

**AMBERTON UNIVERSITY**  
**e-COURSE SYLLABUS**

**MGT4670.E1 Executive Leadership**

**Session: Fall 2020**

**PROFESSOR INFORMATION:**

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**COURSE INFORMATION:**

MGT4670.E1 Executive Leadership

Level: Undergraduate  
Beginning Date of Session: Saturday, September 12<sup>th</sup>, 2020.  
Ending Date of Session: Thursday, November 19<sup>th</sup>, 2020.

**Student access available to the Student Portal: Saturday, September 12<sup>th</sup>, 2020.**

*Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.*

**COURSE PREREQUISITES:**

None

**TEXTBOOK(S) AND REQUIRED MATERIALS:**

Title: **HBR's 10 Must Reads on Leadership**  
Author: Harvard Business Review  
Publisher: Harvard Business Review Press  
Year Published: 2011  
Edition: 1st  
ISBN: 10: 1422157970 or 13: 978-1422157978  
Price: Available at <http://amberton.ecampus.com>

Title: **Start with Why: How Great Leaders Inspire Everyone to Take Action**  
Author: Simon Sinek  
Publisher: Penguin Group  
Year Published: 2011  
Edition: Reprint Edition  
ISBN: 10: 9781591846444 or 13: 978-1591846444  
Price: Available at <http://amberton.ecampus.com>

Title: **The Power of Positive Leadership: How and Why Positive Leaders Transform Teams and Organizations and Change the World**  
Author: Jon Gordon  
Publisher: Wiley  
Year Published: 2017  
Edition: 1st  
ISBN: 10: 1119351979 or 13: 978-1119351979  
Price: Available at <http://amberton.ecampus.com>

Title: **Supportive Accountability: How to Inspire People and Improve Performance**  
Author: Sylvia Melena  
Publisher: Melena Consulting Group  
Year Published: 2018  
Edition: 1st  
ISBN: 10: 0999743503 or 13: 978-0999743508  
Price: Available at <http://amberton.ecampus.com>

Amberton University has an agreement with eCampus.com to provide a full-service online bookstore to students. The Amberton University Virtual Bookstore is accessible through the University's website, [www.Amberton.edu](http://www.Amberton.edu). There is also a bookstore link in the Student Portal.

The AU Virtual Bookstore provides an easy to use interface, online buyback of books, and same day shipment of most titles with an average delivery time of 2-3 days depending on the student's location. Textbook options include new, used, rental, and electronic media as available.

Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping. Be certain you are enrolled in the course before purchasing your book(s). All textbook information (Title, Author, ISBN, etc.) is available in the course syllabi so students can shop competitively. Most textbooks can be purchased from many different textbook vendors. Some textbooks may only be available on the University's Virtual Bookstore. Students should be careful to obtain the exact resource(s) required for the course.

### **APA Requirement**

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

### **COURSE COMPETENCIES:**

The following represents the course competencies for this class. Competencies are equivalent for all lecture and distance learning courses. Following each competency is the assignment used to gain mastery of this area of study.

The course provides students the skills necessary to lead an organization at the executive level in today's rapidly changing marketplace. The course will explore the general theories of leadership applied specifically to the executive level. After exploring the theories and foundations of executive leadership, students will investigate and discuss the changes and challenges in executive leadership. A variety of crucial leadership skills and techniques will be addressed. Topics include the history and various theories of leadership, the uniqueness of executive leadership, knowledge management, Emotional IQ, international and culturally diverse aspects of executive leadership, negotiation skills, governance and the board of directors relationship, and leadership development and succession.

### **UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:**

1. Understanding the history and theories of leadership and their value within the organization.
2. Understanding the role of executive leadership within the organization.
3. Defining the importance of social responsibility in today's marketplace.
4. Determining how being able to work with basic personality types can be an asset to an executive.
5. Understanding basic gender differences in executive leadership.
6. Discussing techniques essential to negotiation at the executive level.
7. Understanding how knowledge management impacts the executive level of an organization.
8. Understanding how working with Emotional IQ can be a powerful management tool.
9. Understanding the nature and value of internationally diverse executive leadership.
10. Understanding the nature and value of culturally diverse executive leadership.

11. Defining the impact of ethics at the executive level.
12. Understanding the executive role and relationship to the board of directors.
13. Determining the components of a hostile work environment.
14. Understanding the need for relationship building within the organization.
15. Understanding how to motivate and empower employees.
16. Recognizing basic issues associated with leadership development and succession.

**COURSE POLICIES:**

- Read and complete all assignments by the scheduled due date. An assignment submitted after the due date will be assessed a penalty of 5% for each day it is late. Work submitted more than one week after the scheduled due date will NOT be accepted.
- All assignments are due at 10pm, Central Standard Time.
- Assignments may be submitted early, but no more than two (2) may be submitted in any one-week.
- When submitting an assignment, please include YOUR NAME, MGT4670.E1, and the assignment number on the first page of the assignment. All assignments must be submitted through the Moodle Portal/Assignment Drop Box.
- There are no extra credit assignments available in this course.
- Do not plagiarize. Please read the section on Academic Honesty/Plagiarism.
- The **last** day to submit assignments is **Sunday, November 15<sup>th</sup>, 2020**.

***Student’s Responsibilities***

This syllabus contains information, policies and procedures for a specific course. By enrolling, the student agrees to read, understand and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

***Attendance Policy:***

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student’s responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student’s responsibility to follow the university’s policy on formally withdrawing from a course. Ceasing to attend classes does not constitute an official withdrawal.

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. Attendance in a distance learning course is defined as active participation in the weekly online class sessions. “Active participation” can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be dropped at the discretion of Amberton University.

***Plagiarism Policy***

Plagiarism is using another person’s work as your own. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operated on an honor system, and honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton University students are expected to abide by the honor system and maintain academic integrity in all of their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based anti-plagiarism services and applications at any time.

**COURSE OUTLINE AND CALENDAR:**

Week	Topic(s)	Assignment	Readings	Competencies
1	Introduction, Understanding	<b>Class Introductions</b>	Harvard Business	1

	Leadership Theories		Review: Pages 1-56	
<b>2</b>	Understanding the Role of Executive Leadership, Social Responsibility	<b>Orientation Quiz DUE Discussion #1 Assignment #1 DUE</b>	Harvard Business Review: Pages 57-78 Start with Why: Chapters 1-2 Supportive Accountability: Chapter 1 The Power of Positive Leadership: Chapter 1-4	2,3
<b>3</b>	Personality and Leadership, Emotional IQ and Leadership	<b>Discussion #2</b>	Harvard Business Review: Pages 137-162 Start with Why: Chapters 3-5	4,8
<b>4</b>	Gender Differences, International Diversity and Cultural Diversity and Executive Leadership	<b>Assignment #2 DUE</b>	Review Week Supplemental Readings	5, 9,10
<b>5</b>	Ethics, Relationship Building and Board of Directors	<b>Discussion #3</b>	Start with Why: Chapters 6-7 Supportive Accountability: Chapter 2-4 The Power of Positive Leadership: Chapter 5	11,12,14
<b>6</b>	Negotiation and Knowledge Management	<b>Assignment #3 DUE Discussion #4</b>	Start with Why: Chapters 8-9	6,7
<b>7</b>	Hostile Work Environment	<b>Discussion #5</b>	Start with Why: Chapter 10 The Power of Positive Leadership: Chapter 6	13
<b>8</b>	Motivation & Empowerment	<b>Assignment #4 (Case Study) Due</b>	Supportive Accountability: Chapters 7-11 The Power of Positive Leadership: Chapter 8-9	15
<b>9</b>	Leadership Development and Succession	<b>Discussion #6 Final Course Discussion</b>	Start with Why: Chapters 11-12 The Power of Positive Leadership: Chapter 10	16
<b>10</b>	Discovering your Authentic Leadership	<b>Assignment #5 Self-Assessment Exercise DUE ALL CLASS DISCUSSIONS WILL CLOSE</b>	Harvard Business Review: Page 163-178	

**Orientation Quiz (5%)**

This short orientation quiz covers the important components of the syllabus and is due by Sunday, September 20<sup>th</sup>, 2020.

**Assignment 1, Written Assignment (15%)**

The written assignment will be due by Sunday, September 27<sup>th</sup>, 2020.

**Assignment 2, Written Assignment (15%)**

The assignment will be due by Sunday, October 11<sup>th</sup>, 2020.

**Assignment 3, Written Assignment (15%)**

The assignment will be due by Sunday, October 25<sup>th</sup>, 2020.

**Assignment 4, Case for Critical Analysis (25%)**

This assignment will be due by Sunday, November 8<sup>th</sup>, 2020.

**Assignment 5 (10%)**

This self-reflection exercise will be due by Sunday, November 15<sup>th</sup>, 2020.

**Class Participation (15%) – Discussion Comments** Please expect to see six separate discussion points this session. Your answers should be approximately 250-300 words in length. You are not required to comment on the other students' answers. You are only required to comment on the original question one time. However, if you want to chime in on what your fellow students have to say, it most certainly makes for a more interesting online discussion.

These discussion questions will be graded as follows:

- 6/6 comments = 100%
- 5/6 comments = 85%
- 4/6 comments = 65%
- 3/6 comments = 50 %
- 2/6 comments = 35%
- 1/6 comments = 15%

**The deadline to submit your responses is Friday, November 13<sup>th</sup>, 2020, at midnight for all discussion threads.**

**GRADING CRITERIA:**

Orientation Quiz	5%
Assignment 1	Written Assignment 15%
Assignment 2	Written Assignment 15%
Assignment 3	Written Assignment 15%
Assignment 4	Case Study 25%
Assignment 5	Self-Assessment Exercise 10%
Class Participation	Discussion Questions 15%

**The following grading scale will be used for this course:**

Undergraduate	
90 – 100	A
80 – 89	B
70 – 79	C
60 – 69	D
Below 60	F

**GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:**

A successful distance learning experience requires a flow of communication between instructor and student throughout the session. Instructor comments are considered essential to the learning process. Therefore, each assignment/exam submitted will be reviewed, graded and returned to the student in a timely manner along with the appropriate commentary. Students should carefully review all comments.

Final grades are mailed approximately one week after the last day of the session to the student's address of record. Amberton University staff will not post or release grades over the phone. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their University email account and contact the instructor at the faculty email address as provided above in *Professor Information* area.

### ***Incomplete Grades***

An "I" (incomplete grade) is given at the discretion of the professor and may be given only when an emergency or illness prevents the student from completing course requirements. Should an "I" be granted, the student has 30 days from the end of the session to complete the conditions of the incomplete. An "I" which is not properly removed within 30 days following the session enrolled will become an "F" grade.

### ***How To Withdraw From a Course***

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

### **COURSE DELIVERY METHODOLOGY:**

This course is offered as a distance-learning course through the Moodle Learning Platform. Amberton's distance learning courses, called e-Courses, are identical to classroom courses in terms of learning outcomes, competencies, and instructor expectations. A student choosing to take an e-Course must have the following skills and technical capabilities:

1. Access to the Internet
2. General knowledge in:
  - Internet browser settings and configuration
  - e-mail and file attachments
  - Uploading and downloading files
  - Using a word processing package
3. Ability to conduct on-line research

Students who have not mastered these skills should not enroll for this course, but should consider enrolling in MIS2110 Computer Concepts and Internet Technologies for instruction in these areas.

### **HOW TO ACCESS YOUR COURSE:**

#### ***Through the Amberton University Student Portal***

Students enrolled in distance learning courses using the Moodle Learning Platform may access the course through the Amberton University Student Portal. The site may be accessed through the University's main page (<http://www.Amberton.edu>) or at <http://apps.Amberton.edu>. After selecting the "Student Portal" link, you will be prompted for a Username and Password.

Use your assigned **username and password** (AUID) as described below to enter the AU Student Portal:

**Username** = your capitalized firstname **initial**+lastname+last 3 digits of your SSN.

\* Use your name exactly as it is listed on the University's records, including any suffixes or hyphenations, such as Jr, Sr, or II, as a part of your username.

For example: James Jones, Jr. SSN: 123-45-6789  
Username: JJonesJr789

**Password** = your Amberton University ID# (AUID) **including the dashes**

For example: 04-999-999

Once your login has been validated, you may select from a variety of menu options, including your individual E-Course, email account, Remote Research, General Tools, all Syllabi, Research Tutorials and Electronic Instructor Folders (FTP).

If you are accessing the Student Portal from a public or shared computer, close the browser completely when finished, or click on the Logout button. For security purposes, no other person should have access to your Username or Password. If you feel your information has been compromised or if you experience technical difficulties, contact the e-course system administrator at: [e-sysop@amberton.edu](mailto:e-sysop@amberton.edu)

If you have lost or do not know your Amberton ID#, please contact the Student Services Office 972/279-6511 or [advisor@Amberton.edu](mailto:advisor@Amberton.edu) for a replacement AUID card. You must know your Amberton ID# to gain access to the course and to send email to your professor.

### ***Through the Amberton University Moodle Website***

Students enrolled in distance learning courses using the Moodle Learning Platform may also access the course by going to: <http://moodle.Amberton.edu>

For those utilizing Moodle for the first time, the **username and password** for the Moodle Learning Platform will be emailed to the student's University email account prior to the start of the course. For those returning to Moodle who do not remember their username and password, click on the link "*Forgotten your username or password*" available on the Moodle log in page (<http://moodle.Amberton.edu>). Otherwise use the same username and password as previous session.

### **Moodle Tutorial:**

Upon successful log in and access to the Moodle learning platform, there is a *Student Moodle Tutorials* course available, to learn about the basics of Moodle. Simply click on the link for the *Student Moodle Tutorials* and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

### **COURSE COMMUNICATIONS:**

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

Each student enrolled is assigned an Amberton email account, which gives the student access to the Amberton email system ([my.Amberton.edu](mailto:my.Amberton.edu)). This email account is provided by Google Apps for Education. Students are encouraged to check their email regularly for University news, notices, and to communicate with instructors.

The student's assigned email address would be `Username@my.Amberton.edu`

Example: `LJones-Smith789@my.Amberton.edu`

The student Username is determined by:

firstname initial+lastname+last 3 digits of student ssn.

For example: Linda Jones-Smith    SSN: 123-45-6789  
Email Address = `LJones-Smith789@my.Amberton.edu`

Students will be prompted for a Username and Password when accessing their email account. Use the Username portion of the email address as the username (Example: `LJones-Smith789`) and your Amberton ID# (including the dashes) as the password.

If you already have a Google gmail account, you might be prompted to add this account to your current account. Click 'Yes' and you will be logged into your my.Amberton.edu email account. It will be a separate email account from your personal gmail account.

If you need assistance with your email account, please visit <https://support.google.com/mail>

**Students are responsible for reviewing the “Communication Guidelines” provided on the individual E-Course for specific instructor requirements.**

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

**FORMAT AND SUBMISSION OF ASSIGNMENTS:**

Assignments are to be submitted to the appropriate assignment Drop Box in the Moodle system. Specific directions and guidelines for submission of assignments are located on-line in the “Communication Guidelines” of the e-course. Due to compatibility issues, Office 2007 files cannot be read by earlier versions of Microsoft Office. Before submitting an exercise file, confirm the file is in the proper format for grading by the instructor.

**INSTRUCTOR/COURSE EVALUATION:**

Each session, all Amberton students are provided with the opportunity to evaluate their courses and instructors. The evaluation process is an important one and provides students with an anonymous and confidential way to give meaningful feedback to the University. Summary information and comments are provided to faculty after the close of the session. All information provided is anonymous.

The Instructor/Course Evaluation will be open for completion during week 9 of the session. An evaluation assignment will be placed in week 9 of the Moodle course, along with the instructions on how to complete the evaluation. Prior to week 9, the University will send out an email containing instructions and dates for the evaluation period.

**ACADEMIC HONESTY/PLAGIARISM:**

Plagiarism is the presentation of someone else’s information as though it were your own. If you use another person’s words, ideas or information, or if you use material from a source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge the source. Failure to do so violates Amberton University’s ethics policy.

**RESEARCH RESOURCES:**

The student is encouraged to use the Amberton Electronic Library as a research resource for this course. The Electronic Library provides access to full-text and abstract articles as well as links to a variety of remote research tools. Students can search Amberton Library Resource Center holdings through the on-line public access circulation system. The physical library contains a specialized collection of research materials specifically chosen to support the degrees and courses offered at Amberton. Interlibrary loan and document delivery services are available. The TexShare Card offers borrowing privileges in libraries all across the state of Texas. Students with research questions or questions about Library services are encouraged to visit the Library or email their questions to [library@Amberton.edu](mailto:library@Amberton.edu).

**RESEARCH TUTORIALS:**

Online research resources are available through “Research Tools Database”, accessible through the Student Portal. (For additional assistance, students may access the “Research Tutorials” link located in the General Tools area on the Student Portal.) Access the Portal by clicking “Student Portal” from the University’s website. You must know your Amberton ID to access the Portal.

***Library Live Chat Feature***



The website allows for a live chat feature with librarians on the library pages. This service allows students to connect with librarians on questions regarding resource assistance, searching data bases and access to library services. [www.amberton.edu/current-students/library/index.html](http://www.amberton.edu/current-students/library/index.html)