

# Communication & Leadership

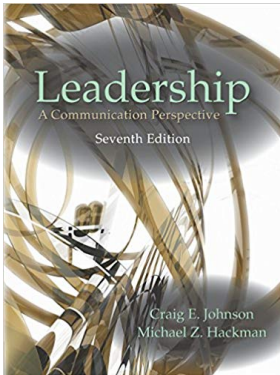
Section 2: MWF 2-2:50pm FELL Hall 148

## Welcome!

I am excited to have you join us as a student for COM 375 Communication and Leadership. The purpose of this course is to introduce different theoretical perspectives on leadership and focus in particular on the role that communication plays in leadership. We will undertake a variety of activities and assessments in this course including written assignments, classroom discussions, tests, and reading reflections. Full assignment info can be found in the 'assignment instructions' document.



## Course Materials



Johnson & Hackman (2018) *Leadership: A Communication Perspective*. Seventh edition.

American Psychological Association (2009) *Publication Manual of the American Psychological Association* (6<sup>th</sup> ed).

Additional readings provided on Reggienet

## Instructor

**Roth Smith**

Office: FELL Hall 4.462

Office Hours: MW 1-2 and by appointment

Contact: 438-7360

Email: Reggienet Email

Please use Reggienet Email tool to contact me so that we have an easily retrievable record of our communication. Please do not email me directly at my ILSTU email or email me via addresses outside of the university system (e.g., gmail, yahoo, etc.).

## Objectives

- Distinguish among the major schools of thought and basic concepts in leadership theory
- Apply various theoretical perspectives to leadership situations
- Explain the role of communication in envisioning, circulating, and implementing leadership
- Explain the role of ethics in envisioning, circulating, and implementing leadership



# Grading Scale

A	90 – 100%	Excellent: Far exceeded all standards
B	80 – 89%	Above average: Exceeded all standards
C	70 – 79%	Average: Fulfilled all standards
D	60– 69%	Pass: Fulfilled most standards
F	below 60%	Fail: Did not meet several minimum standards

# Grading Policies

I want you to feel as if you are being evaluated fairly in this class. If you would like to discuss your grade on an assignment, please wait 24 hours after the grade was returned and then contact me within seven days to begin your grade appeal. That is, the 24/7 policy asks that you wait 24 hours, but submit your grade appeal within one week of the assignment being returned. The appeal should make a sound argument as to why you think you earned more points than awarded and point out the areas of contention in your actual assignment and the grading rubric. I am happy to schedule a meeting to discuss the appeal. After 7 days without initiating a written appeal the grade stands for the semester. In cases where I may have made a simple typo error on gradebook, feel free to message me immediately.

Discussion of cumulative class points must take place no later than the last class day before the exam (Dec 6th). All grades are posted on Reggienet, and it is your responsibility to check this regularly. Reggienet grade book may display your grade as a percentage. However, the final grade entered to the registrar is based on total points accumulated

# Your Commitment

By enrolling in this course you are making a commitment to:

- Attend all lectures and group presentations.
- Be familiar with all of the course policies, due dates, and grading criteria presented in the course syllabus.
- Fully participate in assigned group projects (attending team meetings outside of class, completing your fair share of research, writing and logistical preparation, etc.).
- Come prepared with required readings and assignments on the day(s) indicated.
- Demonstrate positive and respectful participation behaviors during class activities and discussions.
- Complete all tests and assignments during the scheduled times (and dates) except in the case of medical or other serious emergency. Doctor notes needed for illness of medical emergency. \*note\* regularly scheduled doctor/dental visits do not constitute an excusable absence.

## Important Numbers

24

Hours you must wait before contesting a grade

7

Days you have after an assignment is returned to contest a grade

Friday December

6th

Last day to discuss cumulative class points

## Evaluations (Undergraduate)

Assignments	Point Value
<b>Tests (28%)</b>	
Test 1	100
Test 2	100
<b>Leading &amp; Learning in Our Community Project (13%)</b>	
Group Presentation Leading & Learning in Our Community (LLIC)	100
<b>Research Paper (28%)</b>	
Final Research Paper	200
<b>Other Assignments (31%)</b>	
APA Quiz	25
Most Important Issue Facing My Community (MIIFMC) Individual Paper	50
Online Reading Responses, Discussions, and Activities	120
Professionalism Self-assessment	30
	<b>TOTAL: 725 points</b>

Evaluations (Graduate)	Point Value
Test 1	100
Test 2	100
APA Quiz	25
Online Reading Responses, Discussions, and Activities	120
Professionalism Self-assessment	30
<b>Research Paper/Project (48%)</b>	
Proposal	50
Annotated Bibliography	100
Final Product	200
	<b>TOTAL: 725 points</b>

# Calculating Your Grade

A = 652.5-725	B = 580-652	C =507.5-579	D =435-507	F = 0-434.5
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## Late Work

Due dates and times noted on the syllabus are firm. With the exception of the group presentation, the grade on late assignments will be reduced by 10% per day that the assignment is late. Group presentations and materials must be presented on the assigned date.

## Attendance

Attendance in this class is mandatory. Many of the topics and examples covered during lecture are not available in the course textbook. The ‘Professionalism Self-Assessment’ assignment will ask you to rate your participation during the course. In order to receive full credit on this assignment you will need to attend every class. Habitually showing up late to class or consistently packing up and leaving early will count as an unexcused absence. Absences because of personal/vacation travel I typically will not excuse because the university calendar has been out and everyone should have used it when planning such travel so that it doesn't interfere with school. (This is equivalent to when companies don't let employees take vacations when business needs are too high.) I may grant exceptions when travel had to have been booked *significantly* in advance and there is documentation to that effect. Ten points will be deducted from the final course grade for each unexcused absence beyond two, excepting group presentation days which will always be penalized at 10 points (e.g., you missed 5 total classes that were not presentation dates. Two are without penalty. The other three absences reduce your overall grade by 30 points). Once you have finished reading this sentence please send me a Reggienet message with the title and artist of one of your top three favorite songs. Should you begin to struggle keeping up at any point in the semester due to extreme personal circumstances, please speak with me and your academic advisor. The sooner you let your advisor know when something is wrong, the sooner (and better) the University can help.

## Laptop and Electronic Devices

Laptops, smartphones, iPads, Apple watches and other technologies should not be used during normal class time. There will be activities in-class where we use laptops. However, during normal lecture laptops should be closed and phones off of the desk and stored away.

Appropriate use of technology, and refraining from its use when not required, communicates professionalism and helps increase your learning and the learning of those around you.

Emerging research shows:

- Benefits to taking notes by hand vs. a computer
- Multitasking can reduce productivity by 40%
- “Multi-communicating” in group settings (like this class) is often done not out of necessity, but simply because we see others doing it— i.e, picking up a smartphone to check social media or text messages. In other words, technology use becomes an unconscious habit that pulls away your mental focus.



I understand that we lead busy work and social lives within a constantly connected society. The “urge” to check your device can be very strong! During lengthy lectures, I will often conduct a “2 minute tech break,” where you are allowed to check the phone that vibrated in your pocket, refresh your email, or see how cute the ‘kitten of the day’ is on Instagram. If you have a legitimate emergency that necessitates having phone on (e.g., your child is in hospital) please let me know before class.

## Recording of Lectures and Content

As per the above class policy, you should not have a device or laptop out for the majority of lecture. In some activities we may use technology. Students may not photograph or use audio or video devices to record classroom lectures or discussions or visual materials that accompany them (e.g., lecture slides, whiteboard notes/equations). Students with disabilities who need to record classroom lectures or discussions must contact Student Access and Accommodation Services to register, request and be approved for an accommodation. Students who violate this policy may be subject to both legal sanctions for violations of copyright law and disciplinary action under the University’s Code of Student Conduct.

## Student Accommodation Statement

Any student needing to arrange a reasonable accommodation for a documented disability and/or medical/mental health condition should contact Student Access and Accommodation Services at 350 Fell Hall, (309) 438-5853, or visit the website at [StudentAccess.IllinoisState.edu](http://StudentAccess.IllinoisState.edu).

## Academic Integrity

You are expected to be honest in all academic work, consistent with the academic integrity policy as outlined in the [Code of Student Conduct](#). All work is to be appropriately cited when it is borrowed, directly or indirectly, from another source. Unauthorized and unacknowledged collaboration on any work, or the presentation of someone else’s work, is plagiarism. I do not issue warnings or second chances on academic dishonesty violations. I refer all instances of academic dishonesty to the Dean of Students Office.

## Your Health

Life at college can get complicated. If you’re feeling stressed, overwhelmed, lost, anxious, depressed or are struggling with personal issues, do not hesitate to call or visit Student Counseling Services (SCS). These services are free and completely confidential. SCS is located at 320 Student Services Building, 309-438-3655. If you have other extenuating circumstances that are affecting your ability to attend class and do well in college I urge you to contact the [Dean of Students Office](#) to seek assistance.

## Extra Credit

There will be a few extra credit opportunities for research participation. The extra credit points will be added to your final grade, and may not necessarily appear in the gradebook immediately upon your completion of the opportunity. There are no guarantees for extra credit, and it is each student’s responsibility to be aware of and take advantage of such opportunities. You may receive extra credit for participating in any of the studies posted to the School of Communication’s Research Announcement Board. The Research Announcement Board is

updated as research studies are opened/closed, and it is your responsibility to access the Board and be aware of available opportunities. The Research Announcement Board can be accessed via: <https://sites.google.com/site/ilstusocstudies>

In general, each 30 minutes of participation in an extra credit study will earn you .5 Research Credits, but please see the call for participants for the Research Credits associated with each study. Each (.5) Research Credit is worth an additional 5 points toward your total possible final grade in this course, with a maximum of 10 possible points. For example, if you participate in a research study worth .5 Research Credit, your participation would provide 5 points to your final grade. If you participate in 1.0 Research Credit you would provide 10 points to your final grade. If you decide to complete more than 1.0 research credits, that is great, but **the maximum number of points you will earn in this class through extra credit is 10.**

Each project listed on the Research Announcement Board will indicate the specific number of Research Credits associated with the project. The course instructor will get evidence of participation and the time of participation from the researcher(s) who administer the research studies at the conclusion of the semester; however, it is your responsibility to make sure that the researchers have the necessary evidence of your participation at the time of the study. Before participating in a study, please be sure to have your name, ULID (i.e., the part of your email before @ilstu.edu), instructor name, and course and section number ready, as you will need to provide these to receive credit. Research Credit can only be applied to one course for each study, unless specified otherwise on the Research Announcement Board.

**Alternate Extra Credit:** There may be some studies for which you are not eligible (e.g., recruiting based on gender or family structure) or in which you do not wish to take part. Reasonable alternatives are available for those not able or wanting to take part in specific studies, to ensure equitable non-research based opportunities. For each available study in which you would like to complete an alternate assignment, please contact the instructor, who will assign a journal from which to identify and provide an annotated bibliography to the researcher consistent with the description on the Alternate Opportunities page (<https://sites.google.com/site/ilstusocstudies/home/students/alternates>) of the Board. You must complete and submit the research report to the researcher before the date the study closes--late submissions are not accepted. Alternate opportunities will be scaled by the course instructor to ensure commensurate time commitment and course credit with the research-based opportunity.



## Course Schedule

Dates and topics are subject to modification. Any updates will be announced in the class. It is each student's responsibility to stay up-to-date on course due dates.

Week	Date	Topic	To do before class	Due
1	M 8/19	Orientation to Class	Get textbook and APA manual	
	W 8/21	Introduce MIIFMC/APA Style/Defining Terms		
	F 8/23	Performing Leadership	Read Bennis (2007)	Online Response 1
Week	Date	Topic	To do before class	Due
2	M 8/26	Performing Leadership/Defining Terms	Read Ch. 1	
	W 8/28	Leadership/Followership Communication Style	Read Ch. 2 (pp. 39-55)	<b>MIIFMC 1 page argument</b>
	F 8/30	APA Style		APA Quiz Online
Week	Date	Topic	To do before class	Due
3	M 9/2	<b>Labor Day Holiday No Class</b>		
	W 9/4	Leadership/Followership Communication Style	Read Ch. 2 (pp. 55-72)	
	F 9/6	Leadership Types 1	Read Ch. 3	Online Response 2
Week	Date	Topic	To do before class	Due
4	M 9/9	Leadership Types 2		
	W 9/11	Ethics	Read Ch. 11	
	F 9/13	Ethics		Online Response 3
Week	Date	Topic	To do before class	Due
5	M 9/16	Ethical Leadership: Understanding Privilege		
	W 9/18	Ethics: Destructive Leader/Followership	Read Padilla et al. (2007)	
	F 9/20	Diversity & Gender Leadership Gap	Read Ch. 3	Online Response 4
Week	Date	Topic	To do before class	Due
6	M 9/23	Diversity & Gender Leadership Gap		
	W 9/25	Transformational & Charismatic Leadership	Read Ch. 4	<b>Group Contract</b>
	F 9/27	Transformational & Charismatic Leadership	Read/listen Hidden Brain "Check Yourself"	Online Response 5
Week	Date	Topic	To do before class	Due
7	M 9/30	Test Review		
	W 10/2	<b>Test 1</b>		
	F 10/4	Leadership & Power	Read Ch. 5	Online Response 6
Week	Date	Topic	To do before class	Due
8	M 10/7	<b>Leading and Learning Group 1</b>		
	W 10/9	Leadership & Power/Introduce Paper		

	F 10/11	Leadership & Power		Online Response 7
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
9	M 10/14	<b>Leading and Learning Group 2</b>		
	W 10/16	Decision Making/ Leadership & Influence	Read Ch. 6; Read Campbell et al (2009)	
	F 10/18	Leadership & Influence	Attend a community forum/meeting	Online Response 8
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
10	M 10/21	<b>Leading and Learning Group 3</b>		
	W 10/23	Servant Leadership	Read Russell (2001)	
	F 10/25	Servant Leadership		Online Response 9
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
11	M 10/28	<b>Leading and Learning Group 4</b>		
	W 10/30	Organizational Culture	Read Ch. 8	
	F 11/1	Organizational Culture		Online Response 10
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
12	M 11/4	<b>Leading and Learning Group 5</b>		
	W 11/6	Leadership & Crisis/Individual Paper Meetings	Read Ch. 13	<b>Draft of Paper</b>
	F 11/8	Leadership & Crisis/Individual Paper Meetings		Online Response 11
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
13	M 11/11	<b>Leading and Learning Group 6</b>		
	W 11/13	<b>National Communication Assoc. Conference, No Class Meeting, No Online Response (study for test 2; work on final paper)</b>		
	F 11/15			
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
14	M 11/18	Test 2 review		
	W 11/20	<b>Test 2</b>		
	F 11/22	The End of Leadership	Read Cain (2017)	Online Response 12
<b>Week</b>	<b>Date</b>	<b>Topic</b>		
15	25th-29	<b>Thanksgiving Holiday M-F, No Class Meetings</b>		
<b>Week</b>	<b>Date</b>	<b>Topic</b>	<b>To do before class</b>	<b>Due</b>
16	M 12/2	Paper Writing Workshop		
	W 12/4	Individual Meetings on Paper		<b>Professionalism self-assessment</b>
	F 12/6	<b>(Final Research Paper Due; last day to discuss cumulative points)</b>		
<b>Week</b>	<b>Date</b>	<b>Topic</b>		
17	M 12/9	<b>No Final Exam</b>		