



**RICHARDS COLLEGE OF BUSINESS**

**ABED 6146:  
Supervision and Leadership for Business & Education  
Spring 2015**

*Course Syllabus*

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***Course Information***

Level	: Graduate
Credit	: 3 semester hours.
Meetings	: This is an online class. Students are expected to access all course materials online and submit assignments according to deadlines provided for each assignment.
Course Web site	: <a href="http://webct.westga.edu">http://webct.westga.edu</a>
Instructor	: Dr. Sunil Hazari, Professor, Business Education Department of Marketing & Real Estate
E-mail	: Use e-mail feature within CourseDen
Web	: <a href="http://www.sunilhazari.com/education">http://www.sunilhazari.com/education</a>
Phone	: 678-839-4842
Fax	: 678-839-5358
Office	: Room 2312 – Miller Hall
Office Hours	: Tuesdays, 11:00 a.m. – 4:00 p.m. (appointments preferred)

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***Catalog Description***

A study of meaning and function of administration, supervision and leadership in business and education. This course will provide students with an opportunity to gain understanding of how leadership theories and models can be applied to organizational settings.

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***Course Textbook and other Materials***

- 1) *Leadership Theory and Practice* (6th Edition, 2013) by Peter G. Northouse. ISBN: 978-1-4522-0340-9, Publisher: Sage Publications. [Required]
- 2) Journal articles (see Reference list at the end of each textbook chapter to find appropriate journals that include leadership articles)
- 3) Publication manual of the American Psychological Association (APA), SIXTH Edition [Recommended]

## Course Objectives

Students will:

- Explore different theories and models of leadership
  - Compare and contrast the role of a manager with a leader
  - Evaluate how the structure and culture of an organization relates to effectiveness of the leadership process
  - Analyze the characteristics of effective leaders and evaluate associated skills and competencies
  - Recognize the external and internal forces that influence leadership practices in business & education
  - Describe how a leader can leverage technology effectively in business & education
  - Investigate factors related to leading a virtual organization, virtual workers, and mobile office workers
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## Grading

Readings Discussion/Case study	70%
Research Paper	30%

The nature of this course relies heavily on research and discussion. All class discussions will take place online in asynchronous (discussion board) format. Students are expected to read assigned class material during each week and participate **actively** in online class discussions.

Feedback from Instructor: Feedback is an integral part of enhancing learning in all courses. The instructor will post numeric scores for each assignment that are indicators of feedback to students. Most assignments are graded out of 5 points. A 5 point score indicates the student is doing excellent work in class; a 4 point score indicates the student is doing well but can improve slightly. A score of 3 points is average and anything less is unsatisfactory. Rubrics for scoring and assigning grades are given on the last page of this syllabus.

A single low score will not affect the overall grade because of the number of assignments, and the weights given to each category of assignment, but students should make every effort to understand the reason for their low scores. If needed, it is the **responsibility of the student** to request additional specific feedback from the instructor. A meeting with the course instructor is strongly recommended to understand cause of low score, and what can be done to improve performance in the course. Students are responsible for tracking grades in the spreadsheet template that will be provided by the instructor. **Any concerns about assignment grades should be discussed with the instructor within FOUR days of the grade being posted or the grade stands as assigned.** At the end of the term, percentage scores will be used to assign letter grades as follows: A=90-100%; B=80-89%; C=70-79%; F= Less than 70%

Policy on Late Assignments: Discussion board topics are locked after the due date has passed (For due dates, see course schedule). It is therefore important that students post information to the discussion board within scheduled period to receive proper credit. Late assignments will be accepted for partial credit only (25% reduced each day) but will need to be e-mailed to the instructor from CourseDen. Since the nature of the course relies primarily on active discussion during the week, students

submitting late assignments will have to do additional work to make up for missed discussions. The instructor must approve any deviations or substitutions for required assignments in advance. Students should inform the instructor (by e-mail or phone) of any extended absences, or inability to complete assignments on time before the assignment is due. Also, the instructor must approve this and will notify the student of such approval. Without this approval, assignments will not be considered for grading purposes. Since this class relies heavily on use of technology, students should make alternate arrangements to have access to another computer in case of primary computer problems. Information Technology Support (<http://www.westga.edu/~techlife/> ) or CourseDen support (<http://www.westga.edu/webct> ) should be consulted for questions about technology related issues.

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### ***Assignment Details:***

Readings Discussions: Participation in class discussions is an integral part of this course. Since this course will be taught in an online asynchronous environment, students are expected to complete all assigned readings and participate in discussions. The nature of online learning requires self-discipline and commitment. Every student is a resource and contributor to the class. Researchers have called this "knowledge ecosystems" where groups of people are engaged in collective inquiry to enhance their personal knowledge and application of the knowledge to work situations. Although this class does not meet at a specific location on campus during the week, there are deadlines for assignments to be completed, therefore it is recommended that students use effective time and project management skills to complete and submit high quality work on time. It is also strongly recommended that students keep copies of discussion postings, file attachments, and e-mail messages in case these need to be produced in response to discussions or grade appeals for the course.

For example of exemplary discussion post, see:  
<http://www.sunilhazari.com/education/courses/gooddiscussion.htm>

For example of a journal article critique, see:  
[http://www.sunilhazari.com/education/courses/sample\\_critique.htm](http://www.sunilhazari.com/education/courses/sample_critique.htm)

Questions from the textbook and other online readings will be posted in the discussion forum each week. Students will be required to look up journal articles and post analysis of these articles applied to textbook readings. Based on these articles and readings, students are required to participate in class discussions. Adequate justification for any statements or recommendations made must be provided. Use best practices examples from industry and education whenever possible, and provide hyperlinks to external resources to help other students understand your statements or recommendations. It is equally important for students to respond to question/comments posted by other students and the instructor rather than just providing their views on the reading. This ensures critical analysis and exposes the student to different views that emerge in group discussions. If requested, students can also be given an opportunity to lead weekly class discussions.

Note: As mentioned above, discussion board topics are locked when the week ends (see schedule). It is therefore important that students post information to the discussion board within scheduled period to receive proper credit.

Case Study: Questions relating to case studies in the textbook will be posted to the discussion forum each week. Based on these questions, students are required to analyze the case and provide adequate justification for any statements or recommendations. As mentioned above, use documented best practices examples from industry and education whenever possible, and provide hyperlinks to external resources to help other students understand your statements or recommendations. In case studies, there are no right or wrong answers, instead, critical thinking based on application of management theories is expected from students. Additional references (beyond the textbook) should be used.

Research Paper : Each student will independently complete a research paper that addresses a major focused issue related to Leadership in Business or Education. Sample themes include topics within the management areas of Negotiating, Managing Conflicts, Strategic Planning, Organizing, Controlling etc. The research paper must be submitted in a standard 5-chapter format specified by the instructor (see details for research paper format available online as well as Sample Papers provided online). Students are encouraged to use references from journal articles, which provide evidence of primary research effort rather than solely relying on works listed by textbook.

Note: In academic circles, Wikipedia and Webopedia type references are not highly regarded in comparison to journal articles. Students may use Wikipedia/Webopedia sites to understand a concept/terminology, but for the purpose of this course, these sources may not be used in discussions as primary research sources.

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## ***Academic Honesty Policy***

The following is information from University of West Georgia Student handbook honor code: <http://www.westga.edu/~handbook/hb3.php?page=honorcode> :

### **UWG Honor Code**

At the University of West Georgia we believe that academic and personal integrity are based upon honesty, trust, fairness, respect and responsibility. Students at West Georgia assume responsibility for upholding the honor code. West Georgia students pledge to refrain from engaging in acts that do not maintain academic and personal integrity. These include, but are not limited to, plagiarism, cheating, fabrication, aid of academic dishonesty, lying, bribery or threats, and stealing.

#### Definitions:

**Cheating:** "using or attempting to use unauthorized materials, information or study aids"

**Fabrication:** "falsification or unauthorized invention of any information or citation"

**Plagiarism:** "representing the words or ideas of another as one's own. Direct quotations must be indicated and ideas of another must be appropriately acknowledged"

Based on above definition, copying word-for-word information (such as phrases/sentences/paragraphs from a journal article, book, online information), from any source and providing a reference, but not enclosing information copied in double quotes as required per APA format (see APA manual, 5th edition) is considered plagiarism in this course since the absence of quotation implies the students' work is original. In case this is found, the assignment will be assigned zero points for such

infraction and there will be no opportunity to submit the assignment again for grade. The instructor may use external services/software to check originality of students' work. Furthermore, if any such infraction is found at any time during the semester, the instructor reserves the right to review any/all previously graded assignment(s) to check for the violation, and if found, change the student's score on those assignments to zero. Repeated violations will result in "F" grade for this course and the case will be forwarded to VPAA office for further sanctions from the University.

Tip: Direct quotations of another author's work should be followed by the author's name, date of publication, and the page(s) on which the quotation appears in the original text. (For online sources, paragraph numbers may be used)

Example 1: Brown (2010) stated, "the value of business education is recognized by most organizations" (p. 45).

Example 2: "In most organizations, information is considered to be a major organizational asset" (Smith, 2012, p. 35-36), and must be carefully monitored by the senior management.

For additional information on acceptable/unacceptable cases of referencing (including difference between Paraphrasing and Plagiarism), see:

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml#original>

Other resources:

<http://panther.indstate.edu/tutorials/plagiarism>

<http://www.lib.sfu.ca/researchhelp/tutorials/interactive/plagiarism/tutorial/introduction.htm>

<http://tinyurl.com/2f91b88> (NY Times discussion and reader comments on Plagiarism in the Digital age)

Also refer to APA Publication manual (6<sup>th</sup> edition).

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Student Rights and Responsibilities: Please review the information at the following link:

[http://www.westga.edu/assetsDept/vpaa/Common\\_Language\\_for\\_Course\\_Syllabi.pdf](http://www.westga.edu/assetsDept/vpaa/Common_Language_for_Course_Syllabi.pdf)

The document at this link contains important information pertaining to your rights and responsibilities in this class.