Max M. Fisher College of Business
The Ohio State University

BUSMHR 2210
Personal Leadership and Team Effectiveness
Fall 2016
Schoennbaum Hall 215

Instructor: Charles J. Buchanan
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Class Hours: M-W-F 11:30-12:25
Office Hours: By Appointment

Course Purpose

The purpose of Personal Leadership and Team Effectiveness (PLATE) is to develop students into better leaders and team members. Leadership and teamwork are critical components of any professional or technical occupation. Developing the necessary skills to be leaders and team members creates a competitive advantage that allows students to excel, regardless of the environment or industry they are in. The lessons learned in this course are able to be applied immediately and for a lifetime.

Course Description and Concept

PLATE is a highly interactive course blending theory and practice. The course includes a combination of group work, lectures, reading and practical exercises. Students review and discuss popular leadership theories and styles. Other leadership topics include Emotional Intelligence, leadership behaviors, resiliency, ethics, and other technical skills for your leadership toolkit. Students will also learn team dynamics through lecture, practical exercises and group work. Students are assigned to a small group to conduct group assignments and practical exercises. The small groups will complete two book review presentations and conduct a business simulator as a team. The course reading consists of two books assigned as part of the book review and a course pack of relevant cases and articles. There is no text book for this course. Additional practical exercises, guest speakers, and reading requirements will be incorporated throughout the course to reinforce key areas of emphasis.

Course Objectives

This course is focused on developing personal leadership ability and introducing concepts in team effectiveness. More specifically, students will:

> 1) Develop a more comprehensive understanding of their personal leadership style and the styles of others
> 2) Apply leadership fundamentals in a variety of situational based practical exercises
> 3) Study leadership theories and approaches and learn how they are applied
> 4) Review and discuss popular leadership books through group work and presentations
> 5) Learn and apply the fundamentals of teamwork and team effectiveness
> 6) Introduce students to the perspective of lifelong leadership learning

Course Interaction

It is worth emphasizing that PLATE is highly interactive. Students will work closely together as teams and as a class. Students will also get a say in the topics of discussion and material presented. There is no better way to demonstrate teamwork than to conduct the class as a team. The business simulation provides

an opportunity to practice leadership and teamwork in a fun, collaborative way. Leadership and teamwork is a hands-on-activity, please be prepared to participate and make the most of this opportunity.

Classroom Environment and Policies

The classroom environment is focused on collaboration and shared learning. Students are encouraged to actively participate in class discussions. A significant amount of time will be spent conducting practical exercises focused on developing leadership ability and teamwork.

Tardiness and Absence from Class: Be professional, arrive on time, and be prepared to participate in class. Class is scheduled from 11:30 to 12:25. That means that you are in your seat ready to begin at 11:30 and remain in your seat, engaged in class until 12:25. Please notify the instructor if you are going to miss class. All assignments are docked points for late submissions.

Mobile Devices: As a courtesy to instructors, fellow students, and guest speakers, mobile devices are not to be used in class for anything except for note taking and the Top Hat application.

Course Materials

- **Emotionally Intelligent Leadership (HBR Article Collection)** Daniel Goleman; Richard Boyatzis; Annie McKee; **Product #:** 12088-PDF-ENG; This is offered through the Harvard Business School at https://cb.hbsp.harvard.edu/cbmp/pages/home

- **CAPSIM Business Simulator Student Account** ($53.99) – Registration information provided in class

- **Group Assignment Books** – Each student participates in two group assignments that require them to read an assigned book and conduct a group presentation on that book to the class. These books vary in cost and can be found online or at most book stores.

- **The Go-Getter; The Story That Tells You How To Be One** Kyne, Peter B.

Course Requirements and Grading

Course Requirements

Journal Entries =	150 Points
Group Presentation 1 =	200 Points
Group Presentation 2 =	200 Points
The Go Getter Assignment =	50 Points
Reflection Paper =	200 Points
Class Participation =	200 Points

Course Assignments

Journal Entries - Entries are submitted on Fridays, no later than midnight. One point is deducted for each day that the entry is late. There are 15 journal entries. Each entry is worth 10 points each. Entries are submitted in the appropriate folder on the Carmen dropbox. Each journal entry answers the following three questions:
1) What have I learned or discovered about leadership or teamwork this week?
2) How can I apply what I have learned?
3) What is my goal for the next week?

Group Presentations – Students are assigned to groups of five. Each group is assigned a book to read. The first group presentation is a review of the book, which consists of a written review of the book and a presentation during class. The written review is worth 100 points and the presentation is worth 100 points. This second assignment is to read the assigned book and write an argumentative essay on why the assigned book is the best book on that topic. Each group conducts a presentation to the class presenting their case why their book is the best book on the respective topic. More information on this assignment will be posted to Carmen.

The Go-Getter Assignment – Students read The Go-Getter and write a two-page paper on the book. The paper is worth 50 points. A complete answer for each question (listed below) is worth 15 points each and grammar/style is worth 5 points. The paper is submitted in the appropriate folder on the Carmen dropbox. The paper answers the following questions:
1) What lessons did you learn from reading the book?
2) How can those lessons learned be applied right now?
3) How can those lessons learned be applied in the future?

Reflection Paper – Students are required to write a self-reflection paper at the end of the semester. This paper is in lieu of a final exam. Students utilize the lessons learned throughout the course to write a reflection paper on what they have learned and how they can apply it. More information will be provided during the course.

Class Participation – Students are awarded up to 200 points for class participation. Points are assessed based on the student's attendance, timeliness, participation and contribution. Peer evaluations will also contribute a student's class participation grade.

Top Hat

We will be using the Top Hat (www.tophat.com) classroom response system in class. You will be able to submit answers to in-class questions using Apple or Android smartphones and tablets, laptops, or through text message.

You can visit the Top Hat Overview (https://success.tophat.com/s/article/Student-Top-Hat-Overview-and-Getting-Started-Guide) within the Top Hat Success Center which outlines how you will register for a Top Hat account, as well as providing a brief overview to get you up and running on the system.

An email invitation will be sent to you by email, but if don't receive this email, you can register by simply visiting our course website: **https://app.tophat.com/e/463023**
Note: our Course Join Code is: **463023**

Top Hat is free through OSU. Please go to https://resourcecenter.odee.osu.edu/top-hat for additional information.

Should you require assistance with Top Hat at any time, due to the fact that they require specific user information to troubleshoot these issues, please contact their Support Team directly by way of email (support@tophat.com), the in app support button, or by calling 1-888-663-5491.

Academic Misconduct: The Ohio State University's Code of Student Conduct, Section 3335-23-04 defines academic misconduct as: "Any activity that tends to compromise the academic integrity of the University, or subvert the educational process." Examples of academic misconduct include (but are not

limited to) plagiarism, collusion (unauthorized collaboration), copying the work of another student, and possession of unauthorized materials during an examination. Ignorance of the University's Code of Student Conduct is never considered an "excuse" for academic misconduct. The Ohio State University and the Committee on Academic Misconduct (COAM) expect that all students have read and understand the University's Code of Student Conduct, and that all students will complete all academic and scholarly assignments with fairness and honesty. Failure to follow the rules and guidelines established in the University's Code of Student Conduct may constitute "Academic Misconduct." Sanctions for the misconduct could include a failing grade in this course and suspension or dismissal from the University. For more information, please reference: http://oaa.osu.edu/coamfaqs.html#academicmisconductstatement

OSU Disability Policy: Every effort will be made to provide each student with a meaningful learning opportunity. If there are obstacles which prevent you from learning effectively, please schedule an appointment with the instructor so we can address this issue(s). Any student who feels that s/he needs an accommodation based on the impact of a disability should contact the instructor and/or The Office for Disability Services. This office is located in 150 Pomerene Hall, 1760 Neil Avenue. Telephone 292-3307, TDD 292-0901, http://www.ods.ohio-state.edu/

Additionally, the University strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including mental health, chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options. You are also welcome to register with Student Life Disability Services to establish reasonable accommodations. After registration, make arrangements with me as soon as possible to discuss your accommodations so that they may be implemented in a timely fashion. **SLDS contact information:** slds@osu.edu; 614-292-3307; slds.osu.edu; 098 Baker Hall, 113 W. 12th Avenue.

Course Schedule:

Date	Day	Class Topic	Assignments
24-Aug	Wednesday	Course Overview/Leadership Defined	
26-Aug	Friday	Listening	Journal Entry 1
29-Aug	Monday	Leadership Theories and Approaches	Reading Assignment 1 "What Makes a Leader"
31-Aug	Wednesday	Leadership Theories and Approaches	
2-Sep	Friday	Leadership Theories and Approaches	Journal Entry 2
5-Sep	Monday	Labor Day	
7-Sep	Wednesday	Emotional Intelligence	Reading Assignment 2 Primal Leadership
9-Sep	Friday	Emotional Intelligence	Journal Entry 3
12-Sep	Monday	Emotional Intelligence	
14-Sep	Wednesday	Leadership Styles	Reading Assignment 3 Leadership That Gets Results
16-Sep	Friday	Leadership Styles	Journal Entry 4
19-Sep	Monday	Leadership Behaviors/FCOB Comp	
21-Sep	Wednesday	Leadership Behaviors/FCOB Comp	
23-Sep	Friday	Leadership Behaviors/FCOB Comp	Journal Entry 5
26-Sep	Monday	Initiative and Learning Attitude	The Go Getter Assignment
28-Sep	Wednesday	Resiliency (Guest Speaker)	

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Date	Day	Topic	Assignment
30-Sep	Friday	Servant Leadership	Journal Entry 6
3-Oct	Monday	Ethics	
5-Oct	Wednesday	Ethics (Guest Speaker)	
7-Oct	Friday	TBD	Journal Entry 7
10-Oct	Monday	Book Review Presentations	Group Presentation 1
12-Oct	Wednesday	Book Review Presentations	Group Presentation 1
14-Oct	Friday	Break	Journal Entry 8
17-Oct	Monday	TE Dimension 1 Clear Elevating Goal	Reading Assignment 4 "When Teams Work Best"
19-Oct	Wednesday	TE Dimension 2 Results Driven Structure	
21-Oct	Friday	TE Dimension 3 Competent Team Mem	Journal Entry 9
24-Oct	Monday	TE Dimension 4 Unified Commitment	
26-Oct	Wednesday	TE Dimension 5 Collaborative Climate	
28-Oct	Friday	TE Dimension 6 Standards of Excellence	Journal Entry 10
31-Oct	Monday	TE Dimension 7 External Support/Recognition	
2-Nov	Wednesday	TE Dimension 8 Principled Leadership	
4-Nov	Friday	Simulations - Team	Journal Entry 11
7-Nov	Monday	Simulations - Team	
9-Nov	Wednesday	Simulations - Team	
11-Nov	Friday	Veterans Day	Journal Entry 12
14-Nov	Monday	After Action Reviews and Reflection	
16-Nov	Wednesday	Simulations - Individual as Leader	
18-Nov	Friday	Simulations - Individual as Leader	Journal Entry 13
21-Nov	Monday	Simulations - Individual as Leader	
23-Nov	Wednesday	Thanksgiving	
25-Nov	Friday	Thanksgiving	Journal Entry 14
28-Nov	Monday	Simulations - Individual as Leader	
30-Nov	Wednesday	Simulations - Individual as Leader	
2-Dec	Friday	Book Review Presentations	Journal Entry 15 Group Presentation 2
5-Dec	Monday	Book Review Presentations	Group Presentation 2
7-Dec	Wednesday	Course Review and Reflection	