

Course Syllabus

1	Course title	Administrative Leadership	
2	Course number	PA 1606305	
3	Credit hours	3 hours	
	Contact hours (theory, practical)	3 hours (theory)	
4	Prerequisites/corequisites		
5	Program title	Bachelor of Public Administration	
6	Program code	1606	
7	Awarding institution		
8	School	School of Business	
9	Department	Public Administration	
10	Course level	Bachelor	
11	Year of study and semester (s)	2021/2022 _Fall 2021	
12	Other department (s) involved in teaching the course	NA	
13	Main teaching language	English	
1	Delivery method	<input type="checkbox"/> Face to face learning <input checked="" type="checkbox"/> Blended <input type="checkbox"/> Fully online	
15	Online platforms(s)	<input type="checkbox"/> Moodle <input checked="" type="checkbox"/> Microsoft Teams <input type="checkbox"/> Skype <input type="checkbox"/> Zoom <input type="checkbox"/> Others.....	
16	Issuing/Revision Date	October 2021	

17 Course Coordinator:

Name: Diana Al-Fayez

Contact hours:

Office number:

Phone number:

Email: d.alfayez@ju.edu.jo



18 Other instructors:

Name:

Office number:

Phone number:

Email:

Contact hours:

Name:

Office number:

Phone number:

Email:

Contact hours:

19 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 detailed 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.



20 Course aims and outcomes:

Upon successful completion of this course, students will be able to:

- To make students aware of genuine concept of leadership.
- To make student aware of the characteristics of leadership and familiarize them with successful leaders in our world
- Build awareness of how leadership styles impact organizational performance.
- To make students aware of their own leadership styles.
- Develop successful leaders who can make a difference in the world

SLOs	SLO (1)	SLO (2)	SLO (3)	SLO (4)	SLO (5)
SLOs of the Program					
Identify main aspects of PA related to public sector management hierarchy, organizational behaviors, total quality management, and legislative and regulatory processes.	√	√	√	√	
2. Evaluate different aspects of public budgets, budgeting and fiscal policies management, and analyzing and evaluating methods of securing public funds and the techniques used by the government in managing public funds.					
3. Identify different social, economic and development issues within PA environment.	√	√		√	√
4. Identify and analyze supervisory and leadership behaviors in PA, and evaluate the ethical implications of PA	√	√	√	√	√
5. Examine contemporary concepts related to globalization, crises management, domestic product, markets, national income, international trade, and economic development.	√	√	√		
6. Utilize Information Technology in PA (electronic governments).	√	√	√	√	√
7. Employ critical thinking and problem-solving skills in PA and provide scholars with effective scientific research skills and	√	√	√	√	√

methodologies to solve problems and making decisions as potential management.						
8. Show effective communication and leadership skills through projects and course assignment presentations.	√	√	√	√	√	
9. Identify ethical issues in the PA context and critically discuss ethical reasoning to administration circumstances.	√	√	√	√	√	
10. Develop oral and written communication skills using appropriate technologies to elaborate information related to PA.					√	

21. Topic Outline and Schedule:

Week	Lecture	Topic	Intended Learning Outcome	Learning Methods (Face to Face/Blended/ Fully Online)	Platform	Synchronous / Asynchronous Lecturing	Evaluation Methods	Resources
1	1.1	Course introduction		Face to Face	Stadium No. 1 & Microsoft Teams	Synchronous lecturing	=====	Course Syllabus
	1.2	Course introduction		Face to Face	Stadium No. 1 & Microsoft Teams	Synchronous lecturing	=====	Course Syllabus
	1.3			Online		Synchronous lecturing	=====	Course Syllabus

2	2.1	Understanding Leadership		Face to Face	StadiumNo. 1 & Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 1)
	2.2	Understanding Leadership		Face to Face	Stadium No. 1 & Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 1)
	2.3	Understanding Leadership		Online	Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 1)
3	3.1	Engaging Strengths		Face to Face	Stadium 1 & Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 3)
	3.2	Engaging Strengths		Face to Face	Stadium No. 1 & Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 3)
	3.3	Engaging Strengths		Online	Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 3)
4	4.1	Understanding philosophy and Styles		Face to Face	Stadium 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 4)

	4.2	Understanding philosophy and Styles		Face to Face	Stadium #1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 4)
	4.3	Understanding philosophy and Styles		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 4)
5	5.1	Developing leadership skills		Face to Face	Stadium #1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 6)
	5.2	Developing leadership skills		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 6)
	5.3	Developing leadership skills		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 6)
6	6.1	Developing leadership skills		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 6)
	6.2	Developing leadership skills		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous	Exam	(North, 2017, Ch. 6)

						lecturing		
	6.3	Developing leadership skills		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 6)
7	7.1	Establishing a constructive climate & Managing conflict		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
	7.2	Establishing a constructive climate & Managing conflict		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
	7.3	Establishing a constructive climate & Managing conflict		Online	Microsoft Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
8	8.1	Establishing a constructive climate & Managing conflict		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
	8.2	Establishing a constructive climate & Managing conflict		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
	8.3	Establishing a constructive climate & Managing conflict		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)

9	9.1	Establishing a constructive climate & Managing conflict		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
	9.2	Establishing a constructive climate & Managing conflict		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
	9.3	Establishing a constructive climate & Managing conflict		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch.8 & Ch.11)
10	10.1	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 7)
	10.2	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 7)
	10.3	Leadership Ethics		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 7)
11	11.1	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 7)

	11.2	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)
	11.3	Leadership Ethics		Online	Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)
12	12.1	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)
	12.2	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)
	12.3	Leadership Ethics		Online	Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)
13	13.1	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)
	13.2	Leadership Ethics		Face to Face	Stadium# . 1 & Ms. Teams	Synch ronou s lecturin g	Exam	(North, 2017, Ch. 7)

	13.3	Leadership Ethics		Online	Ms. Teams	Synchronous lecturing	Exam	(North, 2017, Ch. 7)
1	14.1	PE/ Worksheet		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	
	14.2	PE/ Worksheet		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	
	14.3	PE/ Worksheet		Online	Ms. Teams	Synchronous lecturing	Exam	
15	15.1	PE/ Worksheet		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing	Exam	
	15.2	Review		Face to Face	Stadium# . 1 & Ms. Teams	Synchronous lecturing		
	15.3	Wrap up		Online	Ms. Teams	Synchronous lecturing		



22 Evaluation Methods:

Opportunities to demonstrate achievement of the SLOs are provided through the following assessment methods and requirements:

Evaluation Activity	Mark	Topic(s)	Period (Week)	Platform
Midterm Exam	30%	Module-1-3	Week #6	
Final Exam	50%	Module 4-7	Week#16	
Participation	5%		Over the semester	
Short Essay	5%	Module 1-2	Week # 3	
Group Project	10%	Module 1-7	Week #1	

23 Course Requirements

(e.g: students should have a computer, internet connection, webcam, account on a specific software/platform...etc):

Computer, internet connection, Microsoft Teams account, Zoom account

24 Course Policies:

Attendance policies:

Repeated tardiness and early departures from class will lead to reduced participation grades. If you know you will not be able to attend class for personal or work-related reasons, make sure you inform me in advance, connect with your classmates for notes, and submit any assignments due.

Absences from exams and submitting assignments on time:

All class activities must be submitted before or on time, Late submission will not be accepted except in the cases of serious circumstances.

Honesty policy regarding cheating, plagiarism, misbehavior:

All students' work must be original and contributing sources must be appropriately cited. Cheating, Plagiarism, and other academic dishonesty will not be tolerated.



25 References:

A- Required book(s), assigned reading and audio-visuals:

Northouse, Peter G. (2017). Introduction to leadership: Concepts and Practice. SAGE Publication. London, UK.

B- Recommended books, materials, and media:

Tomas Chamorro-Premuzic. 2019. Why Do So Many Incompetent Men Become Leaders?:(And How to Fix It). Harvard Business Press. ISBN - 978-1633696327

26 Additional information:

Name of Course Coordinator: Diana Al-Fayez-----Signature: ---DF----- Date: 1/10/2021---
Head of Curriculum Committee/Department: ----- Signature: -----
Head of Department: ----- Signature: -----
Head of Curriculum Committee/Faculty: ----- Signature: -----
Dean: ----- Signature: -----