Executive Leadership
BUSI 5350 -6000 - M 4:00-6:30
Spring 2024
College of Business—Stephen F. Austin State University

Instructor: Dr. Tim Clipson
Office McGee 229V P.O 13060 SFA 936-552-9802 cell tclipson@me.com email

Office Hours:
I will be available 3:00 PM Mondays on class days and on other days by appointment. I will also be available after classes for opportunity to ask any questions or for supportive conversation. Also, I would be glad to visit with you outside these times by phone, or email.

Course Description: An introduction to leadership theory and principles; application of leadership concepts in business organizations, with emphasis on formation of a personal leadership style.

Introduction: This course allows the student to determine his or her own leadership style, explore and learn theories of leadership, and develop skills to become an effective leader.

Class Format:
The class will be conducted with a multiplicity of different formats. Among them will be lecture, videos, student presentations and discussion. Classes will include student presentations and Leadership LIFE Lessons presented by the professor.

Student Learning Outcomes:
The major course objective is to improve the student's leadership ability through his or her understanding and application of leadership concepts and practices. Specific attention will be focused on skills which have led to business success.

Classes:
Time of the class will be 4:00-6:30 p.m. on the scheduled day. Four classes that are essential to be present are the first and last class of the semester and the class the day of your chapter presentation and the day of your book review. You will receive participation points for attending each of the classes. Classes will be recorded and if you are not able to attend you will be able to watch the class and provide your post class input.
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Post class input:
Following the classes when Chapter Presentations and Book Reviews are being presented you will be asked to provide written post class input in the discussion section of D2L. The input will focus on specific ways you can or might use the content of the class in your personal and/or professional life. You will receive points for completing the post class input. If you missed being present during the face to face or zoom session, you will not receive participation points, however if you review the recording and provide post class input you are eligible for the post class input points.

Celebrations:
There will be two celebrations of knowledge, called assessments or test by some. Focus of these celebrations will be application of what you have learned.

Leadership Journal:
Students will maintain a journal throughout the semester, which will reflect things they experience and how they can use these experiences to improve their leadership.

Presentations:
Chapters will be presented by students who will be paired throughout the semester. The full chapter presentation should be approximately 25-30 minutes in length. A 1-2 page handout in the format of a study guide highlighting the most significant aspects of the chapter should be uploaded D2L dropbox before the presentation. Short videos and power point may also be used to enhance the presentation.

Book Review:
A book review on a leadership book will be presented during the second half of the semester. This presentation should be approximately 5-7 minutes in length and should also include a 1-2 page handout describing the key elements presented in the book. Handouts should be uploaded to the D2L dropbox before class the day before the presentation. Books need to be approved by the third week of the semester by the professor.

Optional Research Project:
A paper (10-15 pages) will be completed which will include:
1. an analysis of the students own leadership style and skills
2. an interview with a leader
3. developed personal theory of leadership.
A minimum of five resources must be used for completion of this paper. This is an optional project which must be completed and required to be eligible for an A in the course. More information will be provided during the semester related to completion of this research project.

Grades:
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Two Celebrations: 200 pts each, 400pts total
Chapter Presentation: 150 pts
Leadership Journal: 100 pts
Book Review: 150 pts
Class Attendance and Participation: 100pts
Post Class Input: 100 pts
1000 Points total

Optional Research Project: Must make a minimum of a B on this to be eligible for an A in the course.

Students will research, study, discuss, and present and apply specific information related to leadership useful for business leaders including the ten commitments of leadership presented by Kouzes and Posner in Leadership Challenge.

1. Clarifying values by finding your voice and affirming shared ideals.
2. Setting the example by aligning actions with shared values.
3. Envisioning the future by imagining exciting and ennobling possibilities.
4. Enlisting others in a common vision by appealing to shared aspirations.
5. Searching for opportunities by seizing initiative and by looking for innovative ways to improve.
6. Experimenting and taking risk by generating small wins and learning from experience.
7. Fostering collaboration by building trust and facilitating relationships.
8. Strengthening others by increasing self-determination and developing competence.
9. Recognizing contributions by showing appreciation for individual excellence.
10. Celebrating the values and victories by creating a spirit of community.

Students will develop a personal leadership improvement plan based on this study and an individualized leadership assessment.


Fees: Approximately 25.00 may be needed to cover the cost of leadership activities.

Selected Leadership Topics that will be reviewed:
What Leaders Do and What Constituents Expect
Modeling the Way
Inspiring a Shared Vision
Challenging the Process
Enabling Others to Act
Encouraging the Heart
Creativity
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Diversity
Goal Setting
Motivation
Leadership Theories
Situational Leadership
Team Building
Trust

Additional Leadership Life Lessons:
Stories shared by the professor of his or friends of his life experiences where significant leadership lessons were learned.
Additionally, the professor will publish on D2L leadership material which should provide helpful thoughts as you complete your journals and research. Examples follow:
Reflection Thoughts
• A guide to specific thoughts you may want to reflect on as you complete your journal.
Quote of the Week
• A Quote that specifically relates to leadership will be shared each week. These may be helpful as journal entry starters as well.
Opportunity to complete DISC personal leadership assessment.
HBDDI, introduction to the Herman Brain Development Instrument.
Leadership Life Lesson Cards
• Opportunity to assess your personal leadership strengths and weaknesses.

Other:
If you need course adaptations or accommodations make an appointment with me as soon as possible.

Zooming students must have cameras on at times. Speakers should be on when appropriate. Students and I (professor) must be dressed appropriately. There must not be any distractions in the vicinity of the camera that would prevent direct discussion with the speaker and the class (example: external noise).

Reminder: While the class recording and transcript may be accessed following the class for student use, students not present at the time of the beginning of class will be counted absent except for university or professor excused absences permitted before the beginning of the class.

Instructions on accessing the Zoom class will be posted on D2L before class on January 18. You may also find them at https://www.sfactl.com/instructionaltoolsitems/zoom.

Tentative Class Schedule
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January 22  4-6:30
Opening Class: Student and Professor Introductions. Presentation of Course Content including Chapter Presentations, Book Reviews, Journals, Post Class Input, Optional Research; Chapter Presentation Assignments and Book Review Date Assignments. Examples of Leaders and Characteristics of Good/Bad Leadership

January 29
Opportunity to read textbook, select book for book review, read chapter assigned for presentation and complete thoughts and hand out for chapter presentation.

February 5  4-6:30
Chapter 1, 2, 3 presented by students with discussion followed by Life Leadership Lesson by professor. Topic of chapters:
Chapter 1 When Leaders are at their Best
Chapter 2 Clarifying Values
Chapter 3 Set the Example
Also the book title that you have selected for your book review is due today. You may ask the professor to approve before the deadline. If more than one student selects the same book, the first one to ask for approval will be accepted.

February 12  4-6:30
Chapter 4, 5, 6 presented by students with discussion followed by Life Leadership Lesson by professor. Topic of chapters:
Chapter 4 Envision the Future
Chapter 5 Enlisting Others
Chapter 6 Search for Opportunities

February 19  4-6:30
Chapter 7, 8, presented by students with discussion followed by Life Leadership Lesson by professor. Topics of chapters:
Chapter 7 Experiment and Take Risks
Chapter 8 Foster Collaboration

February 26  4-6:30
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Chapter 9,10 presented by students with discussion followed by Life Leadership Lesson by professor. Topics of chapters:

Chapter 9 Strengthen Others
Chapter 10 Recognize Contributions

March 4 4-6:30

Chapter 11, 12 presented by students with discussion followed by Life Leadership Lesson by professor. Topics of chapters

Chapter 11 Celebrate Values and Victories
Chapter 12 Treat Challenge as an Opportunity

March 11

Spring Break: Take a few minutes, day, week for yourself. If you are working for pay you know that you don’t always get a break. Working or not, take some time to celebrate with family and friends.

March 18, 25 4-6:30

Book Reviews will be presented. Following book review presentation will be opportunity for “take-away” discussion. Professor will share a Leadership Life Lesson following the book reviews and discussion.

March 18 Reviews to be presented by
March 25 Reviews to be presented by

April 1

1st Celebration of Knowledge: This will be a writing opportunity to share what you have learned in class to date and thoughts of how you may apply it to your personal and professional life.

April 8

Opportunity to update journals, take the Tony Robbins DiSC assessment and work on optional Research Project.

April 15, 22 4-6:30
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Book Reviews will be presented each class. Following book review presentation will be opportunity for “take-away” discussion. Professor will share a Leadership Life Lesson following the book reviews and discussion.

April 15  Reviews to be presented by
April 22  Reviews to be presented by

April 29
2nd Celebration of Knowledge: This will be a writing opportunity to share what you have learned in class to date and thoughts of how you may apply it to your personal and professional life. The time it will be open/closed will be announced on December.

Date for submission of journals and optional Research Project

May 6  4-6:30
Journal Take-Away Discussion

Program Learning Outcomes:
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Program learning outcomes define the knowledge, skills, and abilities students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses at http://www.sfasu.edu/assessment/index.asp

Academic Integrity (4.1)

Please copy and paste the following information regarding Academic Integrity into your syllabus. In addition, you may include your guidelines for academic integrity as appropriate.

The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

Withheld Grades Semester Grades Policy (5.5)
Ordinarily, at the discretion of the instructor of record and with the approval of the academic
chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

Students with Disabilities
To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.

On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub” Location: corner of E. College and Raguet St.
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To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person – mind, body and spirit. Services include:

- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education

www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:

- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741