

## Course Syllabus

1. <b><u>Department Name:</u></b>	Department of Public Administration
2. <b><u>Program Name:</u></b>	Public Administration
3. <b><u>Program Code</u></b>	1606
4. <b><u>Course Code and Title:</u></b>	1606305 Administrative Leadership
5. <b><u>Course credits:</u></b>	3 Hours
6. <b><u>Pre-requisites:</u></b>	None
7. <b><u>Course Instructor/ Coordinator Name, Email and Office hours</u></b>	<i>Dr. Wa'ed Alshoubaki</i>
	<i>w.alshoubaki@ju.edu.jo</i>
	Sunday, Tuesday & Thursday (10:00- 11:00) Monday & Wednesday: (1:00 -2:00)
8. <b><u>Course web-page:</u></b>	
9. <b><u>Academic year:</u></b>	2018/2019
10. <b><u>Semester:</u></b>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input checked="" type="checkbox"/> <b>Second</b> <input type="checkbox"/>
11. <b><u>Textbook(s)</u></b> Required book (s): Northhouse, Peter G. (2017). Introduction to leadership: Concepts and Practice. SAGE Publication. London, UK.	
12. <b><u>References:</u></b> <b>Not applied</b>	
<b><u>Other resources used:</u></b> Please consult the following websites: <a href="https://elibrary.ju.edu.jo">https://elibrary.ju.edu.jo</a> <a href="https://elearning.ju.edu.jo/course/view.php?id=18546">https://elearning.ju.edu.jo/course/view.php?id=18546</a>	

**13. Course description:**

This course aims to provide students with modern concepts and theories of administrative leadership. It discusses the meaning, functions, and role of leadership in achieving performance effectiveness, and differences between leaders and managers. It includes models and styles of leaders such as authoritarian, participative and consultative styles of leaders, and strengths and weaknesses of each style. It also includes an in-depth and derailed analysis of leadership theories such as traits and skills theory, behavior theories, and contingency theories. Finally, it analyses modern approaches to leadership such as charismatic, transactional and transformational approaches, and contemporary issues of ethics, trust, and challenges facing today's leaders.

**Course Intended Learning Outcomes:** This course aims to teach students genuine concept of leadership. It also seeks to enable students to understand the characteristics of leadership and familiarize them with successful leaders in our world. Practically, it aims to learn students how to be successful leaders during their daily life.

	<i>Mapping to PILOs</i>										
<b>CILOs</b> <i>(Preferred not to exceed 12 CILOs)</i>	a	b	c	d	e	f	g	h	i	J	k
Articulate an understanding of various leadership theories..											
Identify the characteristics of a successful leader .											
Draw main steps to crate vision and make a change.											
Demonstrate improved written and oral communication skills											

<b>14. <u>Course evaluation:</u> (Formative and summative assessment methods are expected)</b>				
<b>Assessment Type</b>	<i>Details/ Explanation of Assessment in relation to CLOs</i>	<i>Number</i>	<i>Weight</i>	<i>Date(s)</i>
<b>Second Exam</b>		<b>1</b>	20 %	
<b>Midterms</b>		<b>1</b>	30 %	
<b>Participation</b>			5 %	
<b>Discussion question via eLearning</b>		<b>3</b>	5 %	
<b>Final</b>		<b>1</b>	40 %	
<b>Total</b>			100%	

<b>15. <u>Description of Topics Covered</u> (The description should be from the textbook used)</b>	
<b>Topic Title (e.g. chapter title)</b>	<i>Description</i>
Understanding Leadership	Definition of leadership, leadership approaches and dark side of leadership
Engaging Strengths	Recognize major skills and how to combine strengths
Understanding philosophy and Styles	The difference between leadership philosophy and styles and their relation
Developing leadership skills	Mechanisms of building followers' skills.
Creating Vision	How to develop a vision and the importance of vision
Establishing a constructive climate & Managing conflict	Building a positive atmosphere and how to deal with the conflict.

<b>16. Course Weekly Breakdown:</b>					
<b>Module*</b>	<b>Date</b>	<b>Topics covered</b>	<b>CILOs</b>	<b>Teaching Method</b>	<b>Assessment</b>
<b>1</b>	28, Jan.	Course introduction			
<b>2</b>	29 Jan., 4, 6, 11, 13 Feb.	Understanding Leadership	<p>Explain what leadership is and does.</p> <p>Describe global leadership attributes.</p> <p>Discuss the dark side of leadership</p>	Discussion Q&A Exams	(North, 2017, Ch. 1)
<b>3</b>	18, 20, 25, 27 Feb.	Engaging Strengths	<p>Explain strengths-based leadership.</p> <p>Describe how to practice strengths-based leadership.</p>	Discussion Q&A Exams	(North, 2017, Ch. 3)
<b>4</b>	4, 6, 11, 13, 18, 20 March	<p>Understanding philosophy and Styles</p> <p><b>Midterm Exam</b></p>	<p>Explain leadership philosophies.</p> <p>Discuss the authoritarian, democratic, and laissez- faire leadership styles.</p>	Discussion Q&A Exams	(North, 2017, Ch. 4)

			Describe how leadership styles function in practice.		
<b>5</b>	<i>25, 27, March, 1, 3, April</i>	Developing leadership skills	Explain how administrative skills are important for leadership. Explain how interpersonal skills are important for leadership. Explain how conceptual skills are important for leadership.	Discussion Q&A Exams	(North, 2017, Ch. 6 )
<b>6</b>	<i>8, 10 April</i>	Creating Vision <b>Second Exam</b>	Define what is involved with creating a vision.  Discuss the practice of articulating and implementing a vision.	Discussion Q&A Exams	(North, 2017, Ch. 7)
<b>7</b>	<i>15, 17, 22, 24 April</i>	Establishing a constructive climate & Managing conflict	Explain what a constructive climate is. Summarize the practice of creating a constructive	Discussion Q&A Exams	(North, 2017, Ch.8 & Ch.11)

			<p>climate.</p> <p>Explain the importance of managing conflict at the content level and the relational level.</p> <p>Discuss approaches to managing and resolving conflicts</p>		
8	29 April	Wrap up and review sessions	Ensure that students grasped the main content of material and accomplished the course goals.	Discussion Q&A	
	5/5	Final Exam			

**17. Others:**

	<b>Description</b>
<b>Attendance policies:</b>	Students are not allowed to miss more than 15% of the classes during the semester. Failing to meet this requirement will be dealt with according to the university disciplinary rules.
<b>Absences from exams and handing in assignments on time:</b>	<ul style="list-style-type: none"> <li>No make-up quizzes or exams will be given unless exceptional extenuating circumstances can be proven.</li> </ul>

	<ul style="list-style-type: none"> <li>No extensions in time will be granted for turning in assignments</li> </ul>
<b>General rules:</b>	<ul style="list-style-type: none"> <li>All assigned readings must be completed before participating in class activities. The instructor may assign additional readings as necessary.</li> <li>Class discussions are to be conducted in a respectful fashion.</li> <li>All students are expected to participate in as many discussions as possible. Active and constructive participation will count towards the final grade.</li> </ul>
<b>Honesty policy regarding cheating, plagiarism, misbehavior:</b>	<p>Plagiarism<sup>i</sup> and other forms of academic dishonesty will not be tolerated. The university reserves for instructors the right to assign a failing grade to any work which violates the rules of academic integrity. All work must be original, and contributing sources must be appropriately cited</p>

<b>Course Coordinator:</b>	<b>Dr. Wa'ed Alshoubaki</b>	<b>W.A</b>
<b>Head of Department:</b>	<b>Dr. Abdel Hakim Akhoershaideh</b>	
<b>Head of curriculum committee/ School Level:</b>		
<b>Dean:</b>	<b>Professor Fayez Hadad</b>	
<b>Approved by the Program Coordinator/ Head of the Department on:</b>		

<b>Copy to:</b>
<input type="checkbox"/> <b>Head of Department</b>
<input type="checkbox"/> <b>Assistant dean for Development and Quality Assurance</b>
<input type="checkbox"/> <b>Course Portfolio</b>

