ICT 650 Section 401
Introduction to Leadership in Information Professions

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I usually respond to questions within 48 hours. I will respond to emails sent on weekends/holidays on the following business day.

Course Meeting Day, Time, and Place
ICT 650 Section 401 will be meeting in LCLI 312 from 6:00—9:00PM on Mondays beginning August 28 through December 4 (September 4 is an official academic holiday; thus, we will not meet).

Course Description
The primary purpose of this course is to expose students to leadership strategies and challenges in the information professions. Primary attention is placed on: 1) the role of communication in effective leadership; 2) innovation and change in the information professions and the leadership styles available for addressing such changes; 3) ethical frameworks in communication leadership; 3) issues management and organizational planning; and 4) leadership communication strategies for managing conflict and crises.

Prerequisites
Graduate student status in the ICT, LIS, or CJT graduate programs.

Student Learning Outcomes

After completing this course, the student will be able to (associated assignment(s)):
1. Identify and evaluate approaches to leadership communication (Test 1; Communication Analyses; Leadership Journal).
2. Distinguish among various leadership styles and their situational effectiveness (Tests 1-3; Leadership Journal; Learning by Teaching; Case Study; Ethical Analysis; Team Leadership Presentation).
3. Establish an ethical framework through which to assess the ethicality of selected leadership actions (Ethical Analysis; Test 2).
4. Identify the stages of leading organizational change (Case Study; Test 2; Leadership Journal).
5. Describe leadership strategies and organizational structures to support team learning, problem solving, and success in the information profession (Team Leadership Presentation; Leadership Journal; Tests 1-3).

Required Materials
Hackman, M. Z., & Johnson, C. E. (2013). *Leadership: A communication perspective* (6th ed.).
Long Grove, IL: Waveland Press, Inc.

Kotter, J. P. (2012). *Leading change*. Boston, MA: Harvard Business Review Press.

Course Activities and Assignments
- Participation across 14 class meetings at 4 points each (56 total)
- 14 Leadership Journals at 4 points each (56 total)
- 3 Tests at 20 points (10 individual and 10 team) each (60 total)
- Learning by Teaching at 30 points
- Ethical Analysis at 30 points
- Leading Change Case Study at 60 points
- Team Leadership Presentation at 80 points
- 8 Communication Analyses at 3.5 points each (28 total)

Summary Description of Course Assignments
Participation: Discussion and interactions are primary channels for learning in class.
Attention to presentations and speakers and full participation in group activities and
discussions is expected.

Leadership Journals: Weekly journals are intended to provide a platform for you to reflect
on your thinking and learning across the semester. Your weekly reflections should address
the questions posed in a manner that demonstrates integration of your own thoughts and
ideas with the information and theoretical underpinnings drawn from readings as well as
insights gleaned from class discussions and activities and specific examples from your own
experiences.

Tests: You will complete periodic tests over sets of assigned readings throughout the
semester. The tests will typically consist of short true-false or multiple choice questions
that assess awareness and understanding of the key concepts from the readings and
viewings. Each test will first be taken individually and then as a team. The individual test
will be submitted for scoring prior to starting the team test. During the team test, group
members must reach agreement on each question. The discussion required to choose a
team answer serves as a review of readings, an occasion for peer teaching, and an
opportunity to fine-tune consensus building and conflict resolution skills.

Learning by Teaching: You and a group of classmates will collaboratively facilitate active
learning of an assigned leadership topic.

Ethical Analysis: Based on information from course readings, you will establish an ethical
framework through which you will analyze and write about an ethical situation that you
either experienced first-hand or one about which you can gather sufficient information.

Leading Change Case Study: You will select an organization in the information professions and through examination of key documents and interviews with key leaders describe and analyze leadership and management strategies related to organizational change.

Team Leadership Presentation: You and a group of classmates will collaboratively select and review a book focused on team leadership and through active learning strategies, share key points and team leadership insights and strategies addressed in the book.

Communication Analyses: Throughout the semester, you will conduct evaluations of classmates' presentations and provide specific, honest, and constructive feedback.

Course Grading

360 – 400 points = A
320 – 359 points = B
280 – 319 points = C
Below 280 points = E

Tentative Course Schedule*

Class Meeting	Focus	Assignments/Activities
8/28	Defining Leadership	Leadership Journal 1 (8/29)
9/4	Labor Day Holiday	
9/11	Leadership Communication & Power	Learning by Teaching: Groups 1-3 (9/11); Communication Analyses 1-3 (9/11); Leadership Journal 2 (9/12)
9/18		Learning by Teaching: Groups 4-6 (9/18); Communication Analyses 4-5 (9/18) Leadership Journal 3 (9/19)
9/25	Ethical Leadership	Test 1 (9/25); Leadership Journal 4 (9/26)
10/2	Organizational Leadership	Ethical Analysis (10/2); Leadership Journal 5 (10/3)
10/9	Change Leadership	Case Study: Part 1 (10/9); Leadership Journal 6 (10/10)

10/16	Leadership and culture	Leadership Journal 7 (10/17)
10/23	Leadership and Diversity	Test 2 (10/23); Leadership Journal 8 (10/30)
10/30	Team Leadership	Case Study: Part 2 (10/30); Leadership Journal 9 (10/31)
11/6	Team Leadership	Leadership Journal 10 (11/7)
11/13	Team Leadership	Leadership Journal 11 (11/14)
11/20	Leadership Challenges	Team Leadership Presentations: Groups 1-2(11/20); Communication analyses 6-7 (11/20); Leadership Journal 12 (11/21)
11/27	Leadership Development	Team Leadership Presentations: Groups 3-4 (11/27) Communication analysis 8 (11/27); Leadership Journal 13 (11/28)
12/4	Everyday Leadership	Test 3 (12/4) Leadership Journal 14 (12/5)

*due dates are tentative and subject to change

Submission of Assignments
All written assignments are expected to conform to basic standards for scholarly writing. This course will use APA formatting and style.

You will be submitting all assignments through Canvas. Please do NOT email assignments.

Tests will be administered electronically in class. Please bring a device for test taking purposes.

Assignments should be submitted before midnight of the due date. To accommodate technical glitches, assignments submitted by 6:00am following the due date (i.e. six hours after the assignment is due) will be accepted without penalty.

Assignments submitted within 6-24 hours of the due date will be accepted but will receive an automatic 20% reduction in points.

Assignments will not be accepted more than 24 hours past the due date. Students with an excused absence should contact the instructor within 24 hours of the absence to negotiate due dates for any missed assignments.

Attendance Policy
This class is a community whose success depends on everyone's participation, and it is vital for you to attend class in order to be successful. Attendance will be taken at the beginning of class. If you miss this, it is your responsibility to let me know you arrived late.
If you are absent on a day when an assignment is due, you are still expected to submit the assignment electronically before the end of the day. You will be allowed to make up missed work (participation credit) **only** if the absence is **officially excused**. You will be asked to provide official written documentation for excused absences the next time you are in class in order for your absence to be excused. If you know ahead of time that you will be absent from class with an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made *prior* to such absences. For any emergency situation that arises, **email your instructor** as soon as you know about the situation when possible. **No make-up work is available for in-class exercises or quizzes unless approved in advance by your instructor**.

If you know ahead of time that you will be absent from class with an excused absence, please discuss this with your instructor and turn in any assignments ahead of time. Excuses for university-sponsored activities must be made *prior* to such absences. For any emergency situation that arises, **email your instructor** as soon as you know about the situation when possible. Students have **one week** to complete a missed in-class activity or quiz due to an excused absence upon their return without penalty.

Excused Absences
Students need to notify the professor of absences prior to class when possible. *Senate Rules 5.2.4.2* defines the following as acceptable reasons for excused absences: (a) serious illness, (b) illness or death of family member, (c) University-related trips, (d) major religious holidays, and (e) other circumstances found to fit "reasonable cause for nonattendance" by the professor.

Students anticipating an absence for a major religious holiday are responsible for notifying the instructor in writing of anticipated absences due to their observance of such holidays no later than the last day in the semester to add a class. Two weeks prior to the absence is reasonable, but should not be given any later. Information regarding major religious holidays may be obtained through the Ombud (859-257-3737, http://www.uky.edu/Ombud/ForStudents_ExcusedAbsences.php.

"If a student has excused absences in excess of one-fifth of the class contact hours for that course, a student shall have the right to petition for a "W", and the Instructor of Record may require the student to petition for a "W" or take an "I" in the course" [US: 2/9/87; RC: 11/20/87].

Per *Senate Rule 5.2.4.2*, students missing any graded work due to an excused absence are responsible: for informing the Instructor of Record about their excused absence within one week following the period of the excused absence (except where prior notification is required); and for making up the missed work. The professor must give the student an

opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred.

Verification of Absences
Students may be asked to verify their absences in order for them to be considered excused. *Senate Rule 5.2.4.2* states that faculty have the right to request "appropriate verification" when students claim an excused absence because of illness, or death in the family. Appropriate notification of absences due to University-related trips is required prior to the absence when feasible and in no case more than one week after the absence.

Academic Integrity
Per University policy, students shall not plagiarize, cheat, or falsify or misuse academic records. Students are expected to adhere to University policy on cheating and plagiarism in all courses. The minimum penalty for a first offense is a zero on the assignment on which the offense occurred. If the offense is considered severe or the student has other academic offenses on their record, more serious penalties, up to suspension from the University may be imposed.

Plagiarism and cheating are serious breaches of academic conduct. Each student is advised to become familiar with the various forms of academic dishonesty as explained in the Code of Student Rights and Responsibilities. Complete information can be found at the following website: http://www.uky.edu/Ombud. A plea of ignorance is not acceptable as a defense against the charge of academic dishonesty. It is important that you review this information as all ideas borrowed from others need to be properly credited.

Senate Rules 6.3.1 (see http://www.uky.edu/Faculty/Senate/ for the current set of *Senate Rules*) states that all academic work, written or otherwise, submitted by students to their instructors or other academic supervisors, is expected to be the result of their own thought, research, or self-expression. In cases where students feel unsure about a question of plagiarism involving their work, they are obliged to consult their instructors on the matter before submission.

When students submit work purporting to be their own, but which in any way borrows ideas, organization, wording, or content from another source without appropriate acknowledgment of the fact, the students are guilty of plagiarism.

Plagiarism includes reproducing someone else's work (including, but not limited to a published article, a book, a website, computer code, or a paper from a friend) without clear attribution. Plagiarism also includes the practice of employing or allowing another person to alter or revise the work, which a student submits as his/her own, whoever that other person may be. Students may discuss assignments among themselves or with an instructor or tutor, but when the actual work is done, it must be done by the student, and the student alone.

When a student's assignment involves research in outside sources or information, the student must carefully acknowledge exactly what, where and how he/she has employed

them. If the words of someone else are used, the student must put quotation marks around the passage in question and add an appropriate indication of its origin. Making simple changes while leaving the organization, content, and phraseology intact is plagiaristic. However, nothing in these Rules shall apply to those ideas, which are so generally and freely circulated as to be a part of the public domain.

Please note: Any assignment you turn in may be submitted to an electronic database to check for plagiarism.

Accommodations due to disability
If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (DRC). The DRC coordinates campus disability services available to students with disabilities. It is located on the corner of Rose Street and Huguelet Drive in the Multidisciplinary Science Building, Suite 407. You can reach them via phone at (859) 257-2754 and via email at drc@uky.edu. Their web address is http://www.uky.edu/StudentAffairs/DisabilityResourceCenter/.

Policies concerning academic integrity, excused absences and academic accommodations due to disability are available online at:
https://ci.uky.edu/sis/sites/default/files/policies.pdf

TECHNOLOGY INFORMATION & RESOURCES

Distance Learning Students are expected to have a minimum level of technological acumen and the availability of technological resources. Students must have regular access a computer with a reliable Internet connection and audio capabilities. Internet Explorer 7 (IE) or Firefox 2.x are the recommended browsers for those using a Windows-based PC. Those using Firefox 3.x may encounter problems with assignment uploads. Those using an Apple computer with MAC OS X (10.5.x) may use Firefox 3.x or Safari 3.x.
Please be certain that your computer and/or browser allow you to view Adobe Reader documents (.pdf). Microsoft Office and other software products are free for students: http://download.uky.edu/.

As your instructor, I am your first go-to person for technology problems. If you need more immediate assistance, please contact UKIT.

Information Technology Customer Service Center (UKIT)
http://www.uky.edu/UKIT/; 859-218-4357

Library Services & Distance Learning Services
http://www.uky.edu/Libraries/DLLS
- Carla Cantagallo, DL Librarian

- Local phone number: (859) 257-0500, ext. 2171; long-distance phone #: (800) 828-0439 (option #6)
- Email: dllservice@email.uky.edu
- DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&llib_id=16

For more resources about online classes and student resources, visit http://www.uky.edu/ukonline/

The School of Information Science has a page with a comprehensive list of technology resources here: http://ci.uky.edu/sis/students/techtips

Military Members and Veterans
We recognize the complexities of being a member of the military community and also a student. If you are a member of the military or a military veteran or dependent, please inform your instructor if you are in need of special accommodations. Drill schedules, calls to active duty, mandatory training exercises, complications with GI Bill disbursement, and other unforeseen military and veteran related developments can complicate your academic life. If you are aware of a complication, we will work with you and put you in contact with university staff members who are trained to assist you. Please contact the Coordinator of the University of Kentucky Veterans Resource Center at (859) 257-1148 for additional assistance. Visit http://www.uky.edu/veteransfor more available resources.