

Instructor: Delia (Anderson) O'Steen
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Office Hours: MWF 11:00-11:50 am, MW 1:00-1:50 pm (MaC 1006)

Course Requirements:

Beebe, S.A. & Mottet, T.P (2013). Business & Professional Communication: Principles and skills for leadership. (2nd ed.). Boston: Pearson. ISBN: 9780205028993 Digital copy available for purchase from CourseSmart at: <http://www.coursesmart.com/9780205028993>

Students must also have reliable access to the following:

- Computer with microphone
- High-speed Internet
- Active eRaider account
- Blackboard access to the online course

Course Overview and Objections:

Leadership and Communication is a broad-based theoretical approach to the study of leadership and communication. Application to a variety of settings will also be discussed. This course fulfills core Social and Behavioral Sciences – Individual or Group Behavior requirement.

Specifically, this course seeks to accomplish the following objectives:

1. Understand leadership as it applies to intrapersonal, interpersonal, small group, nonverbal, intercultural and organizational communication.
2. Understand the role of personal moral character and ethical values in the effectiveness of leadership.
3. Understand that transformational leaders of extraordinary moral character are developed and never stop the development process.
4. Apply leadership theory to a variety of work related and personal applications.
5. Understand and apply tools and techniques for developing your own leadership skills by journaling, self assessments, and evaluating case studies and personal experiences.
6. Understand basic leadership skills and processes as they apply to personal and interpersonal leadership, and in turn critically evaluate the strengths and limitations of your own leadership style.

Assignments & Course Requirements

Exams	200 points (2 Exams each worth 100 points)
Quizzes	100 points (10 Quizzes each worth 10 points)
Activities	105 points (7 Activities each worth 15 points)
Journal Entries	200 points (10 Journal Entries each worth 20 points)
Case Studies	100 points (2 Case Studies each worth 50 points)
Final Presentation	250 points
Introduction Video	45 points

Total Points Possible = 1000

Grades: The Dept. of Communication Studies supports university policies of academic excellence as noted in the student handbook. Interpretation of grades should be considered within the university framework: A (90% & up) 900

points and up, B (80-89%) 800-899 pts, C (70-79%) 700-799 pts, D (60-69%) 600-699 pts, F (59% & below) 500 pts and lower. Grades will be reported in eLearning (Raiderlink).

Assignments, Quizzes and Examinations – Assignments, Quizzes and Exam are due by midnight (11:59 pm) on the due date. Late work will not be accepted unless there is an extended illnesses or a death in the family. In such instances you must submit verifiable and official documentation to your instructor (e.g., a doctor's note for the specific days missed). Technological issues are not an excuse for late work! Do your assignments, exams and quizzes early to ensure you have time for any issues that might arise. Again, **Late work is not accepted and missing a due date will result in a zero for the missing assignment(s).**

Attendance: Attendance is defined in this class as completing your assignments, reading quizzes and exams on time. If you know you will be unavailable the day an assignment is due, you will need to complete the assignment prior to your absence. If you participate in university sponsored activities (e.g., sports) you will be responsible for completing all assignments prior to the date you will be absent.

Communication: The best way to contact me is via email or to call me during my office hours. If you do not reach me by phone during office hours, please send a follow up email. You are also welcome to come in person to my office hours! I will respond to emails within 24 hours (48 hours on the weekend as I DO NOT work on Sunday). While I try to remember to check my Junk mail folder, I do not always see emails if they are filtered out-Therefore, if you do not hear from me in 24 hours (48 hours on the weekends) assume the email did not go through and re-send it.

Academic Integrity Academic integrity is expected on all course assignments and activities. Violations of academic integrity (e.g., plagiarism, cheating, etc.) are serious offenses and will be dealt with according to university policy. Plagiarism will not be tolerated in this course. Any work that contains plagiarized material will result in an automatic zero for the assignment.

Observance of a Religious Holy Day – Texas House Bill 256 requires institutions of higher education to excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day. The student shall also be excused for time necessary to travel. An institution may not penalize the student for the absence and allows for the student to take an exam or complete an assignment from which the student is excused. No prior notification of the instructor is required.

Special Considerations - Any student who, because of a disabling condition, may require some special arrangements in order to meet course requirements should contact the instructor as soon as possible to make necessary accommodations. Students should present appropriate verification from Disabled Student Services. No requirement exists that accommodations be made prior to completion of this approved University process.

Communication 3356 Course Schedule

* Please note that this schedule is tentative and slight changes may be made as the semester progresses.

First Day of Class: Wednesday Jan 14

***All due dates are 11:59 Central Standard Time and will land on a Thursday**

Late work is NOT accepted.

	Due Date	Topic	Readings/Assignments
Unit 1	Jan 22 by 11:59 pm	Introduction to the Course	Unit 1 Assignments Unit 1 Quiz Introduction Video
Unit 2	Jan 29 by 11:59 pm	Introduction to Leadership	Chapter 1 Unit 2 Assignments Unit 2 Quiz
Unit 3	Feb 5 by 11:59 pm	Leadership & Intrapersonal Comm.	Chapter 2 & Appendix Unit 3 Assignments Unit 3 Quiz
Unit 4	Feb 12 by 11:59 pm	Leadership & Interpersonal Comm.	Chapter 6 Unit 4 Assignments Unit 4 Quiz
Unit 5	Feb 19 by 11:59 pm	Leadership & Intercultural Comm.	Chapters 5 Unit 5 Assignments Unit 5 Quiz
Unit 6	Feb 26 by 11:59 pm	Exam 1	<i>Covers Ch 1, 2, 5, 6 & supplemental info</i>
Unit 7	March 5 by 11:59 pm	Leadership & Nonverbal Comm.	Chapter 3 Unit 7 Assignments Unit 7 Quiz
Unit 8	March 12 by 11:59 pm	Leadership & Small Group Comm.	Chapters 9 & 10 Unit 8 Assignments Unit 8 Quiz Case Study 1
Unit 9	March 26 by 11:59 pm	Leadership & Ethics	PDF Unit 9 Assignments Unit 9 Quiz
Unit 10	April 2 by 11:59 pm	Leadership in Action	Video Unit 10 Assignments Unit 10 Quiz
Unit 11	April 9 by 11:59 pm	Leadership & Crisis Communication	Videos Unit 11 Assignments Unit 11 Quiz Case Study 2
Unit 12	April 16 by 11:59 pm	Exam 2	<i>Covers Ch. 3, 9, 10 & supplemental info</i>
Unit 13	April 23 by 11:59 pm	Final Presentation Due	
Unit 14	April 30 by 11:59 pm	Extra Credit	<i>Extra Credit (optional)</i>