

**Max M. Fisher College of Business
The Ohio State University**

**BUSMHR 4235
Developing Leaders through Practical Exercises
Spring 2017
Schoennbaum Hall 300**

Instructor: Charles J. Buchanan
Email: Buchanan.241@osu.edu
Class Hours: M-W-F 9:10-10:05am
Office Hours: By Appointment

Course Purpose

The purpose of this course, Developing Leaders through Practical Exercises (DLPE) is to develop leadership skills in students through hands on activities, exercises and simulations. We will discuss personal values, emotional intelligence, and leadership styles and put them all into practice during practical exercises. This course provides students with a safe environment where they can experiment with new leadership styles and techniques.

Course Description and Concept

Leadership ability is best built through experience. This course is designed to create experiences allowing students to learn from those experiences. DLPE is a highly interactive course focused on practice and hands-on activities. The course includes a combination of group work, lectures, reading and practical exercises. Leadership is a hands-on activity and so is this class. Students are expected to read prior to class and be prepared to discuss the reading in class. Students will be expected to share their own impression of the reading. This will lead to self-discovery and help students establish their personal leadership style.

DLPE provides the students with three key activities to promote leadership development: 1) *The Student Leadership Challenge* and workbook; 2) Simulations (CAPSIM); and 3) Practical Exercises. The Student Leadership Challenge is an excellent book that focuses on how to be an exemplary leader. The workbook helps the student apply what is read in the book. Simulations provide an environment that creates experiences that a student can learn from. Students use a CAPSIM simulation to run a business. While running the business students will be faced with leadership challenges that they will have to handle. Various practical exercises are conducted throughout the course. These exercises reinforce key points and allow students to have the opportunity to gain valuable experience in a safe learning environment.

Students are assigned to small groups to conduct exercises. This provides students with the opportunity to develop skills needed to be a good team member. Peer feedback helps improve self-awareness greatly benefiting students.

Students will submit a weekly journal entry. This weekly reflection establishes good leadership habits and greatly improves self-awareness.

Course Objectives

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This course is focused on developing students' leadership through hands-on practice. More specifically, students will:

- 1) Improve self-awareness in their leadership strengths and weaknesses
- 2) Explore personal values and start developing one's own personal values
- 3) Improve students' leadership ability through repetitions
- 4) Read *The Student Leadership Challenge* and gain understanding of exemplary leadership
- 5) Develop habits of personal reflection and self-discovery
- 6) Have fun and engage in lively, active classes

Course Interaction

It is worth emphasizing that DLPE is highly interactive. Students will work closely together as teams and as a class. Leadership is a hands-on-activity, please be prepared to participate and make the most of this opportunity. Students are expected to contribute to class discussion and put forth effort in every practical exercise.

Classroom Environment and Policies

The classroom environment is focused on collaboration and shared learning. Students are encouraged to actively participate in class discussions and activities. A significant amount of time will be spent on group discussions. These discussions are only beneficial if you participate in them. The classroom is a safe environment and students should refrain from judging other students. The individual differences that we all have create diversity of thought. The classroom needs to remain a safe place that allows students to find their voice and explore their thoughts.

Tardiness and Absence from Class: Be professional, arrive on time, and be prepared to participate in class. Class is scheduled from 9:10 to 10:05am. That means that you are in your seat ready to begin at 9:10 and remain in your seat, engaged in class until 10:05. 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

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

- *The Student Leadership Challenge: Five Practices for Becoming an Exemplary Leader*, Second Edition. Kouzes, James M. and Posner, Barry Z., 2014. ISBN 978-1-118-39007-8

- *The Student Leadership Challenge: Student Workbook and Personal Leadership Journey*. Kouzes, James M. and Posner, Barry Z., 2013. ISBN 978-1-118-39009-2

Course Requirements and Grading

Course Requirements

Journal Entries =	150 Points
Reflection Paper =	100 Points
Class Participation =	250 Points

Course Assignments

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Journal Entries - Entries are submitted on Sundays, 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 four questions:

- 1) Specific question for the week.
- 2) What have I learned or discovered about character or leadership this week?
- 3) How can I apply what I have learned?
- 4) What is my goal for the next week?

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 250 points for class participation. Points are assessed based on the student's attendance, timeliness, participation and contribution. Peer and self-evaluations will also contribute a student's class participation grade. Class participation is focused on contribution to the class. This includes but is not limited to class discussions, attendance, and group projects. Class participation makes up half of a student's grade. Please ensure you attend as much as possible and participate when present.

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/234095>

Note: our Course Join Code is: **234095**

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

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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
1/9/2017	Monday	Course Overview	
1/11/2017	Wednesday	Personal Values	
1/13/2017	Friday	PE Personal Values	JE 1 Due 1/15
1/16/2017	Monday	MLK Day, No Classess	
1/18/2017	Wednesday	Leadership Styles	
1/20/2017	Friday	Emotional Intelligence	JE 2 due 1/22
1/23/2017	Monday	SLC Module 1	
1/25/2017	Wednesday	CAPSIM Practice Round	
1/27/2017	Friday	CAPSIM Practice Round	JE 3 due 1/29
1/30/2017	Monday	SLC Module 2 - Student LPI	
2/1/2017	Wednesday	CAPSIM 1	
2/3/2017	Friday	PRACTICAL EXERCISE	JE 4 due 2/5
2/6/2017	Monday	SLC Module 3 - Model the Way	
2/8/2017	Wednesday	CAPSIM 2	
2/10/2017	Friday	PRACTICAL EXERCISE	JE 5 due 2/12
2/13/2017	Monday	SLC Module 3 - Model the Way	
2/15/2017	Wednesday	CAPSIM 3	
2/17/2017	Friday	PRACTICAL EXERCISE	JE 6 due 2/19
2/20/2017	Monday	SLC Module 4 - Inspire a Shared Vision	
2/22/2017	Wednesday	CAPSIM 4	
2/24/2017	Friday	PRACTICAL EXERCISE	JE 7 due 2/26

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2/27/2017	Monday	SLC Module 4 - Inspire a Shared Vision	
3/1/2017	Wednesday	CAPSIM 5	
3/3/2017	Friday	PRACTICAL EXERCISE	JE 8 due 3/5
3/6/2017	Monday	SLC Module 5 - Challenge the Process	
3/8/2017	Wednesday	CAPSIM 1	
3/10/2017	Friday	PRACTICAL EXERCISE	JE 9 due 3/12
3/13/2017	Monday	Spring Break	
3/15/2017	Wednesday	Spring Break	
3/17/2017	Friday	Spring Break	JE 10 due 3/19
3/20/2017	Monday	SLC Module 5 - Challenge the Process	
3/22/2017	Wednesday	CAPSIM 2	
3/24/2017	Friday	PRACTICAL EXERCISE	JE 11 due 3/26
3/27/2017	Monday	SLC Module 6 - Enable Others to Act	
3/29/2017	Wednesday	CAPSIM 3	
3/31/2017	Friday	PRACTICAL EXERCISE	JE 12 due 4/2
4/3/2017	Monday	SLC Module 6 - Enable Others to Act	
4/5/2017	Wednesday	CAPSIM 4	
4/7/2017	Friday	PRACTICAL EXERCISE	JE 13 due 4/9
4/10/2017	Monday	SLC Module 7 - Encourage the Heart	
4/12/2017	Wednesday	CAPSIM 5	
4/14/2017	Friday	PRACTICAL EXERCISE	JE 14 due 4/16
4/17/2017	Monday	SLC Module 7 - Encourage the Heart	
4/19/2017	Wednesday	TBD	
4/21/2017	Friday	SLC Module 8 - Journal	JE 15 due 4/23
4/24/2017	Monday	Course Review and Reflection	Reflection Paper Due 4/24