COURSE: PADM 5380-060 Fall 2018 (Online Class)

DURATION: Start Date: 08/27/2018  
End Date: 12/15/2018

FACULTY: Laura K. Jackson, Ph.D.  
Office: STE 334  
Phone: (903) 565-5936  
Email: laurajackson@uttyler.edu  
Office hours: by appointment

I am generally very responsive to emails and will respond within 24 hours Monday through Friday. In-person appointments can usually be completed within 48 hours of the request. Please do not hesitate to contact me.


Additional readings will be required and can be accessed through the Robert R. Muntz Library or via Canvas.

**COURSE OVERVIEW & OBJECTIVES**

The goal of the course is to introduce students to theories of leadership, with a focus on leadership in the public sector. At the conclusion of the course, students should have a strong understanding of the unique demands and considerations of leadership in the public sector. Course learning outcomes are:

1. Identify theories of leadership and how they can inform the practice of leadership.
2. Distinguish specific concepts related to leadership in the public sector.
3. Compare and contrast different leadership styles and their applicability to different organizational contexts and situations.
4. Demonstrate an ability to apply theoretical and conceptual frameworks to the practice of leadership in the public sector.

**IMPORTANT DATES**

Census date: September 10, 2018  
Last day to withdraw from one or more classes: November 5, 2018
COURSE DESIGN

Course Content

The course content is presented in modules, with each module containing the content to be covered during the week in which it is posted. Content will include short video lectures and PowerPoint slides. These resources should be used as a supplement to, and not a substitution for, the readings.

Assignments

Discussion Board Posts: Each student will post at least five critical analyses of weekly readings. These should not be summaries, but instead an analytical review of the content (e.g. compare/contrast, strengths/weaknesses, etc.). Additionally, each student will post at least five responses to their classmates’ posts. Although students will be able to choose the weeks in which they post, each student must post at least one analysis and one response in each segment of the course. Segments include Weeks 1 – 3, Weeks 4 – 6, Weeks 7 – 10, and Weeks 11 – 15.

Analyses should be in the 275-350 word range, with responses in the 175-250 word range. While this is a guideline, the important thing to remember is to include a complete argument. If that can be done in fewer words, great! If an analysis takes 400 words, that’s fine, too. Just be sure to be as concise and powerful as possible with language and arguments.

These are formal assignments. Students are expected to submit well-written and well-structured assignments. Grammatical errors, punctuation errors, spelling errors, wrong word errors, and other writing errors will be penalized.

Mid-Term Exam: Students will be required to submit a mid-term exam. This exam will consist of five short essay questions focusing on the content of the first half of the semester, of which the student must choose three to complete. Students will have one week to complete the assignment. DUE 10/19/2018

Final Exam: Students will be required to submit a final exam. This exam will consist of five short essay questions focusing on the content of the second half of the semester, of which the student must choose three to complete. Students will have one week to complete the assignment. DUE 12/7/2018

Research Paper: Each student is required to complete a research paper over the course of the semester. The paper should be roughly 15-20 pages double spaced, Times New Roman, 12-point font. For the paper, students should interview a person in a public leadership position and apply one or more of the theories or concepts discussed in class to the public leader’s experience. A prospectus of the paper will be due Week 9, detailing who the student will interview and concepts to be applied. DUE 12/12/2018

Additionally, students will be required to post a 5-7 minute video presentation of their final research paper detailing the primary findings of their paper. DUE 12/12/2018

Writing Style: All assignments should be completed using APA style.

Grading Timeline: Assignments will be graded within two (2) weeks of the due date. Feedback will be provided with the grade. If students need to turn in an assignment late, they may do so without penalty if notice of an acceptable reason, as determined by the instructor, is provided at least 48 hours prior to the due date. If notice is not provided, the assignment will be penalized 10% per day every day it is late. Assignments will not be accepted if they are not submitted within three days of the original due date.
COURSE GRADING

<table>
<thead>
<tr>
<th>Course Activity</th>
<th>Points</th>
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<tbody>
<tr>
<td>Reading Analyses</td>
<td>10</td>
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<tr>
<td>Reading Responses</td>
<td>5</td>
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<tr>
<td>Mid-Term</td>
<td>25</td>
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<td>Final</td>
<td>25</td>
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<tr>
<td>Research Paper</td>
<td>30</td>
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<td>Research Paper Presentation</td>
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<td><strong>TOTAL:</strong></td>
<td>100</td>
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Scale for final letter grade: A (90-100); B (80-89); C (70-79); D (60-69); and F (Below 60).

COURSE CALENDAR

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<tr>
<th>Week</th>
<th>Dates</th>
<th>Topic</th>
<th>Readings</th>
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<tbody>
<tr>
<td>1</td>
<td>8/27 – 8/31</td>
<td>Course Introduction</td>
<td>Van Wart, Chapters 1 &amp; 2</td>
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<td>4</td>
<td>9/17 – 9/21</td>
<td>Early Theories of Leadership</td>
<td>Van Wart, Chapter 3</td>
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<td>5</td>
<td>9/24 – 9/28</td>
<td>Charismatic &amp; Transformational Leadership</td>
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<td>Van Wart, Chapter 4</td>
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<td>6</td>
<td>10/1 – 10/5</td>
<td>Competency-Based Leadership</td>
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<td>Van Wart, Chapter 8</td>
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| 8  | 10/15 – 10/19 | **MID-TERM**           | Van Wart, Chapter 6
| 10 | 10/29 – 11/2 | Distributed Approaches to Leadership | Van Wart, Chapter 5
|    |              |                        | Kerr, S., & Jermier, J. M. (1978). Substitutes for leadership: Their meaning and measurement. *Organizational*


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<td>15 12/3 – 12/7</td>
<td>FINAL</td>
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DUE DATES

Mid-Term: 11:59 p.m. on October 19, 2018
Prospectus: 11:59 p.m. on October 26, 2018
Final: 11:59 p.m. on December 7, 2018
Paper: 11:59 p.m. on December 12, 2018
Presentation: 11:59 p.m. on December 12, 2018

** Each student must submit at least five (5) discussion board analyses and five (5) discussion board responses. At least one (1) analysis and (1) response must be completed in each course segment. **

- Segment 1: Weeks 1 – 3
- Segment 2: Weeks 4 – 6
- Segment 3: Weeks 7 – 10
- Segment 4: Weeks 11 – 15

TECHNICAL SUPPORT

If you experience technical problems with this course or Canvas, contact the 24/7 Canvas Support by phone or chat by clicking the Help button in Canvas, which is located at the bottom of the Canvas Global Menu on the left side of the window.

When you contact Canvas Support, be sure to include a complete description of your problem or question including:

- The title and number of the course
- The page in question
- If you get an error message, a description and message number
- What you were doing at the time you got the error message

You can also search the Canvas Student Guide for useful information on using Canvas at https://community.canvaslms.com/docs/DOC-10701.

If you are experiencing login/password problems or need support for other technical issues, contact Campus Computing Services located in the Business Building (BUS 101), by phone 903-565-5555, or by email at itsupport@uttyler.edu

See below or access at http://www.uttyler.edu/academicaffairs/files/syllabuspolicy.pdf
UT TYLER ACADEMIC POLICIES

UT Tyler Honor Code

Every member of the UT Tyler community joins together to embrace: Honor and integrity that will not allow me to lie, cheat, or steal, nor to accept the actions of those who do.

Student Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/rightsresponsibilities.php

Campus Carry

We respect the right and privacy of students 21 and over who are duly licensed to carry concealed weapons in this class. License holders are expected to behave responsibly and keep a handgun secure and concealed. More information is available at http://www.uttyler.edu/about/campus-carry/index.php

UT Tyler a Tobacco-Free University

All forms of tobacco will not be permitted on the UT Tyler main campus, branch campuses, and any property owned by UT Tyler. This applies to all members of the University community, including students, faculty, staff, University affiliates, contractors, and visitors.

Forms of tobacco not permitted include cigarettes, cigars, pipes, water pipes (hookah), bidis, kreteks, electronic cigarettes, smokeless tobacco, snuff, chewing tobacco, and all other tobacco products.

There are several cessation programs available to students looking to quit smoking, including counseling, quitlines, and group support. For more information on cessation programs please visit www.uttyler.edu/tobacco-free.

Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions of which students need to be aware. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
Completing the process for tuition exemptions or waivers through Financial Aid

**State-Mandated Course Drop Policy**

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

**Disability/Accessibility Services**

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University of Texas at Tyler offers accommodations to students with learning, physical and/or psychological disabilities. If you have a disability, including a non-visible diagnosis such as a learning disorder, chronic illness, TBI, PTSD, ADHD, or you have a history of modifications or accommodations in a previous educational environment, you are encouraged to visit [https://hood.accessiblelearning.com/UTTyler](https://hood.accessiblelearning.com/UTTyler) and fill out the New Student application. The Student Accessibility and Resources (SAR) office will contact you when your application has been submitted and an appointment with Cynthia Lowery, Assistant Director of Student Services/ADA Coordinator. For more information, including filling out an application for services, please visit the SAR webpage at [http://www.uttyler.edu/disabilityservices](http://www.uttyler.edu/disabilityservices), the SAR office located in the University Center, # 3150 or call 903.566.7079.

**Student Absence due to Religious Observance**

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

**Student Absence for University-Sponsored Events and Activities**

If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

**Social Security and FERPA Statement**

It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

**Emergency Exits and Evacuation**

Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.
Student Standards of Academic Conduct

Disciplinary proceedings may be initiated against any student who engages in scholastic dishonesty, including, but not limited to, cheating, plagiarism, collusion, the submission for credit of any work or materials that are attributable in whole or in part to another person, taking an examination for another person, any act designed to give unfair advantage to a student or the attempt to commit such acts.

i. “Cheating” includes, but is not limited to:
   - copying from another student’s test paper;
   - using, during a test, materials not authorized by the person giving the test;
   - failure to comply with instructions given by the person administering the test;
   - possession during a test of materials which are not authorized by the person giving the test, such as class notes or specifically designed “crib notes”. The presence of textbooks constitutes a violation if they have been specifically prohibited by the person administering the test;
   - using, buying, stealing, transporting, or soliciting in whole or part the contents of an unadministered test, test key, homework solution, or computer program;
   - collaborating with or seeking aid from another student during a test or other assignment without authority;
   - discussing the contents of an examination with another student who will take the examination;
   - divulging the contents of an examination, for the purpose of preserving questions for use by another, when the instructors has designated that the examination is not to be removed from the examination room or not to be returned or to be kept by the student;
   - substituting for another person, or permitting another person to substitute for oneself to take a course, a test, or any course-related assignment;
   - paying or offering money or other valuable thing to, or coercing another person to obtain an unadministered test, test key, homework solution, or computer program or information about an unadministered test, test key, home solution or computer program;
   - falsifying research data, laboratory reports, and/or other academic work offered for credit;
   - taking, keeping, misplacing, or damaging the property of The University of Texas at Tyler, or of another, if the student knows or reasonably should know that an unfair academic advantage would be gained by such conduct; and
   - misrepresenting facts, including providing false grades or resumes, for the purpose of obtaining an academic or financial benefit or injuring another student academically or financially.

ii. “Plagiarism” includes, but is not limited to, the appropriation, buying, receiving as a gift, or obtaining by any means another’s work and the submission of it as one’s own academic work offered for credit.

iii. “Collusion” includes, but is not limited to, the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any section of the rules on scholastic dishonesty.

iv. All written work that is submitted will be subject to review by plagiarism software.

UT Tyler Resources for Students

- UT Tyler Writing Center (903.565.5995), writingcenter@uttyler.edu
- UT Tyler Tutoring Center (903.565.5964), tutoring@uttyler.edu
- The Mathematics Learning Center, RBN 4021, this is the open access computer lab for math students, with tutors on duty to assist students who are enrolled in early-career courses.
- UT Tyler Counseling Center (903.566.7254)