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MGMT 1250 *Principles of Leadership*

👤 Instructor Information

Dr. Maureen Andrade, Professor, Organizational Leadership

- About Professor Andrade
- UVU Profile ↗

maureen.andrade@uvu.edu
Office: KB 325B
Office Hours: By appointment
Office Phone: 801-863-5917

Please contact me through email or MS Teams chat. We can also use the Teams Meet Now feature for quick questions or schedule a Teams meeting. I usually respond to student inquiries the same day.

💬 Course Description

Provides an introduction to principles of leadership. Examines personal beliefs about leadership and explores leadership philosophies, styles, and skills. Includes opportunities to identify individual strengths and develop leadership potential.

Course Overview

Management and leadership are about accomplishing organizational goals with and through other people. The successful execution of that requires leaders to have the ability to effectively diagnose problems, make smart decisions, influence and motivate others, manage the diversity of their personal contacts, tap the human and social capital of organizational members, optimize cross-functional teams, and drive organizational change. The most effective leaders understand themselves, those they work with (managers, peers, subordinates and the organization) and the situation in which they find themselves.

◎ Course Outcomes

Upon successful completion of this course, students will be able to:

1. Clarify personal beliefs about leadership.
2. Identify leadership philosophies, styles, characteristics, and behaviors.
3. Define the role of ethics and values in leadership.
4. Identify individual strengths and areas of improvement as a leader.
5. Create a personal leadership development plan.

✔ Prerequisites and Needed Skills

Proficiency in reading, writing, critical thinking, and oral communication skills along with a willingness to collaborate with others, share your experiences, and learn from others will be advantageous.

📄 Materials, Fees and Technology Tools

Bennis, W., & Goldsmith, J. (2010). *Learning to lead: A workbook on becoming a leader* ↗ (4th ed.). Basic Books.

The cost is $19.99 on Amazon.

Peerceptiv - purchase from the Bookstore for $26 - go to Course Materials ↗ and then Course Packets - MGMT 1250 Peerceptiv Code. This is a peer review tool that integrates with Canvas. Reviewing others' work and responding to peer comments on your own work helps you understand assignment expectations and write for a real audience. This leads to learning gains and improved

performance.

All other materials are provided in Canvas.

❓ How This Course Works

Course Mode: Asynchronous Online

This course is an online course. All of the content will be delivered through Canvas. You need to engage regularly, preferably on a daily basis, in the course readings and activities. For this 3 **credit-hour** course, you should expect to spend up to **9+ hours a week** completing course activities.

The course is organized into modules as follows:

1. O*verview* page - learning objectives, a brief introduction to the topic, and a list of assignments.
2. R*esources* page - readings and videos needed to complete the assignments.
3. A*ssignments* page - links to all assignments that need to be completed.
4. *Engagement* activity - a culminating application assignment; this activity is also listed on the *assignments* page.

Student Responsibilities

- *Start class the first week of the term.*
- *Be accountable by setting aside regular time each week to complete course activities and assignments on time as noted per the due dates.*
- *Learn how to use Canvas including communication tools (e.g. discussion, Canvas inbox, etc.). If you have technology-related problems contact the* [Service Desk](#) ⤷*.*
- *Abide by ethical standards. Your work must be your own.*
- *Contact your instructor as early as possible if an emergency arises. Do NOT wait until the last minute to ask for an extension.*

Instructor Responsibilities

- *Respond to emails within ONE business day. If multiple emails are received regarding the same question or concern, they may be responded to with an announcement to the entire class.*
- *Provide timely, meaningful and constructive feedback on assignments.*
- *Facilitate an effective learning experience.*
- *Refer students to appropriate services for issues that are non-course content specific. For instance, technical issue, writing labs, accessibility services, etc.*
- *Mentor students through the course.*

Inclusion Statement

"Come as you are. UVU has a place for you."--President Tuminez.

Your experience in this class is important to me, and it is my intent to create an inclusive and equitable climate to foster a safe and successful learning environment. Please feel free to contact me if you would like to talk about any suggestions and/or concerns. If that feels uncomfortable, you can also contact the [Inclusion and Diversity Committee](#) to ask for help and support.

📈 Grading and Class Policies

Assignment Categories

Assignment Categories

Assignment	Points
Trainings & Self-Assessments	294
Engagement	14 @ 10 points each	140
Team Evaluations	2 @ 10 points each	20
Leader Interview Proposal	1 @10 points	10
Midcourse Survey	10
Leader Interviews	1 @ 50 points	50
Leadership ePortfolio	1 @ 100 points	100
TOTAL	644

Grading Scale

The total number of points you earn will be converted to a percentage that will determine your final course grade based on the Woodbury School of Business Grading Scale.

A	100 %	to	93.0%
A-	< 93.0 %	to	90.0%
B+	< 90.0 %	to	87.0%
B	< 87.0 %	to	83.0%
B-	< 83.0 %	to	80.0%
C+	< 80.0 %	to	77.0%
C	< 77.0 %	to	73.0%

C-	< 73.0 %	to	70.0%
D+	< 70.0 %	to	67.0%
D	< 67.0 %	to	63.0%
D-	< 63.0 %	to	60.0%
F	< 60.0 %	to	0.0%

Late Work

All assignments have due dates. The purpose of due dates is to help you be successful. Please be conscientious, plan carefully, work ahead, and submit by the due date. Late assignments will receive a 2% penalty per day and may be submitted up to a maximum of 7 days late. Consult with me if you have extenuating circumstances that prevent you from submitting an assignment on time. My goal is to help you learn.

Use of AI

The use of AI to generate content is emerging in higher education. If you use AI tools for any assignments in this course to draw insights, data, or content, you must cite the tool used in the same way you would reference a textbook or article. Your submission should contain a balance of original thought and AI-assisted content (if appropriate). Your unique perspective and voice should always be dominant.

✒ Assignments

This course focuses on learning about leadership and increasing your self-awareness of your leadership potential. You will engage in a number of self-assessments and engagement activities about your personality, values, and capabilities. You will complete individual assignments and team assignments.

Workbook

The main text for the course is a workbook. Each chapter provides a series of activities to help you identify your views about leadership and understand yourself and how you can develop as a leader. The chapters also provide discussions of leadership principles illustrated with real-life examples and scenarios.

Trainings

To supplement the workbook, you will complete brief trainings on leadership topics. The trainings are presented in a quiz. You will read about a topic and then answer questions about it. You can complete each training in a short amount of time (in contrast to a lengthy textbook chapter that takes hours to read and process.) The Open Educational Resource textbook ⤳ used for the trainings comes from Saylor Academy 2012 under a Creative Commons Attribution-NonCommercial-ShareAlike 3.0. License without attribution as requested by the work's original creator or licensor.

Self-Assessments

These are related to the training topics and presented in a quiz format where you answer surveys that help you identify your personality, preferences, perspectives, and views on leadership. You will use the results in engagement activities.

Engagement Activities

Varied activities that provide the opportunity to reflect, synthesize, apply and deepen your learning from the readings, videos, trainings, and self-assessments. Reflective practice aids the development of leadership skills. These assignments involve sharing your perspectives and insights about the course materials and responding to others' perspectives and experiences. This is a critical skill for leaders. Leaders need to listen and also communicate.

Team Engagement Activities

Leadership involves the ability to work with others effectively and lead teams. Leaders depend on others to achieve their goals. They influence, inspire, and motivate They need to understand how others think and feel and how people's experiences influence their behaviors. They need to understand people and how to work with diverse personalities. You will practice effective team skills by collaborating on a few assignments. You will work with the same team members throughout the course so that you get to know them and learn how to share responsibility, lead, and follow. Teamwork is one of the most highly valued skills by employers across sectors.

Peer Review

In most contexts in life, you will receive feedback on your work. This may come from a supervisor or in a teaching-learning situation. You will actively engage in peer review in this class - giving and receiving peer feedback on the assignments and assessing the value of the feedback you receive. You will apply that feedback to further your knowledge and master of course concepts and strengthen your communication skills.

Leader Interviews

You will conduct two interviews with high profile organizational leaders for the purpose of understanding an element of leadership more deeply (e.g., opportunities, challenges, constraints, change, innovation, developmental journeys, authenticity, intersectionality, privilege and identity, or other issues inherent in organizations today) as well as developing networks. The individuals must be different from your own situations and from each other (e.g., different organizations, types of companies, etc.). You will analyze and synthesize the information and indicate resulting insights into leadership theories. You will present to the class on your findings.

Leadership Action Plan

At the end of the course, you will complete a leadership philosophy statement and action plan based on course trainings, self-

At the end of the course, you will complete a leadership philosophy statement and action plan based on course trainings, self-assessments, discussions, reflections, and assignments. This is your final exam. It involves demonstrating your growth and learning and identifying next steps for your development as a leader.

Course Schedule

See the Course Schedule Canvas Page

⚖️ UVU Policies and Resources

Policies and Procedures ↪

Student Success Resources ↪

Campus Resources ↪

Woodbury School of Business - Academic Dishonesty

Citing Sources, Plagiarism, and Copyright

Woodbury School of Business Writing Lab ↪

Accessibility Services ↪

Students needing accommodations due to a disability, including temporary and pregnancy accommodations, should contact Accessibility Services at accessibilityservices@uvu.edu or 801-863-8747 located in LC 312. To request ASL interpreters, please contact Katie Palmer at kateip@uvu.edu.

➕ Technology Support Services

➕ For 24/7 technical support contact Canvas Support Live Chat ↪

↪Canvas tutorials and help are available in the left-hand menu under Live Help.

📞(385) 204-4930 (Available 24/7)

UVU Help Desk ↪

UVU Department of ORGANIZATIONAL LEADERSHIP
UTAH VALLEY UNIVERSITY

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