ICT 650 Section 201
Introduction to Leadership in Information Professions

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                                      by appointment)
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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 of management and organizational planning; and 4) leadership communication strategies for managing conflict.

Student Learning Outcomes

After completing this course, the student will be able to (associated assignment(s)):
1. Identify, apply, and evaluate multiple approaches to leadership communication (Discussions; Leadership Journal; Ethical Analysis; Case Study; Leading, Learning, and Communicating Project; Communication Analyses).
2. Examine leadership behaviors in self and others and evaluate their situational effectiveness (Leadership Journal; Ethical Analysis; Case Study; Leading, Learning, and Communicating Project).
3. Establish an ethical framework through which to assess the ethicality of selected leadership actions (Ethical Analysis).
4. Identify and analyze the stages of leading organizational change (Case Study; Leadership Journal).
5. Describe and evaluate leadership strategies and organizational structures to support team learning, problem solving, and success in the information profession (Leadership Journal; Leading, Learning, and Communicating Project).
6. Employ self-reflection as a means to analyze, synthesize, and evaluate learning and leadership practice (Discussions; Leadership Journal; Leading, Learning, and Communicating Project).

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

Edmondson, A. C. (2012). *Teaming: How organizations learn, innovate, and compete in the knowledge economy*. San Francisco, CA: Jossey-Bass.

Course Activities and Assignments
- 11 Leadership Journals at 3 points each (33 points total)
- 3 structured discussions at 3 points each (9 points total)
- Ethical Analysis (18 points)
- Leading Change Case Study divided into 3 parts (40 points total)
- Leading, Learning, and Communicating Project divided into 6 components (80 points total)
- Communication Analyses (20 points)

Summary Description of Course Assignments
Discussion: Students will participate in structured online discussions throughout the course. For each graded discussion students are expected to contribute thoughtful, quality exchanges.

Leadership Journals: Students will engage in intentional and structured reflection on their experiences, leadership, and learning across the semester.

Ethical Analysis: Based on information from course readings, students will critically analyze an ethical situation that was experienced first-hand and communicate conclusions of the analysis.

Leading Change Case Study: Students 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.

Leading, Learning, and Communicating Project: Students will form collaborative groups. As a team, each group will collaboratively select and review a book focused on leadership. Employing active learning strategies, teams will share key points, leadership insights, and strategies addressed in the respective books.

Communication Analyses: Students will conduct evaluations of their own and classmates' presentations and provide specific, honest, and constructive feedback.

Course Grading

180 – 200 points = A
160 – 179 points = B
140 – 159 points = C
Below 140 points = E

Tentative Course Schedule*

Module	Date	Focus	Assignments/Activities
1	8/28—9/3	Leadership in the information professions	Discussion 1; LJ 1
2	9/4—9/10	Leadership ethics	LJ 2; LLC: Partner advertisements
3	9/11—9/17	Leadership and diversity	LJ 3; Ethical analysis
4	9/18—9/24	Working with and leading (with) others	LJ 4; LLC: Team selection and rationale
5	9/25—10/1	Challenges of working with and leading (with) teams	LJ 5
6	10/2—10/8	Rewards of working with and leading (with) teams	LJ 6; Leading Change Case Study: Part 1
7	10/9—10/15	Organizational leadership	LJ 7; LLC: Book selection and partnership plan
8	10/16—10/22	Change leadership	LJ 8; Leading Change Case Study: Part 2
9	10/23—10/29	Organizational culture	LJ 9; LLC: Partner progress report and partnership plan review
10	10/30—11/5	Leadership Communication	LJ 10
11	11/6—11/12	Leading, learning, and Communicating	Leading Change Case Study: Part 3
12	11/13—11/19	Leading, learning, and Communicating	LLC: Presentation
13	11/20—11/26	Leadership Behaviors, Qualities, and Challenges	LJ 11; Communication analyses
14	11/27—12/3	Leadership Behaviors, Qualities, and Challenges	Discussion 2
15	12/4—12/10	Everyday leadership	Discussion 3; LLC: Team evaluation

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.

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; however, this accommodation does not apply to graded Discussion posts.

Assignments submitted within 6-24 hours of the due date will be accepted but will receive an automatic 20% reduction in points. Discussion contributions posted after the respective deadline will not earn any credit.

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
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, (e) interviews for graduate/professional school or full-time employment post-graduation, and (f) 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.

In situations where a student's total EXCUSED absences exceed 1/5 (or 20%) of the class periods scheduled for the semester, students are strongly encouraged to withdraw (take a "W") from the class as per university policy. If a student has excused absences in excess of one-fifth of the class contact hours for that course, the student shall have the right to receive a 'W', or the Instructor of Record may award an 'I' for the course if the student declines to receive a 'W.'

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/DisabilityResourceCenter.

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.

If you need assistance with technology problems, 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/veterans for more available resources.