

Leadership and Managerial Assessment

MIS 64158 001, 900 (Lorain Campus)

Tuesday 6:30pm – 9:20pm, Kent Campus, College of Business, Room A325

INSTRUCTOR

Dr. Mark Whitmore

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Office hours: Monday or Wednesday 2:00pm to 4:00pm, Tuesday 6:00pm (or other times by appointment)

TEXT / READINGS

Selected readings offered throughout the course.

FOCUS/PURPOSE OF THE COURSE

This course will focus on how organizations assess leadership and management skills. We will examine both the theoretical and practical implications and applications of assessment. Exploring both the advantages as well as the limitations involved in each of the areas of managerial and leadership assessment.

COURSE OBJECTIVES

On completion of the course, students will be able to: Demonstrate knowledge of the diverse models for understanding and practicing leadership and managerial assessment. Understand and gain deep insight into their leadership and managerial strengths and areas for development. Be able to assess and critique different approaches to managerial and leadership assessment and determine which approaches are valid and which are not. Understand how managerial leadership assessment fit within the larger disciplines of leadership development, performance management and organizational strategy.

GRADING

Final grades will be comprised of the following:

Class Participation – Attendance,	
Case Studies, and Assessments	20%
Leadership Interview	10%
Team Presentation	30%
Individual paper	20%
Final Essay exam	20%

I will use +/- grades for this course. Assignment of final grades will most likely be: 92+ A, 90-91 A-, 88-89 B+, 82-87 B, 80-81 B-, 78-79 C+, 72-77 C, 70-71 C-, 68-69 D+, 60-67 D, 0-59 F. I reserve the right to curve these final grades, up or down, based on overall class performance.

ATTENDANCE AND PARTICIPATION

You are permitted two excused absences. If you must miss class, you must contact me **before** class (by phone, e-mail, in person, etc.). Your attendance will be excused only if you have a university-approved reason. **CLASS ASSIGNMENTS WILL COUNT TOWARDS YOUR PARTICIPATION GRADE.**

LEADERSHIP STORY AND INTERVIEW INDIVIDUAL PAPER

Students will write a five ten page paper on an interview they conduct with an area leader using the leadership story interview guide. The paper will provide a biography of the leader and their responses to the interview questions. The student will write a conclusion regarding the leadership characteristics, style, competencies, etc. evidenced by the leader. Students will be asked to present their leader interview findings in class. Papers and presentations are due March 25 to April 18.

TEAM PRESENTATION

Students will work as a team of three to prepare and present a 30 minute presentation on a technique or application of leadership or managerial assessment. The presentation should consist of a power point presentation and a demonstration of the assessment technique. The topic must be approved of by the professor. The PowerPoint must be turned into the professor. Presentations may be scheduled for April 22 and April 29.

INDIVIDUAL PAPER

Students will write a 10 page, double-spaced paper on a topic related to leadership or managerial assessment. The paper must contain three references (not internet websites). The topic must be pre-approved by the professor. Papers could focus on the psychometrics of assessment, particular assessment systems or technics, the use of assessments in various organizations or disciplines, special topics related to assessment or development. The paper must be a critical review, highlighting both the strengths and limitations involved in the topic area. Papers are Due May 2.

HR FORUM OR SUMMIT PRESENTATIONS / PAPER

Students may earn extra credit of five credit points by attending one of two HR Forum Presentations presented throughout the semester or the HR Summit. In addition to attendance, the students will prepare a short, no more than two page paper, responding to questions about the presentations they attended at the forum or Summit. These papers are due by the end of the regularly scheduled Tuesday class following the presentation. See the syllabus for the scheduled Forums and Summits.

ESSAY FINAL EXAM

A take home essay final exam will be given to the students. Student will be given one week to complete the exam. The final exam is due at the final exam period during finals week, and may be e-mailed to the professor.

COURSE FORMAT

The format of this course will be in the form of PowerPoint lectures and interactive class discussion, case studies, assessments, demonstrations and other activities. Because of the quick pace of the course it will not be possible to cover every topic in the lecture, so students are required and should be expected to be tested and questioned on areas in the assigned readings. Note that it is important to read the assigned reading prior to the course so that you may engage in the discussions in a meaningful way. Therefore keeping up with the reading assignments is imperative. All of the lecture slides, will be on Blackboard.

COURSE TOPIC SCHEDULE

Date	Topic	Readings	Assignments/Exams
January 14	Introduction to Course: Defining Leadership and Management Review of leadership and Management Theories	Assigned Readings on Blackboard	
January 21	The Psychometrics of Assessment: Legal Limits on Assessment	See Blackboard for readings	Leadership Definition Paper Due
January 28	Intelligence, Cognitive Components of Assessment	Assigned Readings	
February 4	Personality Assessment	Assigned Readings	
February 11	Workplace Big Five Assessment	Assigned Readings	
February 18	The Assessment of Emotion	Assigned Readings	
February 25	Competency and Experience Based Assessment and Development	Assigned Readings	Leadership Stories
March 4	Career Interest and Career Planning Assessment	Assigned Readings	Leadership Stories
March 6	HR Forum:	7:00pm to 8:30pm	The Kiva
March 11	Assessments of Stress, Worklife Balance and Wellbeing	Assigned Readings	Leadership Stories: HR Forum Papers are due.
March 18	Assessment in the context of Leadership and Organizational Development Strategy	Assigned Readings	Leadership Stories
March 24 - 30	Spring Break		
March 31	HR Summit		
April 1	Coaching and Coaching Style Assessment	Assigned Readings	HR Summit Papers are due.
April 8	Leadership Assessment Centers	Assigned Readings	
April 15	Leadership Simulation Assessment	Assigned Readings	
April 18	HR Forum:	11:30am – 1:00pm	Kiva

April 22	Team Presentations	Assigned Readings	HR Forum Papers are due
April 29	Team Presentations	Assigned Readings	Exam Review
May 2 May 6	Take Home Essay Final Exam		Exam Due May 6 at 6:30pm

Information from the KSU College of Business Administration

The Following Policies Apply to All Students in this Course

- A.** Students attending the course who do not have the proper prerequisite risk being deregistered from the class.
- B.** Students have responsibility to ensure they are properly enrolled in classes. Should you find an error in your class schedule, you need to correct the error with your advising office no later than Sunday, January 19, 2014. If registration errors are not corrected by these dates and you continue to attend and participate in classes for which you are not officially enrolled, you are advised now that you **will not** receive a grade at the conclusion of the semester for any class in which you are not properly registered.

For flexibly scheduled courses, faculty should contact the Registrar's Office (330.672.3131) directly for the specific dates if they are unable to determine based on information in Self Service Banner.

- C.** Academic Honesty: Cheating means to misrepresent the source, nature, or other conditions of your academic work (e.g., tests, papers, projects, assignments) so as to get undeserved credit. The use of the intellectual property of others without giving them appropriate credit is a serious academic offense. It is the University's policy that cheating or plagiarism result in receiving a failing grade for the work or course. Repeat offenses result in dismissal from the University.
- D.** For Spring 2014, the course withdrawal deadline is Sunday, January 26, 2014. Withdrawal before the deadline results in a "W" on the official transcript; after the deadline a grade must be calculated and reported.
- E.** University policy 3342-3-01.3 requires that students with disabilities be provided reasonable accommodations to ensure their equal access to course content. If you have a documented disability and require accommodations, please contact the instructor at the beginning of the semester to make arrangements for necessary classroom adjustments. Please note, you must first verify your eligibility for these through Student Accessibility Services (contact 330-672-3391 or visit <http://www.kent.edu/sas/index.cfm> for more information on registration procedures).

F. GRADUATION INFORMATION FOR SENIORS: It is your responsibility to apply for graduation before the set deadline. If you apply after the deadline you will be assessed a \$200 late fee. Please see your academic advisor as soon as possible if you are uncertain as to your progress toward graduation.

To apply for graduation complete the following steps:

Log onto your Flashline account

1. Click on the Student Tools tab
2. Look in the Graduation Planning Tool Box
3. Click on Application for Graduation

****If an error message appears, you must contact your advisor.**