



RHUM300 – Ethical Leadership Master Course Syllabus

Course Overview (QM Standards 1.2)

Course description:

This 3-hour undergraduate course offers an interdisciplinary approach to leadership ethics while blending research and theory with practical application. This course promotes ethical decision-making and action through skill development, self-assessment, and application exercises. The course also examines what it means to be an effective, caring leader who develops meaningful bonds within an organization to establish common core values.

With an emphasis on building ethical competency through self-assessment, challenge, and feedback, this asynchronous, online course examines the unique ethical challenges faced by leaders. Course topics include the light-and-shadow metaphor of leadership, leader qualities, ethical standards and strategies, and the shaping of ethical contexts.

Students will be engaged in such activities as journal writing, discussions, research, blogging, and taking quizzes and tests. These are detailed in the syllabus.

The syllabus is organized in separate files, which begin below. There is also an option to print the complete syllabus. Please review all files in this syllabus to ensure that you understand the course policies.

Next, if you haven't already done so, complete the Orientation module. To get back there, click on Start Here either in the Content menu to the left or in the bar at the top where the "breadcrumbs" are listed. (Breadcrumbs take you back--through pages--so you can find your way--like the fairy tale.) Do not use the back button to navigate back.

When you are finished with the Orientation module and have reviewed the Student Services and Accessibility Policies, click on Course Content to begin the first module.

Please note that module opening and closing dates are posted on each module and on the course calendar. You will have access to only one module at a time.

To move from one page to another in any module, click on the arrow in the top right-hand corner of the page that you are on.

Course Goals and Objectives:

The goal of the course is to provide students with the opportunity to build ethical competency by developing the ability to

- Discriminate between ethical and unethical leadership
- Analyze leadership personae for elements of character
- Make ethical decisions based upon general ethical perspectives and normative leadership theories
- Apply components of ethical environments to organizations and situations

Pre-Requisites (QM Standard 1.6)

While there is no specific course that needs to be taken prior to this one, students need the following to be successful in this class or any other online class.

- **Reading Skills:** Students must be able to read at a college level.
- **Writing Skills:** Students should have had at least one college-level composition course prior to taking this course, must be able to write a 5-paragraph essay, and must have research skills.
- **Technology Skills:** Students must have some knowledge of online learning-management systems and their navigation. Students need to be able to upload and download files and use email. New skills, such as use of discussion boards, blogs, and journals will be learned in this class.

Minimum Technical Requirements and Online Resources (QM Standards 1.5 & 1.7)

In addition to a web browser (preferable Firefox) that is Blackboard compatible, you will need the following software in order to complete the activities in this class:

- **Microsoft Word:** You will save and upload all assignments as .docx files.
- **Adobe Acrobat Reader:** Test your computer by trying to open this file: [PDF File](#) . If you do not have Adobe Acrobat Reader, you can download it free from: <http://www.adobe.com/products/acrobat/readstep.html>
- **PDF Creator Software:** If you do not have the capability on your campus to print files to PDF, you can download a free version of Cute PDF at: <http://www.cutepdf.com/Products/CutePDF/writer.asp>
- **Virus Protection Software.** This course requires you to download and upload files from your PC. Virus protection software protects your computer and my computer.

Instructor Information (QM Standards 1.8 & 5.3)

Individual instructors complete this information.

Virtual Office Hours

I am available in my virtual office by appointment only. Send me an email to set up an appointment.

Personal Commitment

- My personal commitments to you as a participant include:
- I will reply to course mail messages within 24 hours;
- I will read all discussion postings and will reply where appropriate within 3 days
- I will acknowledge my receipt of every course mail message immediately upon reading it. If I am unable to respond to the request or concern at the time of initial reply, I will give you an estimated time for my next reply.
- If I am going to be away from the course space for more than a day or two, I will send a message to you indicating the length of my absence.
- I will regularly update information regarding due dates in the course announcements.

Optional/Required Course Materials (QM Standard 4.6)

You will find your required textbook information in the course catalog at <http://ilearn-wvrocks.wvnet.edu>. All other required readings and videos are included in each of the modules.

Grading Policy (QM Standard 3.2)

General Policies for Assignments

1. A **grading rubric** will be provided to you with each assignment so that you know what is expected of you. The instructor will use this to grade your assignment.
2. Assignments will be graded as they are submitted and within 5 days of submission.
3. **Assignments** submitted by the "**BONUS DATES**" on the Course Schedule will receive 2 bonus points each. You have the opportunity to earn 8-10 bonus points per module.
4. While I will suggest Bonus Dates for assignments to help you stay on track, each module will have a ***firm deadline*** after which the module will close and **no assignments will be accepted in any form or for any reason**. Please do not ask for exceptions of any kind. The deadlines for each module are clearly stated in the introduction of each module and in the course calendar and schedule.

Evaluation and Grading

The types of learning activities and points assigned are shown below. The sequence of assignments with deadlines is shown in the Course Schedule found on the next page.

Learning Activities	Points Assigned
Quiz: 1 @ 15 points each	15
Quizzes: 3 @ 10 points each	30
Discussions: 4 @ 35 points each	140
Discussion: 1 @ 50 points each	50
Essays: 2 @ 50 points each	100
Journal Entries: 4 @ 25 points each	100
Report: 1 @ 25 points	25
Total Points	**460

**Bonus points will be added to your final points-total.

Based upon the 460 points for the semester as describe in the above learning activities table and in the course schedule, you will be graded as follows.

Points Earned	Percentage Grade Earned	Letter Grade Earned
460 - 414	100% - 90%	A
413 - 368	89% - 80%	B
367 - 322	79% - 70%	C
321 - 276	69% - 60%	D
< 321	59% or less	F

Course Schedule: QM Standards 1.1 and 1.2

ACTIVITY	POINTS
M1A1: Chapter Quiz #1	10
M1A2: Leaders/Followers Discussion	35
M1A3: Essay on Six Shadows	50
M1A4: Personal Dev. Plan, Journal Entry I	25
M2A2: Chapter Quiz #2	15
M2A2: Video and Interview Discussion	35
M2A3: Seven Habits Essay	50
M2A4: Personal Dev. Plan, Journal Entry 2	25
M3A1: Chapter Quiz #3	10
M3A2: Perspectives and Theories Discussion	35
M3A3: Decision-Making Discussion	35
M3A4: Personal Dev. Plan, Journal Entry 3	25
M4A1: Chapter Quiz #4	10
M4A2: Ethical Climate Pres. Discussion	50
M4A3: Ethical Crisis-Leadership Report	25
M4A4: Personal Dev. Plan, Journal Entry 4	25
Total Points	460

Module Objectives and Assessments (QM Standard 2.2, 2.3, 2.4, 2.5, 3.4, 3.5, 5.1)

Module 1

After you have complete the readings and content for this module you will be able to:

- **Differentiate** leaders from followers [M1A1: Chapter Quiz 1; M1A2: Leaders/Followers Discussion]
- **Define** the six shadows cast by unethical leaders [M1A1: Chapter Quiz 1; M1A3: Shadows Essay]
- **Discriminate** between ethical and unethical leadership [M1A1: Chapter Quiz 1; M1A3: Shadows Essay]
- **Interpret** the definitions of the six shadows by providing examples of current leaders and supporting your choices based upon the definition of ethical leadership [M1A1: Chapter Quiz 1; M1A3: Shadows Essay]
- **Create** a detailed personal plan for your own ethical development that meets rubric requirements for incorporating assessment, challenge, and support and utilizes data from surveys and feedback from others[M1A4: Personal Development Plan Journal Entry, Part 1]

Module 2

After you have complete the readings and content for this module you will be able to:

- **Name** the eight elements of character and the 7 habits of highly effective people [M2A1: Chapter Quiz 2]
- **Analyze** an interview for the eight elements of character [M2A1: Chapter Quiz 2; M2A2: Leader Interview Analysis Discussion]
- **Self-critique** for the seven habits of effective and ethical leaders [M2A1: Chapter Quiz 2; M2A2: Seven Habits Essay]
- **Create** a detailed personal plan for your own ethical development that meets rubric requirements for incorporating assessment, challenge, and support and utilizes data from surveys and feedback from others. [M2A3: Personal Development Plan Journal Entry, Part 2].

Module 3

After you have complete the readings and content for this module you will be able to:

- **Match** the correct general ethical perspective and normative leadership theory to the appropriate example [M3A1: Chapter Quiz 3]
- **Analyze** a case in terms of one of the five general ethical perspectives and one of the five normative leadership theories [M3A2: Case Study Discussion]
- **Apply** one of the four ethical decision-making formats to a case [M3A3: Case Study Discussion]
- **Create** a detailed personal plan for your own ethical development that meets rubric requirements for incorporating assessment, challenge, and support and utilizes data from surveys and feedback from others. [M3A4: Personal Development Plan Journal Entry, Part 3].

Module 4

After you have complete the readings and content for this module you will be able to:

- **Identify** characteristics of functional groups, ethical organizations, and crises. [M4A1: Chapters Quiz]
- **Construct** a plan for creating an ethical organizational climate [M4A2: Presentation and Discussion]
- **Report** on the crisis leadership plan in place at your workplace or one of your choice [M4A3: Report]
- **Create** a detailed personal plan for your own ethical development that meets rubric requirements for incorporating assessment, challenge, and support and utilizes data from surveys and feedback from others. [M4A4: Personal Development Plan Journal Entry, Part 4].