Course Number:  RADS 5033   3 Credits   Fall 2012   (No Prerequisites)

Course Title:  Leadership for Change in Radiologic Sciences

Faculty:

Dr. Jeff Killion, Associate Professor
201D Bridwell Hall
Telephone: 940-397-4679
EM: jeff.killion@mwsu.edu

Dr. Donna Wright, Professor
201F Bridwell Hall
Telephone: 940-397-4615
Cell: 940-781-8477
EM: donna.wright@mwsu.edu

Radiologic Sciences Department Toll Free 866-575-4305, Fax: 940-397-4845

Course Overview:
This course is an application of theories and models of leadership and change to practice in the radiological sciences. Students will explore, analyze and evaluate historical and contemporary theories of leadership and change and develop strategies for use in the professional practice of radiology administrators and educators in the rapidly changing health care delivery system.

Course Objectives:
Upon completion of this course, a student will be able to:

- Describe the roles of image, perception, and personality for leaders.
- Describe five power sources for leaders.
- Describe how political strategies can influence leadership.
- Critically evaluate and compare historical and current leadership theories and models.
- Describe models, barriers, and enhancements for leaders making good decisions.
- Describe how leaders can improve communication.
- Identify sources of conflict and describe strategies for managing conflict.
- Critically evaluate and compare motivation theories and models.
- Analyze the leadership style of a current leader in radiologic sciences.
- Critique a book related to leadership.
Textbooks:

The 8th edition of the book is out and you can use this as well

NOTE: Most of the following information is similar in the 5th ed., 6th ed., 7th ed. and 8th but the official textbook for the course is the 7th ed.

Chapter 3 - Personality, Perception, & Attribution
Chapter 4 - Attitudes, Emotions, and Ethics
Chapter 5 – Motivation at work
Chapter 7 - Stress & Well-Being at Work
Chapter 8 - Communication
Chapter 10 - Decision-Making by Individuals and Groups
Chapter 11 - Power & Political Behavior
Chapter 12 - Leadership & Followship
Chapter 13 - Conflict and Negotiation
Chapter 17 - Career Management


Teaching Strategies:
Lecture/discussion, group activities, independent reading assignments, group discussion, written assignments, and student presentations.

Special Needs:
In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Midwestern State University endeavors to make reasonable adjustments in its policies, practices, services, and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities.

The Office of Disability Services (ODS) provides information and assistance, arranges accommodations, and serves as a liaison for students, instructors, and staff. The ODS has assistive devices such as books on tape, recorders, and adaptive software which can be loaned to qualified individuals. A student/employee who seeks accommodations on the basis of disability must register with the Office of Disability Services in the Counseling Center, Clark Student Center Room 108. Documentation of disability from a competent professional is required.

Individuals with grievances related to discrimination or lack of accommodation on the basis of a disability are encouraged to resolve the problem directly with the area involved. If the matter remains unresolved, advice and/or assistance will be provided by the Office of Disability Services for resolution. The grievance procedure may be found in the Student Handbook and Activities Calendar.

The Director of the Counseling Center serves as the ADA Coordinator and may be contacted at (940)397-4618, TDD (940)397-4515, or 3410 Taft Blvd., Clark Student Center Room 108.
Attendance:
Without exception, students MUST attend and participate in both graduate seminar weekends to receive credit for this course.

Evaluation:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Book Critique</td>
<td>20%</td>
</tr>
<tr>
<td>Class Presentation of Book Critique</td>
<td>10%</td>
</tr>
<tr>
<td>e-Journal</td>
<td>10%</td>
</tr>
<tr>
<td>Written Leader Analysis</td>
<td>20%</td>
</tr>
<tr>
<td>Take-Home Examination</td>
<td>30%</td>
</tr>
<tr>
<td>Class Participation</td>
<td>10%</td>
</tr>
</tbody>
</table>

Grade Scale:

A = 100 - 90
B = 89 - 80
C = 79 - 70
D = 69 - 60
F = 69 and below

Deadlines for submission of assignments are provided in this syllabus. Failure to comply with established deadlines may result in a grade reduction.

Administrative Process:
Unresolved issues related to this course should be first addressed between the student and the course instructor. If there is no resolution, students must follow this sequence:

- Graduate Coordinator – Dr. Jeff Killion (940-397-4679)
- Department Chair – Dr. Donna Lee Wright (940-397-4615)
- College Dean – Dr. James Johnston (940-397-4594)
- Dean of Students – Dail Neely (940-397-6273)

The last opportunity to drop this course with a grade of “W” is 4:00pm October 22, 2012. Refer to the Graduate Bulletin for details about receiving a grade of “Incomplete” in a course. In an emergency or extenuating circumstance, a student may request a grade of “Incomplete” in a course before grades are submitted. If the instructor grants the “Incomplete,” the student has until ninety (90) days after the beginning of the next long semester to complete the course requirements. If the student does not complete the course requirements within the deadline, the grade of “Incomplete” will automatically convert into a grade of “F.”

Honor System:

RADS 5033 adheres to the MSU Code of Conduct. In particular, academic dishonesty, however small, creates a breach in academic integrity. A student’s participation in this course comes with the expectation that his or her work will be completed in full observance of the MSU Code of Student Conduct. A student should consult the MSU Student Handbook for answers to any questions about the code.

Many components of RADS 5033 are designed to be highly interactive with students helping each other learn. Students are encouraged to take full advantage of many resources available including Internet sites, handouts and module notebooks, other textbooks and journals, faculty, and peers. This interactive collegial learning environment is conducive for life-long learning.
Specific components of RADS 5033 are designed to represent the efforts of each student individually and are NOT to be shared. These components include the book critique, electronic journal, leader analysis, and take home examination, all of which are to be electronically submitted to the faculty. Students SHOULD NOT share their efforts in ANY WAY (including but not limited to discussion, electronic files, print copies, notes, etc). The only exception to this rule, is during the final class presentations.

When students submit their efforts (book critique, electronic journal, leader analysis, and take home examination) for grading, they are attesting that they have abided by this rule.

By enrolling in this course, the student expressly grants MSU a "limited right" in all intellectual property created by the student for the purpose of this course. The "limited right" shall include but shall not be limited to the right to reproduce the student's work product in order to verify originality and authenticity, and for educational purposes.

**CLASS ACTIVITIES AND ASSIGNMENTS**

Assignments will be submitted electronically as an email attachment using the following guidelines:

- IBM compatible format (not MAC)
- Word 2003 or newer version
- Times New Roman or other typical legible font – not Courier (10 or 12 point for bulk of text)
- 1” margins on all sides
- STANDARD MSU COVER SHEET

If a student cannot meet these requirements for electronic submission, he or she should meet individually with the faculty member to make other suitable arrangements.

**Book Critique and Presentation - 30%**

Each student will prepare a written critique of a book dealing with leadership. While the lengths (typically about 200 pages) and types of books (biographies, analyses of business principles) may vary, the goal is for students to learn something about leadership or one of the subtopics of this course (perception / personality, power / politics, decision-making, communication, managing conflict, or motivation).

Books must be approved. *Request for approved books will began the Monday after the first weekend on class.* The written critique should be submitted electronically by the date indicated on the chart at the end of the syllabus.

**Book Critique Guidelines: Maximum 20 Points.**

- Key Points - Summarize the key points of the book. (3 points)
- Correlation to Theories - Correlate the key points to one or more of the leadership theories mentioned in class or in the textbook. (10 points)
- Personal Impact - Describe how reading this book will influence your work / career. (2 points)
- Recommendations - Explain why you would or would not recommend this book to a colleague in a similar career situation. (2 points)
- Writing Competence - Use appropriate graduate level writing skills (grammar, organization, APA Style, etc.) (3 points)

Students will also present information about their books to the rest of the class as a PPT five (5) slide presentation lasting 5 – 10 minutes. Students must bring handouts of their slide presentations to share.
with their classmates. Students should send their PPT presentations to the instructor before class day so they can be loaded on the classroom drive. The following sections must be clearly labeled in the slide presentation:

**Title Slide** – (1 slide)
**Key Points** – (1 slide)
**Correlation to Theories** – (2 slides)
**Personal Impact & Recommendations** – (1 slide)

**Leader Analysis - 30%**

This exercise requires students to apply leadership theory to real situations and individuals. Each student will select a leader with whom they have regular contact. Individuals must agree to be analyzed and must be approved by the Instructor by the date on the chart at the end of the syllabus.

The student will keep an electronic journal (e-journal) as he or she observes, interviews, and analyzes this individual during the course. The journal will provide anecdotal examples to accompany the analysis of the leader's leadership style and effectiveness. An example of a format for the e-journal is available under "Course Content and Related Materials" in WebCT Course Site.

Guidelines for the written leader analysis are available under "Course Content and Related Materials" in WebCT Course Site.

The Leader Analysis and e-Journal are due by the dates on the chart at the end of the syllabus.

**Take-Home Examination – 30%**

The take-home examination questions will be distributed in class. Each student should submit their exams electronically as an email attachment, including the questions (italicized) and the answers (regular font). Use the standard MSU Cover Sheet. The exam is due by the date on the chart at the end of the syllabus.

**Class Participation - 10%**

Preparation for the First Seminar Weekend - Read and be ready to discuss the following chapters of the textbook:

- Chapter 3 - Personality, Perception, & Attribution
- Chapter 8 - Communication
- Chapter 10 - Decision-Making by Individuals...
- Chapter 11 - Power & Political Behavior
- Chapter 12 - Leadership & Followship

Preparation for the Second Seminar Weekend - Read and be ready to discuss the following chapters of the textbook:

- Chapter 4 - Attitudes, Values, and Ethics
- Chapter 5 – Motivation
Each student should be prepared to participate fully in class discussions and activities on each topic. This means that reading assignments and preparations have to be completed before seminar weekends. The faculty will evaluate the quality, relevancy, and consistency of each student’s class participation based on the following criteria:

- Evidence of having read assignments and made other preparations by familiarity with the issues and topics scheduled for discussion.
- Evidence of critical thinking beyond the textbook assignments by contributions of relevant observations and applications from personal or professional experiences.
- Overall quality and quantity of verbal and nonverbal participation in discussions and activities.
- Evidence of leadership skills and awareness of group dynamics through supportive behavior towards others such as encouraging discussion, healthy professional debate, and clarification of issues.

### Summary Table of Course Deadlines - 2012

<table>
<thead>
<tr>
<th>Event</th>
<th>Submit to</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Class Participation</td>
<td></td>
<td>August 31</td>
</tr>
<tr>
<td>Approval of Leader Selection</td>
<td>Killion</td>
<td>September 17</td>
</tr>
<tr>
<td>Approval of Book Selection (2 weeks)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book selections will not be accepted until Sept. 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Critique Due (6 weeks)</td>
<td>Killion</td>
<td>October 15</td>
</tr>
<tr>
<td>Take-Home Examination Due (9 weeks)</td>
<td>Wright</td>
<td>November 5</td>
</tr>
<tr>
<td>e-Journal Due</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Written Leader Analysis Due (11 weeks)</td>
<td>Killion</td>
<td>November 19</td>
</tr>
<tr>
<td>Second Class Participation</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Book Critique Presentations to Class (13 weeks)</td>
<td></td>
<td>November 30</td>
</tr>
</tbody>
</table>