

**HRM 3440B: Leadership and Management Skills<sup>1</sup>**  
**York University Fall 2024**

School of Human Resource Management • Faculty of Liberal Arts & Professional Studies

**GENERAL INFORMATION**

Professor:	Dr. Anja Krstic
E-mail:	krstica@yorku.ca
Office Hours:	By appointment
Class Format:	Online
Class Meeting Location:	N/A
Course website:	eclass.yorku.ca

**COURSE INFORMATION**

**Course Description**

Leadership not only determines the fate of organizations, but also affects the personal, social, and professional lives of employees. This course provides an overview and discussion of theories of leadership and how they apply to real-life situations. Throughout the course, you will learn about leadership traits and behaviours, how leaders motivate and form relationships with followers, and how leaders inspire followers to pursue higher goals, behave ethically and authentically, and to work effectively in teams.

**Prerequisites**

AP/HRM 2600 3.00 and AP/ADMS 2400 3.00. For BCOM and BDEM students ADMS 2400 only. Students are responsible to ensure that they have the required prerequisites. Enrollment and all matters pertaining to course registration should be taken directly to the School of HRM via email at [lapsshrm@yorku.ca](mailto:lapsshrm@yorku.ca).

**Course Objectives**

- To inform you about theories and concepts of leadership.
- To develop your ability to apply theories of leadership through critical thinking.
- To inspire you to think about and develop leadership in your own professional life.

**Learning Goals**

Upon completion of this course, you should be able to:

1. Describe and explain key concepts, facts, principles, and theories of leadership.
2. Critically and creatively think about challenges leaders often face and identify practical uses of leadership concepts and theories.
3. Recognize your own and others' leadership competencies and apply what you have learned in class to your everyday life.

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<sup>1</sup> **Note:** Information contained in this course outline, including the course evaluation, is subject to change at any time before or over the course of the semester, and the instructor reserves the right to make such changes. Any such changes will be announced in class. It is the responsibility of each student to ensure that such communication is received and to adhere to these changes.

<b>COURSE SCHEDULE</b>
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Week	Date	Topic	Readings and Assignments
1	Sept. 9	Course Overview Introduction to Leadership	Course outline Chapter 1
2	Sept. 16	Trait Approach Skills Approach	Chapter 2, 3 <b><i>Self-assessment 1 &amp; 2 due Sept. 22</i></b>
3	Sept. 23	Behavioural Approach Situational Approach	Chapter 4, 5 <b><i>Self-assessment 3 due Sept. 29</i></b>
4	Sept. 30	Team Leadership	Chapter 16 <b><i>Self-assessment 4 due Oct. 6</i></b>
5	Oct. 7	<b>MIDTERM</b>	
	Oct. 14	<b>READING WEEK</b>	
6	Oct. 21	Path-Goal Theory Leader-Member Exchange Theory	Chapter 6, 7 <b><i>Self-assessment 5 due Oct. 27</i></b>
7	Oct. 28	Transformational Leadership Authentic Leadership	Chapter 8, 9 <b><i>Self-assessment 6 due Nov. 3</i></b>
8	Nov. 4	Servant Leadership	Chapter 10 <b><i>Self-assessments 7 due Nov. 10</i></b>
9	Nov. 11	Leadership Ethics	Chapter 15 <b><i>Self-assessments 8 due Nov. 17</i></b>
10	Nov. 18	Gender and Leadership	Chapter 14 <b><i>Self-assessment 9 due Nov. 24</i></b>
11	Nov. 25	Inclusive Leadership Abusive Supervision (not in textbook)	Chapter 12 <b><i>Self-assessment 10 due Dec. 1</i></b>
12	Dec. 2	<b>NO CLASS</b>	<b><i>Group project due at 11:59pm</i></b>
<b>December 5 – 20: Final Exam Period</b>			

**Other Important Dates:**

September 18 – Add Deadline

November 8 – Drop Deadline

December 5-20 – Final Exam Period

<b>COURSE MATERIALS</b>
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**Textbook:** Northouse, Peter G. 2021. *Leadership: Theory and Practice*, Ninth Edition. Thousand Oaks, CA: SAGE Publications.

<b>COURSE EVALUATION</b>
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<b><i>Assessment Methods</i></b>	<b><i>Percentage of Final Grade</i></b>
1. Weekly Self-Assessment Leadership Exercises	10%
2. Midterm Exam	30%
3. Final Exam	40%
4. Group Project	20%
<b>Total</b>	<b>100%</b>

<b>COURSE EVALUATION INFORMATION</b>
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**1. Weekly Self-Assessment Leadership Exercises (10%)**

There will be ten self-assessment exercises, which will help you to become more aware of your strengths and weaknesses in leadership and help you develop into a better leader. The goal is for you to know yourself better; therefore, you should provide honest responses rather than present yourself in a socially desirable manner. There are no right or wrong answers in these exercises. They will be marked for completion (i.e., you must complete all components of the posted exercise). You will submit your self-assessment exercises electronically (by 11:59 pm on the due date) on eClass. Submissions received after the deadline will receive a mark of 0.

**2. Midterm (30%) – October 7, 2024**

**3. Final Exam (40%) – TBA (Final Exam Period: December 5-20)**

The exams will test your understanding of the key concepts and theories covered in the course and your ability to apply them in the workplace. Each exam will consist of a combination of multiple choice and short answer questions. Course materials covered in any lecture slides, lecture videos, readings, videos, exercises, and cases are subject to examination. The final exam is non-cumulative; it will only cover material from after the midterm.

The final exam will take place during the final exam period. Please ensure that it does not conflict with the exams of other courses you are taking this semester. Please note that the midterm exam **cannot be deferred**. If, for any reason, you must miss the midterm exam, the value will be applied to the final exam (i.e., a missed midterm exam will result in the final exam being valued at 70% of the final grade). If you miss the midterm due to uncontrollable circumstances, such as medical emergencies (with valid documents), your final exam grade will be re-weighted. Please see the *Missed Deadline/Exam Policy* section below for more information.

**4. Group Project: Report (20%) – due December 2 at 11:59pm**

You will be assigned to a group of 4-5 people. This will occur after the add deadline (September 18). Your task for this group project will be to think of a question related to the topic of leadership, find a minimum of 10 **peer-reviewed empirical research articles** that will help you

answer this question, and synthesize and summarize the insights derived from the findings of these articles in the form of a brief report. You will be graded on the applicability of your question to organizational functioning and the workplace in general, the quality and appropriateness of the research articles used to answer the question, and the clarity, conciseness, and visual appeal of the report. This group project will provide you with the opportunity to familiarize yourself with reading research articles and finding evidence-based answers to important organizational questions.

You will have the opportunity to evaluate the contribution of your group members by completing a peer evaluation form upon completion of the group project. If you believe that all of your group members contributed fully to the Group Project, then there is no need to submit a peer evaluation form.

## CLASS PROTOCOL

### Course Communications and Email Policy

Please note that I often communicate with the entire class using the Course Announcements forum on the course website and each student is automatically subscribed to the forum (i.e., each student receives an email when I post in the forum). It is your responsibility to ensure that you are receiving course announcements via email and that you are regularly checking the Course Announcements forum for any updates.

I will reply to e-mail inquiries from students usually within 48 hours of their receipt (excepting weekends and holidays). If you do not receive a reply within this period, please resubmit your question(s) or send a follow-up email. Each e-mail must include in the subject line the course identifier and a concise and clear statement of purpose [e.g., *HRM 3440 B: question about Week X lecture content*]. **Please make sure you consult the course outline, Course Overview video (posted in Week 1), Course Announcements forum, and the course website BEFORE submitting inquiries by e-mail.** Keep in mind that last minute e-mails before a test or deadline may not receive a reply before the test or assignment is due, so please try to avoid these.

### Missed Deadline/Exam Policy

#### *Weekly Self-Assessments*

If you have missed a weekly self-assessment deadline for a valid reason (e.g., illness, compassionate grounds, etc.), you may receive an extension. Reaching out before the deadline if you know you will miss it is always best. However, this is not always possible so students must email me no later than 4 calendar days of the deadline. Late submissions without a valid reason or after 4 calendar days will receive a mark of zero.

#### *Midterm Exam*

The midterm exam **cannot be deferred**. If, for any reason, you must miss the midterm exam, the value will be applied to the final exam (i.e., a missed midterm exam will result in the final exam being valued at 70% of the final grade). If you miss the midterm due to uncontrollable

circumstances, such as medical emergencies (with valid documents), your final exam grade will be re-weighted. You must email me no later than 7 calendar days of the midterm exam in order for your final grade to be re-weighted.

### *Final Exam*

If, for any reason, you must miss the final exam, you must submit a Deferred Standing Agreement (DSA) Form to [lapsshrm@yorku.ca](mailto:lapsshrm@yorku.ca) no later than 7 calendar days of a missed final exam. Students will be notified via email about the status of their request once their forms have been processed by the Undergraduate Program Director. You will receive more information in the Course Announcements on the eClass course website about submitting a DSA prior to the final exam.

### **Academic Integrity**

As a student at York University, you have a responsibility to both understand and uphold the integrity of the academic experience. The Faculty of Liberal Arts & Professional Studies supports the International Center for Academic Integrity's [definition of academic integrity](#). That is, you will be committed to acting in all academic matters, even in the face of adversity, with honesty, trust, fairness, courage, respect, and responsibility. Here is how you can demonstrate academic integrity in the completion of this course:

- **Respect the ideas of others:** Your course work should represent your own knowledge and ideas. [You should not falsely claim credit for ideas that are not your own, by presenting another's work as yours.](#) If you are quoting, paraphrasing, or summarizing another person's work in order to support your own ideas, identify the work and the author through proper citation practices. For more information about how to cite properly, use the [Student Papers and Academic Research Kit](#) (SPARK). You can improve your writing, research, and personal learning abilities through the [Learning Commons](#), or by visiting the [Writing Centre](#) or [ESL Open Learning Centre](#).
- **Respect your peers:** [Know when you are allowed to collaborate.](#) Ask your instructor about what group work entails when it comes to the [sharing of work](#). In test situations and assignments, don't steal or give answers to your peers, whether in-person or online (e.g., in group chats and/or on [third-party content-sharing websites](#), such as Chegg, Course Hero, etc.). Both cheating and aiding in a breach of academic honesty are violations of York University's academic honesty policy.
- **Respect your course instructor(s):** Understand what your instructors are asking of you in class, as well as on assignments, tests and/or exams. If you are unsure, ask your professor or teaching assistant. They are committed to making you feel supported and want to assess you fairly and with integrity. Please do not submit the same piece of work for more than one course without your instructor's permission. That can be considered an act of cheating.
- **Respect yourself:** When you act with integrity, you know that your work is yours and yours alone. You do not allow others to take tests for you. [You do not buy or otherwise obtain term papers or assignments.](#) You do the work. As a result, you know that you *earned* the grades that you receive, so you can be proud of your York degree. By

acting with integrity in your course work, you are also practising a valuable professional skill that is important in all workplaces.

- **Take responsibility:** If you have acted in an academically dishonest way, you can demonstrate courage and take responsibility for your mistake. You can admit your mistake to your course instructor as soon as possible.

Students who engage in academic dishonesty can be subject to disciplinary action under the [Senate Policy on Academic Honesty](#). Your lack of familiarity with the Senate Policy does not constitute a defense against its application. Some academic offences can also constitute offences under the [Criminal Code of Canada](#), which means that you may also be subject to criminal charges.

### **Using Generative Artificial Intelligence in this Course**

Students are not permitted to use generative artificial intelligence (AI) in this course. Submitting any work created through the use of generative AI tools will be considered a violation of York University's [Senate Policy on Academic Honesty](#). If you do not know whether an online resource or tool can be used in this course, please contact your instructor for guidance. For more information, please review [AI Technology & Academic Integrity: Information for Students](#).

### **Intellectual Property**

Course materials are designed for use as part of this particular course at York University and are the intellectual property of the instructor unless otherwise stated. Third-party copyrighted materials (such as book chapters, journal articles, music, videos, etc.) have either been licensed for use in this course or fall under an exception or limitation in Canadian copyright law. Students may not publish, post on an Internet site, sell, or otherwise distribute any course materials or work without the instructor's express permission. Course materials should only be used by students enrolled in this course.

Copying this material for distribution (e.g., uploading material to a commercial third-party website) may lead to a charge of misconduct according to York's [Code of Student Rights and Responsibilities](#), the [Senate Policy on Academic Honesty](#), and/or legal consequences for copyright violations.

### **Accessibility**

While all individuals are expected to satisfy the requirements of their program of study and to aspire to achieve excellence, the University recognizes that persons with disabilities may require reasonable accommodation to enable them to perform at their best. The University encourages students with disabilities to register with [Student Accessibility Services](#) to discuss their accommodation needs as early as possible in the term to establish the recommended academic accommodations that will be communicated to Course Directors through their Letter of Accommodation (LOA).

Please let me know as early as possible in the term if you anticipate requiring academic accommodation so that we can discuss how to consider your accommodation needs within the

context of this course. Sufficient notice is needed so that reasonable steps for accommodation can be discussed. Accommodations for tests/exams normally require three (3) weeks (or 21 days) before the scheduled test/exam to arrange.

### **Religious Observance Accommodation**

York University is committed to respecting the religious beliefs and practices of all members of the community, and making reasonable and appropriate [accommodations to adherents for observances of special significance](#). Should any of the dates specified in this course outline (e.g., examinations, tests, or deadlines) conflict with a date of religious significance, please contact me within the first three (3) weeks of class. If the date falls within the formal examination periods, you must complete and submit a [Religious Accommodation for Examination Form](#) at least three (3) weeks before the start of the exam period.

## **LAND ACKNOWLEDGEMENT**

York University recognizes that many Indigenous Nations have longstanding relationships with the territories upon which York University campuses are located that precede the establishment of York University. York University acknowledges its presence on the traditional territory of many Indigenous Nations. The area known as Tkaronto has been care taken by the Anishinabek Nation, the Haudenosaunee Confederacy, and the Huron-Wendat. It is now home to many First Nation, Inuit, and Métis communities. We acknowledge the current treaty holders, the Mississaugas of the Credit First Nation. This territory is subject of the Dish with One Spoon Wampum Belt Covenant, an agreement to peaceably share and care for the Great Lakes region ([LA&PS Land Acknowledgement](#)).