Course Instructor: Jana Lithgow, M.Ed., M.S.

Instructor Contact Information:
E-mail: jilithgo@luc.edu
Office Hours: By appointment (available via phone, instant message, video conference)

Special Notes for the Online Class:
• Required technology: reliable internet connection and a computer equipped with webcam, speakers, and microphone. A headset or headphones typically accommodate the speaker and microphone requirement and will reduce feedback through your speakers. Loyola strongly recommends using a headset or headphones for synchronous sessions.
• Help Desk can be reached at extension 4-4444 from on campus or 773-508-7190 or 773-508-4487 from off campus. Help Desk can also be reached at helpdesk@luc.edu. Help Desk office hours are 8:00 a.m. to 6:00 p.m., Monday through Friday

Course Readings:
There are four articles that are required reading for the course and are available to you on the Sakai site at no cost:
1. “Taking a Page out of the Jesuits’ Book” by Chris Lowney
2. “Becoming a Servant Leader: Do You Have What It Takes?” by John Barbuto and Daniel Wheeler
3. “Moral Leadership and Business Ethics” by Al Gini
4. “Contemporary Leadership Theories” by Susan Komives and John Dugan

Course Prerequisites:
1. Successful completion of BSAD 220: Internship and Career Planning
2. Junior or senior standing in the Quinlan School of Business

Online Course Description:
This class will be taught exclusively online, which means that there will be no face-to-face meetings. You will be required to participate in synchronous sessions, read assigned material, engage in interactive discussions using the Sakai message board feature, and submit writing assignments. **Three synchronous sessions are required during Fall 2014:**

Session 1: Tuesday, September 2 OR Wednesday, September 3, 7:00 p.m. Central time
Session 2: Tuesday, October 14 OR Wednesday, October 15, 7:00 p.m. Central time
Session 3: Tuesday, December 2 OR Wednesday, December 3, 7:00 p.m. Central time

Course Description:
BSAD 351 is the companion course for any Quinlan student with junior or senior standing concurrently engaged in an internship for academic credit. The purpose of this course is to provide the student with an opportunity to integrate theory as well as practical concepts learned in the classroom into the internship experience, as well as to learn from the workplace experience by sharing those experiences in the classroom. The course of study for BSAD 351 is based on student mastery of relevant skills, knowledge areas and values that impact Engaged Learning.

In this course, students will be challenged to analyze the theory and practices from the world of work, that impact the ethics of leading, interpersonal and organizational dynamics, and competent workplace contributions required for success in the current business world. Additionally, students will also begin to build a foundation of personal philosophy on how, when, and why to address these issues in an appropriate and productive manner as a leader or significant contributor in the workplace.

Course objectives will be achieved via information delivered in a blended course design requiring synchronous class meetings as well as online assignments, in order to fully engage the student.
**Course Learning Objectives:**

1. **Knowledge Competencies**
   - a. An introduction to Leadership Theory and Practice
   - b. An overview of the Ethics of Responsible Leadership
   - c. An understanding of Civic Engagement

2. **Skills Competencies**
   - a. Basic analytical and reflective practices as applied to the workplace in order to develop skills to be a productive employee
   - b. Basic understanding of team building process and execution
   - c. Basic understanding of the requirements for leadership skill development

3. **Values**
   - a. Developing a foundation on which a student may build a personal career vision
   - b. Understanding the role of the Jesuit tradition as it relates to leadership and service to others
   - c. Embracing the objective of Responsible Leadership

**Instructor Expectations and Course Policies:**

- Professionalism is expected. This includes: arriving to class on time and staying for the entire class period, attending every synchronous session, actively participating in discussions, showing respect for others’ opinions and experiences.
- Please give your full attention to the class during synchronous sessions.
- Reserve non-class related questions for before or after class or set up an appointment.
- Refer to the course Sakai site for notes, slides, and other class-related resources.
- I will return e-mails and phone calls in a timely manner and expect the same from students.

**Academic Integrity**

Academic dishonesty is unacceptable and includes submitting as one’s own: 1) material copied from a published source, 2) another person’s unpublished work, 3) allowing another or paying another to complete your work, or 4) purchasing and/or acquiring and using a pre-written paper for your course work. Because the course relies so heavily upon your own reflections, the work you submit must be original to this course. Sources must be cited properly (MLA or APA format is acceptable). Academic dishonesty will result in, at minimum, the grade of F on the assignment.

**Course Grading Scale**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100</td>
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<tr>
<td>A-</td>
<td>90-92</td>
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<tr>
<td>B+</td>
<td>87-89</td>
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<tr>
<td>B</td>
<td>83-86</td>
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<tr>
<td>B-</td>
<td>80-82</td>
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<tr>
<td>C+</td>
<td>77-79</td>
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<tr>
<td>C</td>
<td>73-76</td>
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<tr>
<td>C-</td>
<td>70-72</td>
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<tr>
<td>D+</td>
<td>67-69</td>
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<tr>
<td>D</td>
<td>60-66</td>
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<tr>
<td>F</td>
<td>59 and below</td>
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Course Assignments
Instructions for each assignment are posted on the course Sakai site. Assignments can be submitted using the Assignments tool in Sakai. I will not accept assignments via e-mail. Your assignment must be saved and submitted using the following file naming format: “Lastname.docx.”

Readings should be completed by the date listed on the syllabus and will be discussed during that synchronous session or within the online discussion groups. Papers should be typed in 12-point font with 1” margins, double-spaced, and proofread for grammar and spelling.

Online discussions will be held through the Sakai course site. Students may be divided into smaller groups for discussion purposes and are expected to participate in the online discussion for all topics. The discussion topics will be opened at least one week prior to the due date and will include a prompt. Expectations for participation will be discussed in class.

Assignments, including online discussions, are due at 11:59 p.m. Central Time on the due date, unless otherwise specified on the course schedule. Assignments that are submitted up to 24 hours late will receive up to 50% of the possible points for the assignment; assignments that are submitted more than 24 hours late will not be accepted.

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Description</th>
<th>Due Date</th>
<th>% of Grade</th>
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<tbody>
<tr>
<td>Internship Documentation</td>
<td>Complete and submit the following:</td>
<td>September 5 5:00 p.m.</td>
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<td>• Learning Agreement</td>
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<td></td>
<td>• Job Description or Position Summary</td>
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<td>Internship Participation</td>
<td>Complete a minimum of 120 hours during the semester. Submit Internship Hours Tracking Form.</td>
<td>December 5 5:00 p.m.</td>
<td>35%</td>
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<tr>
<td>Internship Performance</td>
<td>Complete and submit the following:</td>
<td>December 5 5:00 p.m.</td>
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<td>Evaluations</td>
<td>• Supervisor Evaluation</td>
<td></td>
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<td></td>
<td>• Student Self-Evaluation</td>
<td></td>
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<tr>
<td>LOCUS Internship Data</td>
<td>Enter your internship data in LOCUS</td>
<td>September 5 5:00 p.m.</td>
<td>1%</td>
</tr>
<tr>
<td>Ramblerlink Profile Update</td>
<td>Update your Profile (Placements tab) to include your current internship</td>
<td>September 5 5:00 p.m.</td>
<td>2%</td>
</tr>
<tr>
<td>Reflection Paper</td>
<td>See Blackboard course site for instructions.</td>
<td>October 13</td>
<td>15%</td>
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<tr>
<td>Final Paper</td>
<td>See Blackboard course site for instructions.</td>
<td>December 1</td>
<td>20%</td>
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</table>
| Online Discussions             | Points will be earned based on timely and relevant participation in the online discussions. See Blackboard course site for discussion prompts. | September 8 5:00 p.m.  
                                        | September 22 5:00 p.m.  
                                        | November 3 5:00 p.m.  
                                        | November 17 5:00 p.m.  | 12%        |
| Participation                  | 3 Synchronous Sessions                                                      | September 2 or 3 5:00 p.m.  
                                        | October 14 or 15 5:00 p.m.  
<pre><code>                                    | December 2 or 3 5:00 p.m.  | 15%        |
</code></pre>
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Due</th>
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<tbody>
<tr>
<td>1</td>
<td>8/25</td>
<td>Welcome Back!</td>
<td></td>
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<tr>
<td>2</td>
<td>9/1</td>
<td>Synchronous Session</td>
<td>Due by 5:00 p.m. on Friday, September 5:</td>
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<td></td>
<td></td>
<td>Course Introduction</td>
<td>Learning Agreement</td>
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<tr>
<td></td>
<td></td>
<td>Experiential Learning and Reflection</td>
<td>Job Description or Position Summary</td>
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<tr>
<td></td>
<td></td>
<td>Online Discussions</td>
<td>Update Ramblerlink Profile</td>
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<td></td>
<td>Enter internship information in LOCUS</td>
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<td>3</td>
<td>9/8</td>
<td>Internship Field Experience</td>
<td>Due: Online discussion – Chris Lowney article</td>
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<td></td>
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<td>Read: Lowney Article</td>
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<td>4</td>
<td>9/15</td>
<td>Internship Field Experience</td>
<td></td>
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<tr>
<td>5</td>
<td>9/22</td>
<td>Internship Field Experience</td>
<td>Due: Online discussion – Stages of Internship</td>
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<td>6</td>
<td>9/29</td>
<td>Internship Field Experience</td>
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<tr>
<td>7</td>
<td>10/6</td>
<td>Fall Break</td>
<td></td>
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<tr>
<td>8</td>
<td>10/13</td>
<td>Synchronous Session</td>
<td>Due: Reflection Paper</td>
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<td></td>
<td>Leadership Theory and Practice</td>
<td>Read: Komives and Dugan chapter</td>
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<tr>
<td>9</td>
<td>10/20</td>
<td>Internship Field Experience</td>
<td></td>
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<tr>
<td>10</td>
<td>10/27</td>
<td>Internship Field Experience</td>
<td></td>
</tr>
<tr>
<td>11</td>
<td>11/3</td>
<td>Internship Field Experience</td>
<td>Due: Online discussion – Barbuto and Wheeler article</td>
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<td></td>
<td></td>
<td>Read: Barbuto and Wheeler article</td>
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<tr>
<td>12</td>
<td>11/10</td>
<td>Internship Field Experience</td>
<td></td>
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</tbody>
</table>
| Week 13 | 11/17 | Internship Field Experience | **Due:**
|         |       |                            | Online discussion – Al Gini article
|         |       |                            | **Read:**
|         |       |                            | Gini article
| Week 14 | 11/24 | Internship Field Experience | Happy Thanksgiving!
| Week 15 | 12/1  | **Synchronous Session**
|         |       | Multi-Generational Workforce
|         |       | Transitioning from Intern to Full-Time
|         |       | Class Wrap-Up
|         |       | **Due:**
|         |       | Final Paper
|         |       | **Due by 5:00 p.m. on Friday, December 5:**
|         |       | Internship hours tracking form
|         |       | Supervisor Evaluation
|         |       | Self-Evaluation
| Finals  | 12/8  | No Class
| Week    |       |                            |