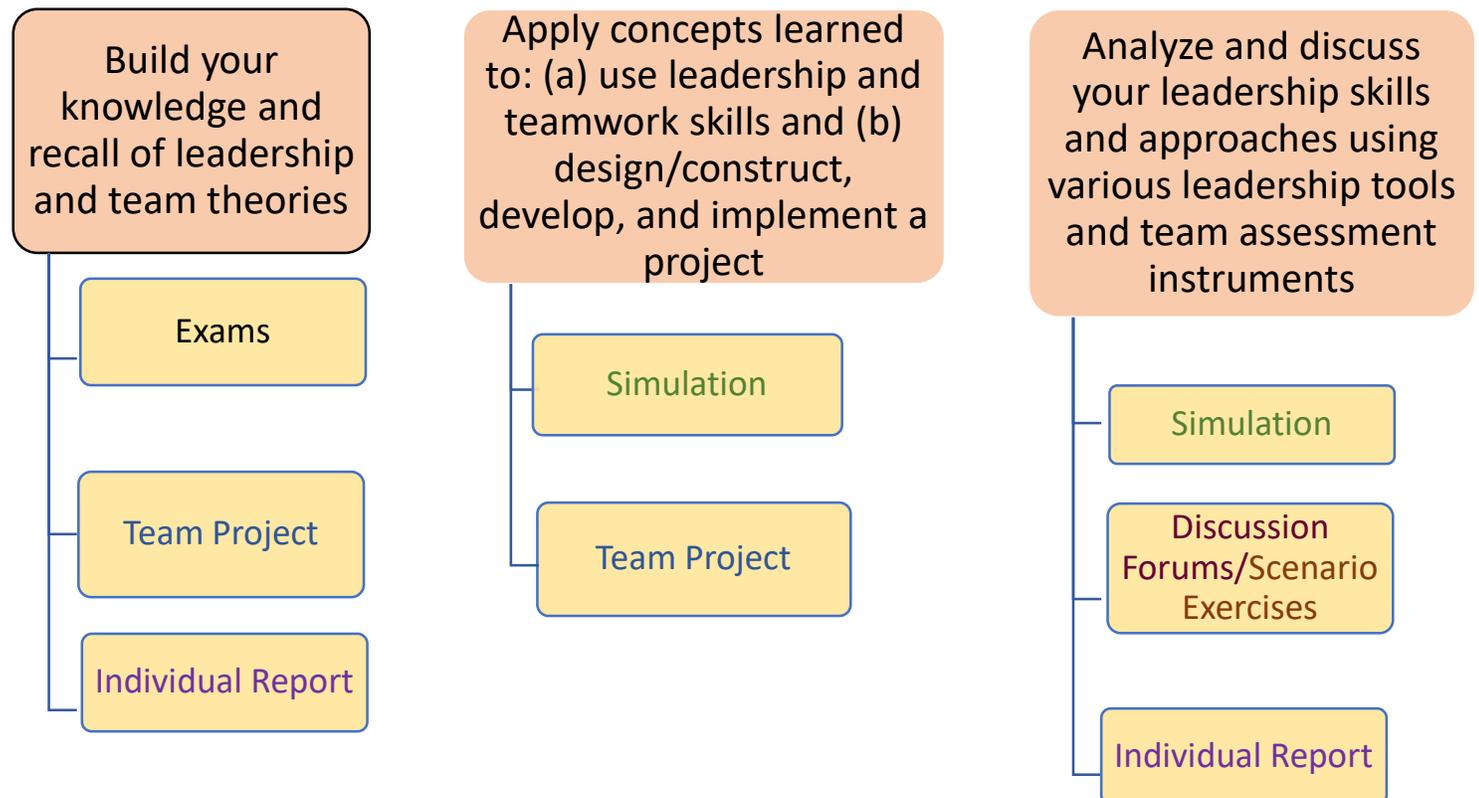
The course explains theories of leadership and key supervisory skills as well as team dynamics. Students learn the behaviors of successful leaders and team members and apply these skills in a course project.

Course Prerequisites and Credit Hours

Junior standing or higher and MAN 3025. 3 credit hours.

Course Learning Objectives (and related assignments)

Upon successful completion of the course, you will



During the Semester you will:

- Engage in hands-on practice in leadership skills.
- Complete leadership assessments, discussions, and analyses
- Engage in frequent interactions with each other and the instructor.

Grading Scale

<u>Points</u>	<u>Grade</u>	<u>Points</u>	<u>Grade</u>
93 - 100%	A	73 – 76%	C
90 – 92%	A-	70 – 72%	C-
87 – 89%	B+	67 – 69%	D+
83 – 86%	B	63 – 66%	D
80 - 82%	B-	60 – 62%	D-
77 – 79%	C+	< 60%	F

Course Evaluation Method

The point breakdown is distributed as follows:

	<u>Points</u>
• Student Introduction and Presentation Discussion Forum (20 pts each: 40 pts)	40
• Simulation (integrated with course concepts)	
- Discussion Forums (4 forums at 25 pts each: 100 pts)	
- Exercises (3 at 40 pts each: 120 pts)	220
• Quiz & Examinations (Quiz: 10 pts; exam 1: 100 pts; exam 2: 130 pts)	240
• Team Project: Reports (charter/plan; analysis and presentation)	150
• <u>Individual Report (based on team leadership during the team project)</u>	<u>150</u>
Total Points Possible	800

Course Structure

- In general, each week we will be discussing new material. Student interaction in the course will be through online class discussions and team assignments.

- The weekly assignments are listed on the last 2 pages and should be accessed in the separate modules designated for each week in Canvas. Students are encouraged to supplement assignments with web searches and readings in current periodicals relevant to Leadership (including publications such as The Leadership Quarterly, Leadership and Organization Development Journal, Wall Street Journal, BusinessWeek, Fortune, Forbes, FastCompany). Such readings will be very helpful for your project and participation in class discussions to earn maximum points. Be sure to use your own words to summarize information and reference and cite any external material consulted.

- Team development is facilitated by regular communication and will be reflected in the peer evaluations that team members turn in on completion of each portion of the team project. Active, constructive participation is encouraged.

HELP! HELP!

Use this discussion forum to post any and all questions you have about the course and materials. Please contact me directly via email for questions about a grade or personal issues.

ASSIGNMENTS (More details provided in Canvas)

(1) COURSEWORK EXERCISES and DISCUSSION FORUMS (see Canvas for more details and grading rubrics)

Students must complete the 3 assigned exercises. All **Coursework Exercises** required must be written in paragraph format, answering all questions, and submitted as instructed in Canvas. All exercises should be, typed (single-spaced) in a font no smaller than 10 point, and with one-inch margins. Do not exceed 850 words (1.5 -2 pages). The exercises require detailed descriptions of, and application of course concepts. Pay careful attention to the detailed grading rubric posted in canvas and present material in your own words to avoid plagiarism.

Students are expected to read all assigned discussion forums to be aware of material discussed. **Students must complete six (6) individual online discussions for course credit. The first 5 are mandatory (forums 1-5), the 6th (forum 6) is assigned based on your presentation group.** Appropriate online etiquette should be practiced. **3 posts are required for full participation**, post on at least 2 separate days providing 1 original post (post by Friday for feedback) and 2 response posts to others. Appropriate online etiquette should be practiced. Include research from websites/articles and real personal or organizational examples (beyond the simulation). Pay careful attention to the detailed grading rubric posted in canvas and present material in your own words to avoid plagiarism.

(2) ORIENTATION QUIZ, and EXAMINATIONS (see Canvas for more details)

One **Student Orientation Quiz** is required. Examinations are noncumulative and will cover all assigned readings (textbook - LEAD) and course notes presented. Material that is not in your textbook is indicated by "NIT" on each powerpoint slide. *All exams in this course require a computer, the Respondus lockdown browser, and a webcam.* Feedback will be provided upon individual request. Exams are "open notes" but you should prepare in advance to avoid running out of time. You will have 2 days (Tuesday and Wednesday) to complete each timed exam (60-80 minutes depending on the length of the exam). "Open notes" means you may prepare written or printed notes to use. No electronic devices are allowed (beyond the device that you take the exam on). You will need to show a government-issued ID or FAU student ID. Exams 1 and 2 are mandatory,

(3) TEAM and INDIVIDUAL PROJECTS (More details and the grading rubric are provided in Canvas)

TEAM PROJECT

Teams will be comprised of about 4 - 5 members. The goal of the team project is to learn from the practice of leadership and teamwork during the semester, try out more effective behaviors learned in the course, and later analyze your own leadership and teamwork to understand strengths and weaknesses for future development.

Teams signup occurs during the 3rd week of class – self-select into a team online in the "people" and "Project Teams" area. Please note that presentation chapter assignments may change if the number of teams changes due to class size.

The main focus of the course project is the analysis of the leadership of a CEO of an organization based on your external research and application of LEAD textbook concepts. This must be researched and analyzed using course topics/concepts and presented. Shared leadership is required by assigning leadership responsibilities to each team member – e.g., facilitating the completion of the (a) team proposal (1 leader or 2 co-leaders), (b) word document summary, (c) presentation slides with presenter videos, (d) discussion leadership.

- The project has 2 phases. **Phase 1** (a) Team Proposal: Team charter/project plan. This documents which CEO will be researched and plans the following: the team development and execution of the project. **Phase 2** Analysis of the CEO's leadership using textbook concepts applied to research on the CEO and presented to the

class via a (b) word summary and (c) PowerPoint with presenter videos in a (d) discussion forum that the team leads. This must be researched and analyzed (using course topics/concepts) and presented.

- Your grade will be based on 2 elements. (1) team proposal – summarizes the team ground rules and planned development as well as deliverables with member assignments to clarify the team direction (you will receive a template to complete for your submission). (2a, b, c, d) CEO analysis delivered in a word summary with PowerPoint presentation, presenter videos, and discussion leadership. (2a) 3-page written summary of the analysis of the CEO’s leadership. (2b) expanded presentation (beyond word summary) with PowerPoint, of your detailed analysis of the CEO’s leadership (maximum of 20 slides). Ppt is accompanied by (2c) youtube video links to each team member’s presentation portion (maximum combined presentation of all members of 25 minutes). (2d) Each team will develop 2 discussion forum questions about the CEO based on the presentation and required chapter/s and lead a discussion during the presentation week. All submissions are in Canvas. The instructor will post your CEO project materials and the discussion questions to your presentation discussion forum.
 - Each team’s members will also be assigned to complete another team’s presentation discussion forum for individual course credit.

TEAM PARTICIPATION EVALUATION

- All teams will have **2 general meetings** (I recommend these be live meetings). All teams will also hold **2 feedback sessions** (I recommend 1 live and 1 via chat/email) and upload the 2 feedback session summary notes in Canvas in the “People” “Project Teams” “Files” area - this information will be important for team development and your individual report.
- Use the tools available for file sharing in the “Project Teams” area in Canvas. I will track and document team participation via the Teams area (Team Discussion Boards, Files, Teams resources). If you use an external area such as Whatsapp, text etc., ensure you save communications in case you need to provide documentation of participation.
 - I recommend having 3 live interactive team meetings as noted in the course schedule – 1 for team member introductions, 1 for the draft team proposal (charter/plan), and 1 for feedback session 1 to debrief phase 1, review your early research, and make improvements in working together online for phase 2). I recommend that you engage in regular communications about the team project. Feedback session 2 is important but can be organized in a non-traditional manner via email etc., if you are unable to meet.
 - Discussions forums 3, 4, 5 allow teams to interact ahead of the project due date. Be sure to assign the work to all members for each submission due.
- All team members will evaluate each other’s performance on each section of the project on a specially designed peer performance evaluation form (found in Canvas “Assignments”). This will be used in awarding credit for the team assignments to each team’s members. For example, starting with anyone receiving an average of 3.8 the grade will be lowered by one letter grade and so on (the lower the evaluation the fewer points that person will receive).
 - A grade of F (average of 2.5 or lower) on any portion of the team project will result in a failing grade in the course. Failure to participate in any portion of the team project results in removal from the team after the team calls a meeting with the instructor (alert the team member and instructor to problems, request documented contributions at least 3 days before deadlines, decide on final action if deadline or requirements are missed – per your team proposal ground rules). Weak participation is also grounds for removal from the team. Removal from the team constitutes failure on the team project and the course. Team leaders should keep communication lines open with teammates and the instructor.

- The criteria used include (1) Leadership Effectiveness (2) Participation in Teamwork, (3) Meeting Deadlines, (4) Quality of work, (5) Quantity of work, (6) Effort expended, (7) Overall Performance. The scale for evaluating team members on each criterion ranges from 5 (excellent performance) to 1 (poor performance). All evaluations will be kept strictly confidential and are not subject to negotiation or inspection. Team member evaluations are due by the closing date of each section of the team project (see schedule). **Individuals not submitting 2 team member peer evaluations (see due dates in the course schedule) will receive a failing grade in the course.** Please contact me early if team problems arise.

INDIVIDUAL PROJECT

Individual Report by Each Team Member based mainly on your experience leading and interacting in the team project: **this is a Personal Individual Leadership Self-Analysis** in which you discuss your own leadership within the team and in the vLeader simulation, refer to teammates by name, and reflect on team development, team challenges, and successes during the semester. Report on your experience in the leadership role for the course team project, analyze/evaluate your leadership, evaluate the team process and success of the Project, plan for leadership development (improvement): Apply material from the entire semester to analyze your leadership behaviors and characteristics, reflect on the vLeader takeaways, use all LEAD end of chapter questionnaires, and use the headings provided in the template provided by the instructor (See Canvas).

Formatting of all Reports and Teamwork

REPORTS: (1) project CEO analysis summary: 3 pages single-spaced (with citations and reference list), (2) individual report: 5 pages single-spaced self-analysis with added pages for required appendices. All reports submitted should follow the stated page maximums (excluding cover page and appendices): All reports should be typed (single-spaced) in a font no smaller than 10 point, and with one-inch margins. Please check for spelling and grammatical errors as their presence may reduce your grade. Include an additional cover sheet with the assignment title, your name/s, and date of submission.

You should document your activities in carrying out all phases of the project in your Canvas Project Teams area (see criteria for the individual report above) leadership, team progress toward implementation, meetings held, and problems encountered. These will inform your individual report. This is the medium that I will use to track team member participation. You will report on your activities in carrying out the leadership and member roles in your individual report.

(4) VLEADER SIMULATION and CERTIFICATION

The vLeader simulation presents challenging situations for you to turn ineffective teams into effective ones. It is a lab for connecting theory to reality. The software is designed to help you recognize the challenges of getting work done by others and the role your behaviors play in getting effective results.

SimuLearn's award-winning approach to human development is very different from traditional classes. Self-discovery and behavior change in our society do not come easily. Time and acknowledgment of your own weaknesses are critical components of becoming more experienced. This program is life-changing because it is the safest place to discover your weaknesses and takes significantly less time than alternatives. However, this does not make it easy.

This is a leadership program. Your resilience to deal with tough characters is an assessment of your ability to do that in the real world. Your ability to go beyond understanding the effective use of common sense and to apply it in emotionally challenging situations takes practice and repetition. This program will let you practice what you know to be right in emotionally challenging situations. Knowing why you succeeded or failed allows you to repeat your success and avoid failure. Reflect in this program and demonstrate that you know how to

think rather than what to think. This all stems from a simple and yet critical component: your belief that the time you spent in this program was worth it. This program is more like a boot camp for behavior change than a country club retreat. It will take some practice.

Steps for Completing the vLeader Simulation (weekly guidance provided in Canvas)

Go to the link below and purchase the vLeader simulation. Please note that each student is required to purchase an individual subscription to this simulation so that all of the required performance data from your completion of the simulation can be captured to support your analysis of your decisions.

- Browse to <http://portal.vleader.net>. Click on Register and create an account
- Enroll in your class by typing your professor's name or your class name in the appropriate field: e.g., MAN 4046
- Make your subscription purchase (you do not need a PayPal account to do this, but SimuLearn does use PayPal as our trusted merchant processor)
- Download the software (note: this is not a web app, it is a Windows and MacOS program). The minimum operating system requirements are Windows 8+ and MacOS 10.12+ but you may find it runs on slightly older systems.
- Run vLeader (green dialog icon with a white V in it), the program will download appropriate resources for your class and eventually provide you with a log in screen, log in with the same credentials you used to register in the portal.
 - It is best to close out all programs before you run the software. If it freezes you should restart your computer
- You can now start with the Intent-based Communications module.
- For technical assistance, please contact SimuLearn support: <https://simulearn.freshdesk.com>

Your goal in completing the lessons, and explore plays should be to score a minimum of 70% and to improve toward 90% and above. For each completed play remember to write your "Plan" before each play and "Reflection" after each play and "Save your Plays" in the active simulation play. You can review your scores ("Score Overview") and review and update your plans and reflections ("Transcript") at portal.vleader.net.

Step 1: Use the first Module ("Using Intent-Based Communication") to understand how to use the software and start the Introductory Lessons upon your first entry into the program

- a. Complete the introduction (Getting Started) and 3 lessons (Getting work Done, Getting Access to Hidden Ideas, Changing Your Informal Power), each with 1 minimum score of 70%

Step 2: Complete the "Leadership Styles" Module Introduction, 3 Lessons, and Explore Plays

- a. Complete each of the 3 lessons (Directive, Delegative Participative Style) each with 1 minimum score of 70%.
- b. Complete 3 Explore plays (for Transforming Relationships) - Transformational approach with 1 minimum score of 70%.
- c. Optional: Assess plays – these test your expertise with the scenario and count toward vLeader certification.

Step 3: Complete "Conflict in Teams" Module Introduction, 3 Lessons, and Explore Plays

- a. Complete each of the 3 lessons (Competing, Accommodating, Compromising) each with 1 minimum score of 70%.
- b. Complete 3 Explore plays (for Opportunities in Conflict for Collaboration) with 1 minimum score of 70%.
- c. Optional: Assess plays – these test your expertise with the scenario and count toward vLeader certification.

Step 4: Complete "Group Dynamics" Module, Introduction, 3 Lessons, and Explore Plays – "Group Dynamics"

- a. Complete each of the 3 lessons (Forming, Storming, Norming) each with 1 minimum score of 70%.
- b. Complete 3 Explore plays (for Facilitating Change in the Group) with 1 minimum score of 70%.
- c. Optional: Assess plays – these test your expertise with the scenario and count toward vLeader certification.

Certificate

When you complete all the steps of vLeader, you will be eligible to receive certification with vLeader. What does it mean? It means you have become more situationally aware, have demonstrated leadership resiliency and character, by dealing repetitively with our challenging situations, and started the journey towards applying more strategic interpersonal thinking in your life.

Simulation Training Webinar (Debriefs your progress and provides guidance)

One webinar session for class members will be hosted in Zoom and include information and a presentation by a Simulearn coach to orient you and answer any questions encountered during scenario 1. Questions will be invited. A recording will be provided to assist with scenario 2. Dates appear in the course schedule below. You will need to log in via your computer or app. **Students RSVP for planning purposes (the webinar is for extra credit – attend & participate)**. If you are unable to attend the webinar a recording will be provided.

Technical Requirements

Required Software

- Microsoft 365 Suite [Link to download](#)
- Reliable web browser (recommended [Chrome](#) or [Firefox](#))
- Java – [Link to download](#) and/or [Link to verify Java](#) on your computer
- Mobile App: Instructions on how to download the Canvas App on an iOS device ([Link for iOS Instructions](#)) or Android device ([Link for Android instructions](#)).

Internet Connection

- Recommended: Broadband (high-speed) Internet connection with a speed of 4 Mbps or higher
- To function properly, Canvas requires a high-speed Internet connection (cable modem, DSL, satellite broadband, T1, etc.). The minimum Internet connection speed to access Canvas is a consistent 1.5 Mbps (megabits per second) or higher.
- To check your Internet speed, [click here](#).

Minimum Technical Skills Requirements

The general and course-specific technical skills a student must have to succeed in the course include but are not limited to:

1. Accessing Internet.
2. Using Canvas (including taking tests, attaching documents).
3. Using email with attachments.
4. Creating and submitting files in commonly used word processing program formats such as Microsoft Office Tools.
5. Copying and pasting functions.
6. Downloading and installing software.
7. Using presentation, graphics, and other programs.
8. Posting and commenting in an online discussion.
9. Searching the FAU library and websites.

Computer Requirement - Basic computer specifications for Canvas [Link to Specifications](#)

Operating System

- A computer that can run Mac OSX or Win 7.0 or higher.

Peripherals

- A backup option should be available to minimize the loss of work, such as an external hard drive, a USB drive, cloud storage, or your folder on the FAU servers.

Software

- Once logged in to Canvas, make sure your Internet browser is compatible.
- Other software may be required for specific learning modules. If so, the necessary links to download and install will be provided within the applicable module.

Technical Support

In the online environment, technical issues are always possible (e.g., lost connection, hardware, or software failure). Many of these occurrences can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased; please plan appropriately. If a problem occurs, it is essential that you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem.

Most issues in Canvas can be resolved by clicking on the “Help” tab located on the menu bar.

Upon clicking the “Help” tab, you will be able to:

- Report a problem
- Search Canvas guides

Additional Technical Support

1. Contact the eLearning Success Advisor for assistance: 561-297-3590
2. If you can, take a Print Screen image of the monitor when the problem occurs. Save the image as a .jpg file. If you are unfamiliar with creating a Print Screen image, visit [Link to Print Screen Instructions](#).
3. Complete a Help Desk ticket ([Link to Help Desk](#)). Make sure you complete the form entirely and give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly. The process includes the following steps:
 - a. Select “Canvas (Student)” for the Ticket Type.
 - b. Input the Course ID.
 - c. In the Summary/Additional Details section, include your operating system, Internet browser, and Internet service provider (ISP).
 - d. Attach the Print Screen file, if available.
4. If you do not hear back from a Help Desk representative in a timely manner (48 hours), it is your responsibility to follow up with an appropriate staff member until a resolution is reached.
5. Once you have submitted a Help Desk Ticket, inform your instructor. Include all pertinent information of the incident (steps 3b-d above). Keep your instructor informed of the status.

Technical Problem Resolution Procedure for Canvas and Online

In the online environment, there is always a possibility of technical issues (e.g., lost connection, hardware or software failure). Many of these can be resolved relatively quickly, but if you wait until the last minute before due dates, the chances of these glitches affecting your success are greatly increased. Please plan appropriately. If a problem occurs, it is essential you take immediate action to document the issue so your instructor can verify and take appropriate action to resolve the problem. Please take the following steps when a problem occurs:

1. Make a Print Screen of the monitor when the problem occurred. Save the Print Screen as a .jpg file.

2. Complete an Online Support Services ticket at <http://www.fau.edu/helpdesk>. Give a full description of your problem so the Help Desk staff will have the pertinent information in order to assist you properly.
3. Send an email to your instructor to notify him/her of the problem, include all pertinent information.
4. If you do not have access to a computer, call your instructor with all pertinent information about the incident. If he/she is not available, make sure you leave a detailed message.
5. If you do not hear back from Online Support Services or your instructor in a timely manner (48 hours), it is your responsibility to follow up with the appropriate person until a resolution is obtained.

Other Policies and Resources

- [esuccess resources](#), [Anti-Discrimination & Anti-Harassment](#), [Libraries](#), [Center for Teaching and Learning](#)

Additional Course Policies and Selected University and College Policies

Missing Exams

There are no scheduled make-up exams. Contact the instructor in an emergency situation.

Late Assignments

Late assignments or posts will not be graded. All assignments have a 1-week window for submission as shown in the syllabus (course schedule). Contact the instructor in an emergency situation.

Attendance Policy

You must participate in the threaded discussions on multiple days! If not, you can only receive a maximum of 50% on the grade.

Etiquette and/or Netiquette Policy

Due to the casual communication common in the online environment, participants are sometimes tempted to relax their grammar, spelling, and/or professionalism; however, remember your communication should be appropriate. Also, please note that in the online environment you do not have the advantage of voice inflection or gestures. As a result, sarcasm can come across very negatively, so this form of communication should be avoided. For more in-depth information, please see Canvas Module 0.

Anti-plagiarism Software

Written components of any assignment or project may be submitted to anti-plagiarism software to evaluate the originality of the work. Any students found to be submitting work that is not their own will be deemed in violation of the University's Code of Academic Integrity (discussed below).

Code of Academic Integrity Policy Statement

Students at Florida Atlantic University are expected to maintain the highest ethical standards. Academic dishonesty is considered a serious breach of these ethical standards because it interferes with the university's mission to provide a high-quality education in which no student enjoys an unfair advantage over any other. Academic dishonesty is also destructive of the university community, which is grounded in a system of mutual trust and places a high value on personal integrity and individual responsibility. Harsh penalties are associated with academic dishonesty. For more information, see [FAU Regulation 4.001](#).

Disability Policy Statement

In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), students who require reasonable accommodations due to a disability to properly execute coursework must register with Student Accessibility Services (SAS) and follow all SAS procedures. SAS has offices across three of FAU's campuses – Boca Raton, Davie, and Jupiter – however, disability services are available for students on all campuses. For more information, please visit the SAS website at <http://fau.edu/sas/>

Counseling and Psychological Services (CAPS) Center

Life as a university student can be challenging physically, mentally and emotionally. Students who find stress negatively affecting their ability to achieve academic or personal goals may wish to consider utilizing FAU's Counseling and Psychological Services (CAPS) Center. CAPS provides FAU students a range of services – individual counseling, support meetings, and psychiatric services, to name a few – offered to help improve and maintain emotional well-being. For more information, go to <http://www.fau.edu/counseling/>

Religious Accommodation Policy Statement

In accordance with rules of the Florida Board of Education and Florida law, students have the right to reasonable accommodations from the University in order to observe religious practices, observances, and beliefs with regard to admissions, registration, class attendance and the scheduling of examinations and work assignments. For further information, please see FAU Regulation 2.007 at [FAU Regulation 2.007](#).

University Approved Absence Policy Statement

In accordance with rules of the Florida Atlantic University, students have the right to reasonable accommodations to participate in university-approved activities, including athletic or scholastics teams, musical and theatrical performances and debate activities. It is the student's responsibility to notify the course instructor at least one week prior to missing any course assignment.

Incomplete Grade Policy Statement

A student who is passing a course but has not completed all work due to exceptional circumstances, may, with the consent of the instructor, temporarily receive a grade of incomplete ("I"). The assignment of the "I" grade is at the discretion of the instructor but is allowed only if the student is passing the course.

The specific time required to make up an incomplete grade is at the discretion of the instructor. However, the College of Business policy on the resolution of incomplete grades requires that all work required to satisfy an incomplete ("I") grade must be completed within a period of time not exceeding one calendar year from the assignment of the incomplete grade. After one calendar year, the incomplete grade automatically becomes a failing ("F") grade.

Withdrawals

Any student who decides to drop is responsible for completing the proper process required to withdraw from the course.

Grade Appeal Process

A student may request a review of the final course grade when s/he believes that one of the following conditions apply:

- There was a computational or recording error in the grading.
- Non-academic criteria were applied in the grading process.
- There was a gross violation of the instructor's own grading system.

The procedures for a grade appeal may be found in [FAU Regulation 4.002](#).

Faculty Rights and Responsibilities

Florida Atlantic University respects the right of instructors to teach and students to learn. Maintenance of these rights requires classroom conditions which do not impede their exercise. To ensure these rights, faculty members have the prerogative:

- To establish and implement academic standards
- To establish and enforce reasonable behavior standards in each class
- To refer disciplinary action to those students whose behavior may be judged to be disruptive under the Student Code of Conduct.

See Course Schedule for activities, readings, and assignments due

Course Schedule

- **Webinars are optional and live in ZOOM** in Canvas (recording available after webinar)
- L/LEAD = Northouse textbook; Start discussions with an original posting by each Friday
- All team members must contribute, with peer evaluations for all team assignments
- The course schedule is subject to change (If classes/modules are rescheduled/reordered due to hurricanes etc. “Work Period” will be replaced with required course material)
- Complete all LEAD end of chapter Questionnaires for Individual Report

MODULES	TOPICS/ACTIVITY/READINGS	ASSIGNMENTS DUE/TASKS TO DO
1.	- Orientation - Pre-Simulation Assessment Survey (see canvas) - Understanding Leadership (LEAD: Chapter, Ch. 1) - Recognizing your Traits (LEAD: Ch. 2) - Zoom office hours Friday 1/20, 12:00-12:30 pm	- Student Orientation Quiz Due - Discussion Forum #1: Introductions and Simulation Preassessment in Canvas
2.	- vLeader Module 1 Lessons (Intent-Based Communication) - Motivation and Team structure (NOTES) - Team process (NOTES) - Team sign-up week - Zoom office hours Friday 1/27, 12:00-12:30 pm	- Register & purchase simulation (by 1/23) - Complete Discussion Forum (DF) #2 - Join a team this week
3.	- vLeader Module 2 Lessons (Leadership Styles) - Team Culture (NOTES) - Understanding Leadership Styles (LEAD: Ch. 3) - Teams finalized (in Canvas on 1/30), intros by 2/5 - Zoom office hours Friday and Team Project Webinar Friday, 2/3 12:00-1:00 pm	- Complete Discussion Forum (DF) #3 - Team introductions (intros): post by 2/5 (The team project webinar [2/3] is especially important to help you start the team project - phase 1 leaders must attend or review the recording)
4.	- vLeader Module 2 Explore (Leadership Styles) - Attending to Tasks & Relationships (LEAD: Ch. 4) - Team Charter/Proposal (Template Review) - Zoom office hours and vLeader Coaching webinar Friday 2/10, 12:00 – 1:00 pm (submit questions in Canvas by 12 pm on 2/9, attend & participate on 2/10 for full extra credit) - Team meeting in Canvas Zoom by 2/12 – review introductions and set up the meeting via Canvas	- Complete required vLeader Explore written assignment in Canvas - Coaching webinar extra credit - submit simulation questions (Canvas: for partial extra credit) by Thursday 2/9 at 12 pm - Team meetings in Zoom by 2/12 (teams coordinate; feel free to invite the instructor): Designate leadership roles, discuss project CEO & email instructor for approval. Discuss team proposal
5a.	Preparation 2/13 EXAM 1 (2/14 and 2/15) - 40 questions Q & A Exam Webinar in Zoom on 2/13 at 12 pm	- Exam 1
5b.	Team Meeting and Work Period for team charter	- Draft Team Charter due in Canvas for instructor feedback (all team members must contribute)
6.	- vLeader Module 3 Lessons (Conflict in Teams) - Handling Conflict (LEAD: Ch. 11)	- Complete Discussion Forum (DF) #4 - Final Team Charter/Proposal Due (all team members must contribute) - Team Evaluations for Team Charter due

Participation in the simulation for credit requires completion of: (1) All lessons with one score of 70% or more in each lesson; (2) Each module in Explore mode with at least 3 “Explore” plays with one score of 70% or more. In general, you should strive to score near 90% or above.

Assess plays are optional for vLeader certification (for building your resume).

7.	<ul style="list-style-type: none"> - vLeader Module 3 Explore (Conflict in Teams) - Overcoming Obstacles (LEAD: Ch. 13) - Zoom office hours and vLeader Q&A webinar with instructor (coaching recording posted) Friday, 3/3 12:00 – 1:00 pm 	<ul style="list-style-type: none"> - Complete required vLeader Explore written assignment in Canvas - vLeader coaching recording extra credit - submit simulation questions in Canvas by Thursday 3/2 at 12 pm
8.	<ul style="list-style-type: none"> - vLeader Module 4 Lessons (Group Dynamics) - Post-Simulation Assessment Survey - Developing Leadership Skills (LEAD: Ch. 5) - Establishing a Constructive Climate (L: Ch. 8) - Hold Team Meeting/Feedback Session 	<ul style="list-style-type: none"> - Complete Discussion Forum (DF) #5
9.	<ul style="list-style-type: none"> - vLeader Module 4 Explore (Group Dynamics) - Engaging People's Strengths (LEAD: Ch. 6) - Embracing Diversity and Inclusion (LEAD: Ch. 9) 	<ul style="list-style-type: none"> - Complete required vLeader Explore written assignment in Canvas - Early draft presentation word document welcome for instructor feedback (due 4/2)
10a.	<p>Preparation 3/27 EXAM 2 (3/28 and 3/29) - 52 questions Q & A Exam Webinar in Zoom on 3/27 at 12 pm</p>	<ul style="list-style-type: none"> - Exam 2
10b.	<ul style="list-style-type: none"> - Team Work Period: work on presentations - Creating a Vision (LEAD: Ch. 7) - Listening to Out-Group Members (LEAD: Ch. 10) - Addressing Ethics in Leadership (LEAD: Ch. 12) 	<ul style="list-style-type: none"> - Draft presentation word document due in Canvas for instructor feedback - Prepare draft powerpoint to share with the team
11.	<ul style="list-style-type: none"> - Team Work Period 	<ul style="list-style-type: none"> - Finalize Team Presentations with team member videos (all must present)
12.	<ul style="list-style-type: none"> - Presentation Team 1 (L: Ch. 2, 3, 4, 13) forum 6a - Presentation Team 2 (L: Ch. 2, 3, 4, 11) forum 6b - Presentation Team 3 (L: Ch. 2, 3, 4, 9) forum 6c - Presentation Team 4 (L: Ch. 2, 3, 4, 5) forum 6d - Presentation Team 5 (L: Ch. 2, 3, 4, 8) forum 6e - Presentation Team 6 (L: Ch. 2, 3, 4, 7) forum 6f - Presentation Team 7 (L: Ch. 2, 3, 4, 10) forum 6g - Presentation Team 8 (L: Ch. 2, 3, 4, 12) forum 6h - Each team leads their presentation discussion forum this week and completes a discussion forum for individual course credit 	<ul style="list-style-type: none"> - Project Submissions (all team members must contribute). Due on 4/10, 9 am in Canvas. - Team 1 members Complete Discussion #6b - Team 2 members Complete Discussion #6a - Team 3 members Complete Discussion #6d - Team 4 members Complete Discussion #6c - Team 5 members Complete Discussion #6f - Team 6 members Complete Discussion #6e - Team 7 members Complete Discussion #6h - Team 8 members Complete Discussion #6g
13.	<ul style="list-style-type: none"> - Team Politics (NOTES) - Testing for/sustaining high perf. (NOTES) - Hold Team Feedback Session online - Zoom office hours and Individual Report Webinar Friday, 4/21 12:00 – 1:00 pm 	<ul style="list-style-type: none"> - Team evaluations for presentations due (4/19)
14.	<ul style="list-style-type: none"> - Work period 	<ul style="list-style-type: none"> - Work on your individual report
15.	<ul style="list-style-type: none"> - Work period - Individual Reports Due 	<ul style="list-style-type: none"> - Submit Individual Report

Participation in the simulation for credit requires completion of: (1) All lessons with one score of 70% or more in each lesson; (2) Each module in Explore mode with at least 3 “Explore” plays with one score of 70% or more. In general, you should strive to score near 90% or above. Assess plays are optional for vLeader certification (for building your resume).