ORG300: Applying Leadership Principles

Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information

Faculty contact information and office hours can be found on the faculty profile page.

Course Description and Outcomes

Course Description:
This required first course for all majors provides an overview of leadership basics. Leadership skills are important to all fields of study because regardless of the role a person assumes in an organization, he or she will need to influence others in order to accomplish the goals and tasks of their work. The course engages students in discussion, exploration and application of leadership skills, principles, and practices. Students will learn about the relationships and connections among leaders, individuals, and organizations. Topics include communication, motivation, problem solving, organizational change, and workplace conflict.

Course Overview:
This required first course for all majors provides an overview of leadership basics. Leadership skills are important to all fields of study because, regardless of the role a person assumes in an organization, he or she will need to influence others in order to accomplish the goals and tasks of their work. The course engages students in discussion, exploration and application of leadership skills, principles, and practices. Students will learn about the relationships and connections among leaders, individuals, and organizations. Topics include communication, motivation, problem solving, organizational change, information literacy, and self-discovery exercises.

Course Learning Outcomes:

1. Describe leadership problems, the various perspectives on those problems, and the range of possible solutions applying knowledge to these problems.
2. Analyze and solve problems using strategic thinking, planning, communication, and writing skills.
3. Create empowering environments by inspiring others, building coalitions, and developing a shared vision.
4. Develop critical thinking, research, and presentation skills to effectively communicate.
5. Recognize how personality traits impact professional experiences.
6. Apply personal strengths and skills during an exploration of potential career opportunities.

**Participation & Attendance**

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

**Course Materials**

**Required:**

No required textbook

**Suggested:**

*NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.*

**Course Schedule**

**Due Dates**

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.
- **Opening Exercises:** Take the opening exercise before reading each week’s content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.
- **Live Classroom:** Although participation is not required, Live Classroom sessions are held during Week 2 and Weeks 5 or 6. There are two total sessions.
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<thead>
<tr>
<th>Week #</th>
<th>Readings</th>
<th>Assignments</th>
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| 1      | • BusinessMinderVideos. (n.d.). *The 10 characteristics of effective leadership.*  
• CSU-Global Campus Student Policies  
  o Mission  
  o Values  
  o Getting Set Up to Learn Online  
  o Online Course Environment  
  o Being a Successful Online Learner | • Discussion (25 points)  
• Opening Exercise (0 points)  
• Mastery Exercise (10 points) |
• Opening Exercise (0 points)  
• Mastery Exercise (10 points)  
• Critical Thinking (50 points)  
• Live Classroom (0 points) |
• Colorado State University-Global Campus. (2014). *Writing an effective essay* [Handout]. Greenwood Village, CO: Author.  
• Opening Exercise (0 points)  
• Mastery Exercise (10 points)  
• Critical Thinking (50 points) |
• Opening Exercise (0 points)  
• Mastery Exercise (10 points)  
• Critical Thinking (50 points) |
| 5      | • Colker, J. (2013). Renew your bad apples. *Smart Business Chicago*, 10(8), 5. | • Discussion (25 points)  
• Opening Exercise (0 points) |
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<td>Mastery Exercise (10 points)</td>
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<td>Critical Thinking (60 points)</td>
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<td>Live Classroom Option 1 (0 points)</td>
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<td>Discussion (25 points)</td>
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<td>Opening Exercise (0 points)</td>
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<td></td>
<td>Mastery Exercise (10 points)</td>
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<td>Critical Thinking (60 points)</td>
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<td>Live Classroom Option 2 (0 points)</td>
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<td>Mastery Exercise (10 points)</td>
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<td>Critical Thinking (50 points)</td>
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**Assignment Details**

This course includes the following assignments/projects:

**Module 1**

None
Module 2

CRITICAL THINKING ASSIGNMENT (50 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Leadership Research
For this assignment, first review these readings from Module 1:


Next, use the template to summarize the readings with appropriate in-text citations. Information on how to cite correctly is found in the CSU-Global library under CSU-Global Guide to Writing & APA: In-Text Citations. You will receive more information on how to paraphrase, summarize, and complete in-text citations in Module 3.

Review the Module 2 Critical Thinking Rubric for full details on how you will be graded on this assignment.

Option #2: Leadership, Information, and Communication Research
For this assignment, first review these readings from Module 1:


Next, use the template to summarize the readings with appropriate in-text citations. Information on how to cite correctly is found in the CSU-Global library under CSU-Global Guide to Writing & APA: In-Text Citations. You will receive more information on how to paraphrase, summarize, and complete in-text citations in Module 3.

Review the Module 2 Critical Thinking Rubric for full details on how you will be graded on this assignment.

Module 3

CRITICAL THINKING ASSIGNMENT (70 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Leadership and Communication Scenario
This assignment will not only help you improve your leadership and communication skills, but it will also prepare you for other critical thinking assignments you will receive in other courses you take at CSU-Global. You will also get the opportunity to practice the practical skills discussed in this week’s lecture.

Research the topic of leadership and communication. Next, review and analyze the below scenario. Finally, write a paper that addresses these two questions:

1. What communication strategies are associated with effective leadership?
2. What does Williams need to do differently to communicate effectively as a leader?

Ben Williams is the CEO of a public relations firm. He has four direct reports who are in charge of different components of his firm including operations, human resources, finance, and administrative support. On a semiannual basis, the firm surveys the employees to assess their level of satisfaction with the leadership.

Williams has noticed a trend in survey results over the last year. Comments and scores indicate the staff is unhappy with the level of communication from the top down. Williams does not understand why this is an issue.

Currently, Williams communicates with staff when there is a problem or if he believes they need to make a change. He does this by telling them exactly what they need to do, but not why they need to do it. Staff often find out about new projects when others have already begun working on them. Williams does not like electronic communications, nor does he believe that meetings are useful. However, as he reviews this trend, he realizes he must change the way he communicates.

Requirements:
- Write a 3-4 page paper analyzing this scenario
- Include two additional pages for the title and reference page
- Include all elements listed below in your paper
- Incorporate information you learned in Module 2, Leadership and Communication
- Include a minimum of 2 additional references from the CSU-Global Library or the open web

Use the APA Template Paper, which is formatted for you in the style you will use for all of your assignments at CSU-Global. Simply replace the informational placeholders with your own information. Write directly into this template and save it as your own paper.

To see exactly what a paper looks like when the APA Template Paper is used, review the sample paper. Your paper should be very similar to this one in format.

Title Page
Simply replace the information placeholders for this page as you see them in the APA Template and sample paper.

Introduction
This section is where you include your thesis statement. Follow the instructions on Writing an Effective Essay (one of your required readings this week). Use what you learned in Module 2, Leadership and Communication, to help you. Ask yourself two important questions: Who is the audience, and what is the message?

Body of the Paper
In this section, answer the two questions:

1. What communication strategies are associated with effective leadership?
2. What does Williams need to do differently to communicate effectively as a leader?

If you use sources from the library or open web, be sure to include in-text citations.

Conclusion
In this section,
- Restate thesis
- Summarize main body points
- Tie in to the introduction to bring the paper full circle
References
See sample paper and the CSU-Global Guide to Writing and APA Requirements to construct your Reference list.

Review the Module 3 Critical Thinking Rubric for full details on how you will be graded on this assignment.

Option #2: Leadership and Communication
This assignment will not only help you improve your leadership and communication skills, but it will also prepare you for other critical thinking assignments you will receive in other courses you take at CSU-Global. You will also get the opportunity to practice the practical skills discussed in this week’s lecture.

Research the topic of leadership and communication. Then, write a paper that addresses these two questions:

1. What communication strategies are associated with effective leadership?
2. What are some barriers to effective communication that a leader should overcome?

Be sure to evaluate the sources you find via the library or open web for credibility. To make this assignment more meaningful for you, base it on your job or other life experience (perhaps as a volunteer for an organization or as a student at a university) as much as possible.

Requirements:
- Write a 3-4 page paper analyzing this scenario.
- Include two additional pages for the title and reference page.
- Include all elements listed below in your paper.
- Incorporate information you learned in Module 2, Leadership and Communication.
- Include a minimum of 2 additional references from the CSU-Global Library or the open web.

Use the APA Template Paper, which is formatted for you in the style you will use for all of your assignments at CSU-Global. Simply replace the informational placeholders with your own information. Write directly into this template and save it as your own paper.

To see exactly what a paper looks like when the APA Template Paper is used, review the sample paper. Your paper should be very similar to this one in format.

Title Page
Simply replace the information placeholders for this page as you see them in the APA Template and sample paper.

Introduction
This section is where you include your thesis statement. Follow the instructions on Writing an Effective Essay (one of your required readings this week). Again, tie your paper to an issue at your job or in your life that addresses leadership and communication. Use what you learned in Module 2, Leadership and Communication, to help you. Ask yourself two important questions: Who is the audience, and what is the message?

Body of the Paper
In this section, answer the two questions:

1. What communication strategies are associated with effective leadership?
2. What are some barriers to effective communication that a leader should overcome?
If you use sources from the library or open web, be sure to include in-text citations.

**Conclusion**
In this section,
- Restate thesis
- Summarize main body points
- Tie in to the introduction to bring the paper full circle

**References**
See sample paper and the *CSU-Global Guide to Writing and APA Requirements* to construct your Reference list.

Review the [Module 3 Critical Thinking Rubric](#) for full details on how you will be graded on this assignment.

**Module 4**

**CRITICAL THINKING ASSIGNMENT (70 points)**
Continue working on the assignment you selected last week. Identify your assignment choice in the title of your submission.

Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

**Option #1: Setting and Achieving Goals Paper**
The setting and achieving of organizational goals is a critical part of what it takes to be an effective leader. A carefully designed plan is the key to the successful completion of these goals.

**Requirements:**
- Write a 900 to 1200-word essay on the importance of developing plans to achieve organizational goals.
- Use the grammatical third person (i.e. without using “I” or “we”)
- Address the following:
  - Two types of planning that organizations use to assist in the achievement of goals
  - When each planning type is most appropriate to use
- Incorporate references from at least two credible sources outside of this week’s readings to support your work. These sources should be peer-reviewed articles. The CSU-Global Library is a good place to find your sources

Refer to the handouts and templates you used to develop an effective and well-formatted paper. Be sure your paper conforms with the *CSU-Global Guide to Writing and APA Requirements*.

Review the [Module 4 Critical Thinking Rubric](#) for full details on how you will be graded on this assignment.

**Option #2: Setting and Achieving Goals Presentation**
You are employed as a manager of global accounts for a multinational pharmaceutical organization. Your organization works primarily within the United States, Canada and Europe. Your supervisor has suggested expanding sales to Central America and would like to know how you would go about doing this.

**Requirements:**
Prepare a multimedia presentation (PowerPoint or slide share presentation). Your presentation should include the following:
• A minimum of two options that the sales department could use to expand sales
• Justification for why you feel these approaches would be effective
• A minimum of 6-8 slides, including detailed speaker notes. In addition, include a title page and reference slide

Be sure your presentation slides, title and reference page, as well as the speaker notes conform to the CSU-Global Guide to Writing and APA Requirements.

Review the Module 4 Critical Thinking Rubric for full details on how you will be graded on this assignment.

Module 5

CRITICAL THINKING ASSIGNMENT (70 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Compare and Contrast Two Countries Using Hofstede’s Five Dimensions
Follow the steps below to write a compare and contrast paper on Hofstede’s five dimensions:

1. Review the information provided on Hofstede’s Five Dimensions of Culture in this week’s lecture.
2. Choose two countries to compare using Hofstede’s Five Dimensions of Culture.
3. To compare the countries, access the Country Comparison section of The Hofstede Center website. Select one country in the dropdown menu to see that country’s values for the six dimensions. After you have selected that country, you can then select a second country to see a comparison of their scores.
4. Consider how the cultural differences between these two countries impact work relationships.

Your paper should be 3-4 pages in length. Use the compare and contrast essay guidelines presented in this week’s lecture. Be sure to conform to CSU-Global Guide to Writing and APA Requirements. Include at least two additional references in addition to those in your required readings. The CSU-Global Library is a good place to find these references.

Submit your paper to the Assignments page.

Review the Module 5 Critical Thinking Rubric on the Course Information page for full details on how you will be graded on this assignment.

Link:

Option #2: Compare and Contrast Leadership Styles
Based on what you learned in this week’s lecture, compare and contrast the leadership styles needed for two of the country clusters in the table below. Answer these questions in a paper:

<table>
<thead>
<tr>
<th>Cultural Dimension</th>
<th>Anglo Cluster</th>
<th>Confucian Cluster</th>
<th>Latin European Cluster</th>
</tr>
</thead>
<tbody>
<tr>
<td>Power Distance</td>
<td>Medium-High</td>
<td>High</td>
<td>High</td>
</tr>
<tr>
<td>In-group Collectivism</td>
<td>Medium-High</td>
<td>High</td>
<td>Medium-High</td>
</tr>
<tr>
<td>Institutional Collectivism</td>
<td>Medium</td>
<td>Medium-High</td>
<td>Medium</td>
</tr>
<tr>
<td>Uncertainty Avoidance</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Future Orientation</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
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<tr>
<td>Gender Equality</td>
<td>Medium-Low</td>
<td>Medium-Low</td>
<td>Medium-Low</td>
</tr>
<tr>
<td>Assertiveness</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
</tr>
<tr>
<td>Humane Orientation</td>
<td>Medium</td>
<td>Medium</td>
<td>Medium</td>
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</tbody>
</table>
Cultural Comparison of Three Country Clusters from the GLOBE Project (Gibson, Ivancevich, Donnelly, & Konopaske, 2009).

1. With respect to Power Distance, explain how the leadership style needs to change.
2. How would the category of In-group Collectivism affect the leadership style?
3. How would rewards change in the Performance Orientation category?

Anglo Cluster: Australia, Canada, Ireland, New Zealand, South Africa, United States, and United Kingdom
Confucian Cluster: China, Japan, Hong Kong, Korea, Singapore, and Taiwan
Latin European Cluster: France, Belgium, Italy, and Spain

References

Your paper should be 3-4 pages in length. Use the compare and contrast essay guidelines presented in this week’s lecture. Be sure to conform to CSU-Global Guide to Writing and APA Requirements. Include at least two additional references in addition to those in your required readings. The CSU-Global Library is a good place to find these references.

Submit your paper to the Assignments page.

Review the Module 5 Critical Thinking Rubric on the Course Information page for full details on how you will be graded on this assignment.

Module 6

CRITICAL THINKING ASSIGNMENT (60 points)
Choose one of the following two assignments to complete this week. Do not do both assignments. Identify your assignment choice in the title of your submission.

Note that while there are two options for the Critical Thinking Assignment, there is only one rubric. Review the rubric to confirm you are meeting the assignment requirements.

Option #1: Leadership Training Need Identified
For this assignment, imagine yourself a manager within the human resources department. Make a case for a leadership training program to address the pitfalls discussed in Comaford’s article, The Value of Valuing Employees, in this module’s required reading.

Write a persuasive business communication to senior management. In some workplaces a communication of this sort may be sent out as an email; in other organizations, it may be a paper attachment to an email or perhaps a document presented in a management meeting.

Make a case to improve the organization’s leadership by providing training that addresses leadership pitfalls discussed in Comaford’s article The Value of Valuing Employees in this module’s required reading.

In the body of your communication, address these three aspects of your topic in 1-2 single-spaced pages.

- Describe the problem
- Recommend a solution
- Provide the expected outcomes

Use the sample memo template for the assignment.
Be aware that this week’s assignment will be the basis for the Portfolio assignment you will submit at the end of the term.

Review the Module 6 Critical Thinking Rubric on the Course Information page for full details on how you will be graded on this assignment.

Option #2: Reward and Recognition Program Needed
For this assignment, imagine yourself a manager with a team of employees experiencing low morale due to a recent merger. Make a case for creating a reward and recognition system that will increase motivation.

Write a persuasive business communication to the management team at your organization. In some workplaces a communication of this sort may be sent out as an email; in other organizations, it may be a paper attachment to an email or perhaps a document presented in a management meeting.

In the body of your communication, address these three aspects of your topic in 1-2 single-spaced pages:

- Describe the problem
- Recommend a solution
- Provide the expected outcomes

Use the sample memo template for the assignment.

Be aware that this week’s assignment will be the basis for the Portfolio assignment you will submit at the end of the term.

Submit your paper to the Assignments page.

Review the Module 6 Critical Thinking Rubric for full details on how you will be graded on this assignment.

Module 7

None

Module 8

PORTFOLIO PROJECT ASSIGNMENT (350 points)

Options 1 & 2: Business Proposal
For this assignment, you will write a proposal to your organization’s senior management team for a project you would like to receive approval for. The section titled Practical Skills: Proposal Writing in the interactive lecture on page V of Module 7 provides guidance to help you determine the specific needs of your audience.

Your proposal will be based on the work you have already done for the Module 6 Critical Thinking Assignment. You will be writing on the topic you chose for that assignment, either:

- Leadership Training Need Identified
- Reward and Recognition Program Needed

Review the information provided in the Module 7, Page V, Practical Skills: Proposal Writing, interactive lecture. Use the proposal template for the assignment.

Your proposal should be 6-8 pages in length and conform to CSU-Global Guide to Writing and APA Requirements. Include at least 5 scholarly references, proper in-text citation, and a reference page. The CSU-Global Library is a good place to find these references.
Course Policies

Course Grading

- 20% Discussion Participation
- 0% Opening Exercises
- 0% Live Classroom
- 8% Mastery Exercises
- 37% Critical Thinking Assignments
- 35% Final Portfolio Paper

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<th>Grading Scale and Policies</th>
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In-Classroom Policies
For information on late work and incomplete grade policies, please refer to our In-Classroom Student Policies and Guidelines or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity
Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing/re-purposing your own work (see CSU-Global Guide to Writing and APA Requirements for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style
All students are expected to follow the CSU-Global Guide to Writing and APA Requirements when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

Disability Services Statement
CSU–Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette
Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom.

If you have concerns about something that has been said, please let your instructor know.