

# **Seminar in Leadership & Management**

**CJ 635 01 Distance Education**

Spring 2008

On-Line/ Classroom

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## **PRIMARY TEXTBOOK:**

- Hughes / Ginnett / Curphy (2006). *Leadership (5<sup>th</sup> Edition)*, Irwin / McGraw-Hill. 0-07-288120-8

## **Other Readings:**

- Blanchard / Johnson (1983). *The One Minute Manager*. Berkley. 0-42509847-8
- Covey, S. (2004). *The 7 Habits of Highly Effective People*. Free Press. 0-74326951-9.
- Garner, R (2006). *Criticism Management: How to More Effectively Give, Receive, and Seek Criticism in our Lives*. Prescient Press. 978-0977-499700
- Other Material as Assigned.

**Book Review Readings:** See List / Information Provided by Instructor

**Video Segments:** See List / Information Provided by Instructor

## **COURSE DESCRIPTION AND OBJECTIVES:**

### 1. **DESCRIPTION:**

This course parallels the classroom-based Master of Science class and involves a survey of leadership principles and practices, including defining leadership, characteristics of effective leaders, the process of becoming a leader in a criminal justice setting, influence and behavioral practices of leaders, and situational awareness. This seminar will combine the formats of lecture, classroom presentations, and group discussion.

Seminar has been defined as “a group of advanced students engaged in study and original research under the guidance of a professor who meets with them for reports and discussions.”

### 2. **OBJECTIVES:**

- a) Acquaint the student with the basic principles of Leadership and its relevance to understanding behavior;
- b) Examine some of the theoretical and empirical research on leadership and the leadership process;
- c) Introduce issues which move beyond the theory of leadership and toward application and practice;
- d) Work to develop analytical and problem-solving skills in the application of leadership principles;
- e) Examine the key “ingredients” in becoming a successful leader and expand on those in class discussions and assignments, and;
- f) Examine ways in which an understanding of applied leadership can be beneficial in real-world, applied settings.

## **REQUIREMENTS AND KNOWLEDGE EVALUATION:**

### **ATTENDANCE:**

Attendance (even in distance education courses) is usually correlated with a better understanding of key concepts and better course results (scores), thus, is strongly encouraged. The responsibility of acquiring information, notes, etc. from lecture on any segment missed or time absent rests SOLELY with the student. It is a good idea to coordinate with another class member *in advance*, so that you can obtain copies of class notes for any absence that might unavoidably occur. At classes, attendance will be taken and recorded pursuant to University policy. Any student who is chronically unavailable,

absent, or late in responding to e-mail postings—as determined by the instructor—is subject to being summarily dropped from the course. Additionally, excessive absence, being unavailable, engaging in a lack of communication with the instructor, or other such conditions may result in other sanctions including, but not limited to, reduction in grade, ineligibility to participate in extra credit (if available), and exclusion from certain class functions such as exam reviews. It is the responsibility of each class member to insure that they are properly registered for this section.

#### GRADING:

Grade A: 90-100 points  
Grade B: 80-89 points  
Grade C: 70-79 points  
Grade F: 69 points or less

#### READINGS:

Most classes have assigned chapter(s) / readings. It is expected that each participant will be able to adequately explain the major thrust of these readings and their relevance to the scheduled topic.

#### CLASS REQUIREMENTS / ASSIGNMENTS:

In addition to the required readings, each class member will be required to complete two other course activities.

#### Book Review:

The participants will read and review a relevant “popular press” text in the area of Leadership and Management. A 1000-3000 word report on this text is to be prepared highlighting the major contributions of the text, the potential benefit that might be gained from reading the material, and how the text relates to the more academic literature provided in the class.

#### FINAL ASSESSMENT:

Each student will be responsible for writing a comprehensive paper based on the material and readings relevant to this class. The paper will adhere to the APA style manual, with

all appropriate heading and format requirements. If not specifically assigned, topics must be evaluated and approved by the instructor. Students will have the opportunity to present their papers to their peers when the class meets for the weekend session in Bangkok in February 2008. Additional information regarding this assignment will be provided in class.

Summary Scoring of Assignments:

Class assignments = 20 points

E-mail usage= 10 points

Classroom presentation = 20 points

Final paper = 50 points

E-MAIL COMMUNICATION: All correspondence sent to the instructor via e-mail must include the following format in the Subject line: CJ 635<> Last Name, First Initial <>Topic / Assignment (<> = space)

**ACADEMIC HONESTY:**

The Faculty of the College of Criminal Justice expects students to conduct their academic work with integrity and honesty. Acts of academic dishonesty will not be tolerated and can result in the failure of a course and dismissal from the University. Academic dishonesty includes, but is not limited to, cheating on a test, plagiarism, collusion – the unauthorized collaboration with another person in preparing work offered for credit, the abuse of resource materials, and misrepresentations of credentials or accomplishments as a member of the college. The University’s policy on academic honesty and appeal procedures can be found in the manual entitled Student Guidelines, distributed by the Division of Student Services. Also see: <http://www.shsu.edu/administrative/faculty/sectionb.html#dishonesty>

Criminal Justice is a field in which high standards and expectations must exist. Each student is to review the current edition of the *Guidelines* concerning general University policy on this matter. Any violation of the policy will result in failure of this course and the initiation of proceedings for expulsion from this institution.

**DISABLED STUDENT POLICY:**

“Students with a disability which affects their academic performance are expected to arrange for a conference with the instructor in order that appropriate strategies can be considered to ensure that participation and achievement opportunities are not impaired.”

The physically impaired should review the following policies for more information:  
[http://www.shsu.edu/~vaf\\_www/aps/811006.html](http://www.shsu.edu/~vaf_www/aps/811006.html)

Information on services for disabled students can be found at:  
<http://www.shsu.edu/~counsel/sswd.html>

### **STUDENT ABSENCES ON RELIGIOUS HOLY DAYS POLICY:**

Diversity policy 861001 provides the procedures to be followed by the student and instructor. Please see detailed information at:

<http://www.shsu.edu/catalog/scholasticrequirements.html#holyday>

### **CLASSROOM DECORUM:**

Pursuant to University and other guidelines, Food, Drink, or active Pagers and Cell Phones may not be permitted in the classroom. Each student is expected to behave in a manner that is respectful of the class, the instructor, guests, and fellow students. Students are expected to have prepared adequately for each class meeting, having completed all assignments and readings. Recording devices are not permitted without the expressed written consent of the instructor. Laptop computer may be used for off-line note-taking only. During class time laptop computers must not be logged onto any outside messaging service or internet connection.

## **Seminar in LEADERSHIP & MANAGEMENT**

### TENTATIVE COURSE SCHEDULE

*NOTE: Specific times / dates regarding assignments and activities will be e-mailed.*

L = Leadership Text – Hughes / Ginnett / Curphy

- 1/20            Orientation  
Introduction to Course; Review Syllabus; Study Recommendations;  
Introduction to Leadership as a process not a position.  
L = Chapter 1 *Leadership*
- 1/22            Focusing on the Leadership process and the interaction of leaders with  
both followers and situations. Examine leadership development and  
assessing its effectiveness.  
L = Part I (Chapters 2-4); *Leadership*
- 1/23            Examine the characteristics of leaders including ethics, values, attitudes,  
personality, and behavior. Look at leadership behavior, including  
charisma and the development of power and influence.  
L = Part II (Chapters 5-8); *Leadership*
- 1/24            Here we will look at the characteristics of those who may be inclined to  
follow a leader. This, of course, provides insight into what skills can  
enhance a leader's effectiveness.  
L = Part III (Chapters 9-10); *Leadership*
- 1/25            Situational influences are discussed including the organizational  
environment and climate. Further issues surrounding leadership in the  
future are addressed.  
L = Part IV (Chapters 11-13); *Leadership*
- 2/2             A look at building the types of basic and advanced skills which will allow  
one to become a more proficient leader. Here we resolve the class into a  
focus on the applied practice of leadership---moving beyond the theory.  
L = Part V (1) *Leadership*
- 2/16            Continued: A look at building the types of basic and advanced skills which  
will allow one to become a more proficient leader. Here we resolve the

class into a focus on the applied practice of leadership---moving beyond the theory.

L = Part V (2) *Leadership*

- 2/23 Presentations ( Bangkok Academy)
- 2/24 Presentations ( Bangkok Academy)
- 3/8 Submission of Final Assessment Papers  
Course ends.