

Management and Leadership

COURSE INFORMATION

MGT | 3 credits | level | 45 contact hours

Professor: Ismael Medina | Email: imedina@talio.it

Start Date	Stop Date	Drop/Deadline	Withdraw Deadline
09/11/2018	12/11/2018	09/18/2018	10/30/2018

REQUIRED TEXTBOOKS & COURSE MATERIALS

Required Text Books

Title: **Exploring Management** Author: John R. Schermerhorn Jr., Daniel G. Bachrach
Publisher: Wiley; 5th (October 12, 2015) ISBN-13: 978-1119117742
Kindle Edition Available - ASIN: B01AKSZ966

Title: **Leadership: Theory and Practice** Author: Peter G. Northouse
Publisher: SAGE Publications, Inc; 8th Edition (March 16, 2018) ISBN-13: 978-1506362311

Mandatory Reading Books

Title: **7 Habits of Highly Effective People** Author: Stephen. R. Covey
Publisher: Simon & Schuster; Anniversary Edition (November 19, 2013) ISBN-13: 978-1451639612

Title: **How to Win Friends & Influence People** Author: Dale Carnegie
Publisher: CreateSpace Independent Publishing Platform (February 21, 2015) ISBN-13: 978-1508569756

Title: **Reinventing Organizations** Author: Frederic Laloux
Publisher: Nelson Parker; 1st edition (February 20, 2014) <http://www.reinventingorganizations.com/>

(Optional Reading Book)

Title: **Man's Search for Meaning** Author: Viktor Frankl
Publisher: Beacon Press; 1 edition (June 1, 2006) ISBN-13: 978-08070142954

DESCRIPTION

Theory and principles of Management and Leadership. This includes the roles & responsibilities of a manager as well as different approaches and theories about Leadership. Research and discussion of ethics in leadership will also be explored. This is a seminar-based course examining Management & Leadership theory and research, emphasizing the development of personal and interpersonal skills (EI - Emotional Intelligence) by team working and selected videos, books and presentations that should be shared and discussed throughout the whole period. There are no prerequisites listed for this course.

OBJECTIVES

By the end of this course, students should have developed the following skills or knowledge:

- Define and explain the roles and responsibilities of a manager
- Describe various business strategies and explain the process to develop a strategy
- Identify and compare typical organizational structures
- Describe ethical behaviour for both the individual and the organization and discuss examples in recent history
- Explain different ways to lead and motivate people and appropriate applications
- Understand the developing of Leadership from EI towards developing followers and new leaders

This course also aims to introduce students to the knowledge of the basics of leadership from the values a person should possess (such as emotional intelligence, proactivity, assertiveness, flexibility, consistency and transparency, without losing focus on the importance of relationships) to first lead their personal lives and any organization through personal example and trust building. All of this without neglecting the more academic side of leadership.

METHODOLOGY

The course will start forming Teams of 2 students that will be responsible for the presentation of a chapter of each text books and the 3 reading books on the scheduled dates.

The first two classes will introduce the crucial importance of Emotional Intelligence for Leaders. Formal presentations, videos and class discussion will be carried out for this purpose.

The following classes will have a similar format, beginning with the Introductory presentation of either a Management or Leadership chapter from the text books (20 min approx.), done by the students and reinforced by the Professor, followed by a class discussion and debate towards final conclusions.

The two previous classes to the last one will be led by the corresponding Teams who will share the contents of the two reading books, opening a class debate.

Finally, on the last class, we will expose the posters designed individually by each student.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will have a clear idea of what is necessary to manage a company and exercise leadership.

- Students will build relevant and meaningful knowledge about managing organizations by active participation in case analysis and other class activities.
- Through team projects and individual research, students will develop a skill set to manage organizations and lead groups.

- Every student will have to do research over one of the Chapters of the Text Books, preparing a presentation that will be exposed in front of the rest of their classmates, content which will be included in the Final Exam.
- The students will view some videos of some of the principal organizations leaders or matters/values related to leadership, afterwards we will discuss these videos in class so they can expose their points of view and assimilate the concepts seen.
- Also, there could be conferences of interesting people related with leadership in any way.
- By designing a final DIN A3 Poster with the contents of the course that each student considers most important to retain and take a look at a glance in the future.

CLASS SCHEDULE

Three hours of Lecture per week

Day	Topic / Subject	Content	Assignments Due
1 (S-11)	Introduction to Syllabus,		
2 (S-13)	Leading Fundamentals. Personal BSC		
3 (S-18)	Emotional Intelligence I: Why it is Critical for Leaders	Self-Awareness Self-Management	
4 (S-20)	Emotional Intelligence II: Why it is Critical for Leaders	Empathy	
5 (S-25)	Emotional Intelligence III: Why it is Critical for Leaders	Social Skills - Relations Assertiveness	
6 (S-27)	MANA1 – Managers & The Management Process. Ethics and Social Responsibility	M: Chapter 1&2	Team 1 Presentation and .doc
7 (O-2)	LEAD1 - Introduction. Trait Approach.	L: Chapter 1&2	Team 9 Presentation and .doc
8 (O-4)	M2 – Ethics and Social Responsibility L2 –Skills Approach. Behavioral Approach.	M: Chapter 2 L: Chapters 3&4	Team 2 Presentation and .doc Team 8 Presentation and .doc
9 (O-9)	M3 – Managers as Decision Makers L3 – Situational Approach. Path-Goal Theory	M: Chapter 3 L: Chapters 5&6	Team 3 Presentation and .doc Team 7 Presentation and .doc
10 (O-11)	M4 – Plans and Planning Techniques L4 – Leader–Member Exchange Theory. Transformational Leadership.	M: Chapter 4 L: Chapters 7&8	Team 4 Presentation and .doc Team 6 Presentation and .doc
11 (O-16)	M5 – Controls & Control Systems	M: Chapter 5	Team 5 Presentation and .doc
12 (O-18)	Stephen Covey	7 Habits of Highly Effective People	Team 10 Presentation and .doc
13 (O-23)	L5 - Authentic Leadership. Servant Leadership.	L: Chapters 9&10	Team 5 Presentation and .doc
14 (O-25)	M6 – Strategy & Strategic Management. L6 - Adaptive Leadership. Followership.	M: Chapter 6 L: Chapters 11&12	Team 6 Presentation and .doc Team 4 Presentation and .doc
15 (O-30)	M7 – Organization Structure and Design. L7 - Leadership Ethics. Team Leadership.	M: Chapter 7 L: Chapters 13&14	Team 7 Presentation and .doc Team 3 Presentation and .doc

16 (N-6)	Dale Carnegie	How to Win Friends & Influence People	Team 11 Presentation and .doc
17 (N-8)	M8 – Organizational Cultures, Innovation, and Change L8 - Gender and Leadership. Culture and Leadership	M: Chapter 8 L: Chapters 15&16	Team 8 Presentation and .doc Team 2 Presentation and .doc
18 (N-13)	M9 – Human Resource Management	M: Chapter 9	Team 9 Presentation and .doc
19 (N-15)	John Maxwell	5 Levels & 21 Irrefutable Laws of Leadership	Video Team 1 Presentation and .doc
20 (N-20)	Frederic Laloux: Reinventing organizations I	Part I	Team 12 Presentation and .doc
21 (N-22)	Frederic Laloux: Reinventing organizations II	Part II	Team 13 Presentation and .doc
22 (N-27)	Frederic Laloux: Reinventing organizations III	Part III	Team 14 Presentation and .doc
23 (N-29)	Summarizing Debate	What is important	Team 15: Final Debate
24 (D-4)	Conference		
25 (D-11)	Poster Sharing and Discussion		
(D-13)	FINAL EXAM		

COURSE POLICIES

Delivery Methodology: This course is offered as a lecture/classroom course. This course requires that students meet at a designated time in the classroom. The activities that will be utilized in the classroom consist of these:

- 1) Specific time devoted to professor's lecturing. The professor will lead all the class activities being them either directly taught by him or exposed by the students.
- 2) Time reserved for video watching and commenting
- 3) Time reserved for research, self-assessments and development
- 4) Time reserved for individual/Team presentations

Emphasis is placed on active learning, encouraging personal assessment and growth, fostering respect for theory and research, and engaged dialogue of leadership stories and experiences.

GRADES: GRADING CRITERIA

Theory Summary and individual presentation = 40pts

The Class will be divided into 2/3 students Teams. Every Team will be assigned one of each Text Book's Chapters and will have to do some research and expose the summary to the rest of their classmates, focusing in what they consider the most important part of the Chapter, they also will prepare an Study Guide .docx document that together with the rest will constitute the matter to be examined in the Final Exam.

Participation (in group discussions and comments) = 20pts

Students are expected to attend class and participate in the exercises and activities. The attendance and participation of the student are essential to the learning and to the overall success of the course. Class

presentations, group discussions, and Final Poster cannot be made up for full credit. Many of the insights gained in this course are experiential and require participation. Students are required to keep up with assigned reading and activities. Please note that **attendance is not participation**. You will have to do well in class if you want to gain a high grade in this aspect of the evaluation.

Final Summary Poster = 10pts

Every student will present a DIN A3 Poster at the end of the course, with the content of the course they consider can be most important for them to take into account in the future

Final Exam = 30pts

Total pts: 100 pts

Grading Scale:

F	D	C	B	A
59 & below	60 – 69	70 – 79	80 – 89	90 – 100

Higher or lower 30% in the range will add a + or a – to the grade

Students are responsible to confirm all assignments are received by their instructor. This includes assignments submitted electronically.

GRADUATE STUDENTS REQUIREMENTS

Those graduate students that sign up for this class, will be asked to turn in a **Research Paper** of at least 30 pages over a subject related to Leadership and Management which would be discussed with the instructor at the beginning of the course and turned in before the Final Exam.

DISABILITY POLICY

Every effort will be made to accommodate students with disabilities or special learning needs. If you have a documented disability for which you have already requested accommodations through the USAC Central office, your instructor will have been notified so that arrangements can be made early in the term.

ACADEMIC HONESTY POLICY

Plagiarism, cheating, submitting work of another person or work previously used and other forms of academic dishonesty will lead to lowered course grades, failure of the course or more severe measures, depending on judgments of the gravity of the individual case.

STATEMENT ON AUDIO AND VIDEO RECORDING

Surreptitious or covert video-recording of class or unauthorized audio recording of class is prohibited by law and by USAC policy. This class may be video or audio recorded only with the written permission of the instructor. In order to accommodate students with disabilities, some students may have been given permission to record class lectures and discussions. Therefore, students should understand that their comments during class may be recorded.