I. Course Information

Course: LED 3000 - Introduction to Leadership
Semester Credit Hours: 3.0
Course CRN and Section: 21088 - 6W1
Semester and Year: Fall 2017
Course Start and End Dates: 10/16/2017 - 12/10/2017

II. Instructor Information

Professor: Dr. Marina McCarthy
Email: mmccarthy@nova.edu
Phone: (954) 262-5109
Office Hours:

<table>
<thead>
<tr>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>TR</td>
<td>11:00am - 1:00pm</td>
<td>DeSantis 5013</td>
</tr>
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</table>

III. Class Schedule and Location

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Time</th>
<th>Location</th>
<th>Building/Room</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10/16/2017 - 12/10/2017</td>
<td>On-line Course</td>
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IV. Course Description

Welcome to Introduction to Leadership! This course is designed to introduce students to major leadership concepts and demonstrate effective application of the theoretical knowledge to real world business environment. Upon the completion of the course, students are expected to develop a comprehensive knowledge of leadership principles and acquire an understanding of current challenges and opportunities associated with this particular competency. Through interactive discussions, case analysis and practical applications, students will develop a working knowledge of relevant leadership skills and behaviors. Frequency: Every Fall and Winter.

V. Learning Outcomes

By the end of the course, students will be able to:
1. Understand and apply leadership principles and practices CC#1
2. Analyze the implications and research perspectives of modern leadership CC#2
3. Describe characteristics of effective leadership CC#3
4. Understand their own leadership, management and communication styles CC#4
5. Appreciate the challenges facing modern leaders CC#5
6. Illustrate proper APA guidelines for formatting citations and references CC#6

VI. Materials and Resources
Course Required Texts and Materials:

The Leadership Experience [Paperback]
Edition: 7
Authors: Richard L. Daft
ISBN: 9781337102278
Publisher: Cengage Learning

Course Supplemental Materials:
Materials:
To supplement your readings and facilitate learning, every week the instructor will post power point slides that go over the material from the assigned chapters. Please note that these materials are supplementary and they are posted to help you. However, you are responsible to read assigned chapters in the text book. The quizzes and the exams will be based on chapters in the text book.

VII. Course Schedule and Topic Outline

Course Schedule:

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Chapters</th>
<th>Assignments</th>
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</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>1 - 3</td>
<td>Short Bio, Quiz #1, Video, Discussion Board</td>
</tr>
<tr>
<td>Week 2</td>
<td>4 - 6</td>
<td>Quiz #2, Video, Discussion Board</td>
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<tr>
<td>Week 3</td>
<td>7-8</td>
<td>Case 1, Video, Discussion Board</td>
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<tr>
<td>Week 4</td>
<td>9-10</td>
<td>Quiz #3, Mid-Term, Video, Discussion Board (optional)</td>
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<td>Week 5</td>
<td>11-12</td>
<td>Case 2, Video, Discussion Board</td>
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<tr>
<td>Week 6</td>
<td>13-14</td>
<td>Quiz #4, Video, Discussion Board, Leadership Road Map</td>
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<td>Week 7</td>
<td>15</td>
<td>Quiz #5, Research Paper, Discussion Board</td>
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<td>Week 8</td>
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<td>FINAL EXAM</td>
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VIII. Assessments

Grade Components

<table>
<thead>
<tr>
<th></th>
<th>Points</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td>Quizzes on Reading</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Case Analysis 1</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Case Analysis 2</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Research Paper</td>
<td>100</td>
<td>10</td>
</tr>
<tr>
<td>Leadership Road Map</td>
<td>150</td>
<td>15</td>
</tr>
<tr>
<td>Participation</td>
<td>50</td>
<td>5</td>
</tr>
<tr>
<td>Mid-Term Exam</td>
<td>200</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>200</td>
<td>20</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
<td>100</td>
</tr>
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IX. Grading Criteria

Generated: 7/15/2019
X. Course Policies

COURSE ETIQUETTE AND EXPECTATIONS:
It is expected that all students will conduct themselves in professional manner. This means:
- Treating all classmates and the course instructor with respect
- Completing homework on time (Late assignments will not be accepted, no partial credit)
- Actively engaging in course activities including frequent and on-going participation in class discussions (Discussion Board)

Failure to comply with these expectations may cause you to incur a penalty to your class participation grade.

XI. University Policies

Academic Integrity
The university is an academic community and expects its students to manifest a commitment to academic integrity through rigid observance of standards for academic honesty. The university can function properly only when its members adhere to clearly established goals and values. Accordingly, the academic standards are designed to ensure that the principles of academic honesty are upheld.

The following acts violate the academic honesty standards:
- Cheating — intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- Fabrication — intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- Facilitating Academic Dishonesty — intentionally or knowingly helping or attempting to help another to violate any provision of this code.
- Plagiarism — the adoption or reproduction of ideas, words, or statements of another person as one’s own without proper acknowledgment.

Students are expected to submit tests and assignments that they have completed without aid or assistance from other sources. Using sources to provide information without giving credit to the original source is
dishonest. Students should avoid any impropriety or the appearance thereof in taking examinations or completing work in pursuance of their educational goals.

In support of the Code of Student Conduct, any violations of the Code of Student Conduct and Academic Responsibility and/or university policies and procedures may result in disciplinary action and/or criminal prosecution. Disciplinary action may include, but not limited to, failing the assignment and/or the entire course, academic probation, suspension, or expulsion and are administered initially by the faculty member, who is required to report any incident of misconduct to their department chair and the Office of the Assistant Dean. This code seeks to promote high standards of behavior and academic integrity by setting forth the responsibilities of students as members of the university community. Abiding by the code ensures a climate wherein all members of the university community can exercise their rights of membership. If students have questions about what constitutes academic misconduct before turning in an assignment, they should see their Instructor or the NSU Student Handbook.

Accommodations for Students with Documented Disabilities: For more information about ADA policy, services, and procedures, students may contact the Office of Student Disability Services at 954-262-7189. Each student with a disability should contact the Office of Student Disability Services prior to the commencement of classes to discuss his or her needs.

Last Day to Withdraw: To withdraw from a course, it is not sufficient simply to stop attending class or to inform the instructor of your intention to withdraw. In accordance with college policy, contact your academic advisor to begin the withdrawal process. The last day to withdraw from a course is detailed on the applicable Academic Calendar.

Email Policy: All email communications between students and faculty must be conducted via NSU email accounts. This requirement will assist NSU in communicating more effectively and protecting your privacy. Emails sent to faculty from non-NSU accounts will be returned to the sender with instructions to resend the communication from your NSU account. To set up an NSU email account or to get help with an existing account, visit the Computing Help Desk. You may also call the Help Desk at (954) 262-HELP or 1-800-541-6682, ext. HELP (4357).

Student Course Evaluations: Student comment and feedback evaluating each college class is an important tool to evaluate program effectiveness. Participation in this process is a responsibility of each student. The university uses electronic evaluations that are completed online. It is important to the faculty and administration that students complete the online evaluation of each course. Students will be notified via NSU email accounts when the evaluation web link is opened (approximately the next-to-last week of the course). At the completion of the term and after instructors submit grades, instructors will receive an anonymous summary of the entire class's evaluation. Student names or ID numbers cannot be identified.

Library Resources: Students conducting research for class assignments may use the Alvin Sherman Library, which provides extensive access to print and electronic books and academic/scholarly journals and hundreds of databases in a variety of subject areas with full-text articles, videos, reference books, statistics, company profiles, and general news. Reference librarians are available in person at the Reference Desk as well as by phone (954-262-4613), email, chat, text, and individual appointment to provide instruction on how to identify and use library resources. For times and details, visit the library's Ask a Librarian webpage. Library Guides and Tutorials are also available online.

Student Success: All undergraduate students and faculty are encouraged to utilize the Office of Undergraduate Student Success to locate information about university-wide resources designed to promote student success.
Sample of Cover Page to be Used for All Assignments

Nova Southeastern University
H. Wayne Huizenga College of Business and Entrepreneurship

Assignment for Course: (Course number and title)

Submitted to: (Professor’s name)

Submitted by:
(Student’s name)
(Student’s ID number)
(Address)
(Work phone number)
(Home phone number)

Date of Submission:

Title of Assignment:

CERTIFICATION OF AUTHORSHIP: I certify that I am the author of this paper and that any assistance I received in its preparation is fully acknowledge and disclosed in the paper. I have also cited any sources from which I used data, ideas of words, whether quoted directly or paraphrased. I also certify that this paper was prepared by me specifically for this course.

Student Signature: ___________________________

Instructor’s Grade on Assignment:

Instructor’s Comments: