



ORGANIZATIONAL LEADERSHIP



BUSINESS STUDIES DEPARTMENT MISSION STATEMENT

Aligning with the Lakewood University mission, our innovative business programs will prepare learners to work as valuable managers and leaders in their respective workplaces, facilitating change for the benefit of the organization, its stakeholders, and society.

ORGL400 — Organizational Leadership, 3.0 hours

PROFESSOR

Lawrence Bufalino is an Active Duty Army Officer with over 14 years of organizational leadership experience. This includes having worked in joint, inter-agency, international, and multinational environments throughout the Middle East, Asia, and North America. He has served in a multitude of capacities which have included logistics management, operational planning, and leading organizations consisting of 40-100 personnel. Additionally, working with United States Army Recruiting Command has provided Marketing Operations and Project Management experience while spreading the Army's message in commercial, educational, and community sectors at the state level. Lawrence also led a small team of Observer, Coach, and Trainers within the United States Army's Training and Doctrine Command to educate and prepare over 1,500 National Guard Soldiers for active deployments around the world. He was also responsible for training and certification of Army National Guard units under the 32nd Area Air and Missile Defense Command (AAMDC) responsible for providing air and missile defense for the White House and other critical infrastructure within the nation's capital. Lawrence currently serves as the Executive Officer and certified Army Instructor for the South Carolina State University ROTC Program.

Lawrence holds an active secret federal security clearance and retains a Certified Higher Education Professional Certificate (CHEP) in Online Teaching as of 2023. His civilian education includes a B.A. in Criminal Justice from Mercyhurst University in 2009 and a M.A. of Organizational Leadership from the University of Texas, El Paso in 2015. Lawrence was an honor graduate from Basic Officers Leadership Course and Air Defense Artillery Captains Career courses in Ft. Sill, OK, and the United States Army Command General Staff College in Fort Leavenworth, KS in 2022. Tactical military training schools have included the United States Army Airborne School, Ft. Benning, GA and the United States Army Air Assault School in Ft. Bragg, NC. He is an avid international traveler/ photographer and has a passion for learning about different cultures and perspectives to stimulate personal growth and self-awareness.

CONTACT INFORMATION

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ONLINE SUPPORT (IT) AND MOODLE NAVIGATION:

Schedule Time to Study

Figure out when the best time is for you to study. Make studying a habit. During your study time, only your lessons are important.

Motivate Yourself

Your career success depends on studying for your course. In order to be successful, you must study. Keeping yourself on a consistent schedule for studying and working on your lessons will make all the difference.

Avoid Distractions & Stay Focused

Close social media tabs on your computer, put your phone on silent, hush your music, and get to a quiet space. Consider the work that you're doing right now as a plan for your future—you must avoid distractions.

Read Smart

For this, sit in a comfortable space and skim the text. Then, go over the vocabulary of the lesson and only after you are familiar with the terms, begin to read the chapter.

Review

Look at the assignment, and then reflect back on the chapter you have read. It is important to read the text and not just find the assignment's answers. This will prepare you for the final.

Other Tips

1. Make flashcards of important terms and ideas from the lesson. This will help reinforce ideas.
2. Stay on schedule. Nothing is more difficult than trying to play catch-up because you got behind.
3. Stay rested and get enough sleep, especially before tests.
4. Take a break. Cramming for an exam and trying to absorb too much material at a time will only end in frustration.

BOOKS AND RESOURCES

DuBrin J. Andrew Leadership: Research Findings, Practice and Skills. 10th ed. Cengage, 2022

EVALUATION METHOD

Exams

There will be an end of course interview and final paper. This final exam will consist of interviewing two individuals in supervisory roles and writing a final paper.

Assignments

These assignments are typically 1 to 2-page written assignments unless otherwise stated. The assignments should be brief yet thoughtful and well-written. All sources must be cited.

Forums

The forums are interactive and designed for students to delve deeper into the lesson. Each student is required to post one original comment as well as respond to a fellow classmate's post.

Additional Resources

Within your course, you may find games, videos, presentations, flash card sets or other supplemental items that may allow you to gain further knowledge from just the textbook alone. These items also make great study aides.

GRADING SCALE

A C or better is required to pass this course.

Letter grade	Numerical grade	Grade points	Interpretation
A	90—100	4.0	Excellent
B	80—89	3.0	Good
C	70—79	2.0	Satisfactory
D	60—69	1.0	Poor
F	0—59	0.0	Failure
I	N/A	Not computed	Incomplete
W	N/A	Not computed	Withdrawal
TC	N/A	Not computed	Transfer credit
N	N/A	Not computed	Non-Completion

Grading Rubrics

All the grading rubrics for this course can be found in the "Welcome Section" of your class. There is one grading rubric for forums/discussion postings and one for written assignments.

Point Breakdown

Criteria	Number	Points
Assignments	3	20 each
Forums	8	10 each
Interview and Final Paper 1		50 points

ACADEMIC INTEGRITY/ PLAGIARISM:

Cheating (dishonestly taking the knowledge of another person whether on a test or an assignment and presenting it as your work) and plagiarism (to take and pass off as one's own the ideas or writing of another) are a serious issue. While it is legitimate to talk to others about your assignments and incorporate suggestions, do not let others "write" your assignments in the name of peer review or "borrow" sections or whole assignments written by others. We do get ideas from life experiences and what we read but be careful that you interpret these ideas and make them your own.

I am aware that many types of assignments are available on the internet and will check these sources when there is legitimate suspicion.

Penalty is a zero on the assignment. In cases where there is a major or continuous breach of trust, further discipline, such as an "F" in the course, may be necessary.

The major consequence of any form of cheating is damage to your character and the result of trust and respect.

DISABILITY ACCOMMODATIONS

Students who have a disability and wish to request an academic accommodation should contact Jim Gepperth, the Disabilities Services Coordinator and Academic Dean. The student can request an accommodation at any time although it is encouraged to do so early in the enrollment process. The student should complete an accommodation request form which begins a conversation between the school and the student regarding the nature of their disability and an accommodation that would help the student succeed in their program. The school may request documentation regarding the disability to address the accommodation request effectively. The school will communicate to the student the type of accommodation arranged. This process typically follows a team approach, bringing together persons from the academic department (including the instructor) and personnel from other departments as necessary. Additional information on disability accommodations may be found in the Lakewood University Catalog.

Disability Services Email: disabilityservices@lakewood.edu

SUPPLEMENTAL TEXTS

You can use the following resources to assist you with proper source citation.

American Psychological Association Style Guide- https://www.mylakewoodu.com/pluginfile.php/118179/mod_resource/content/1/APA%20Style%20Guide%207th%20edition.pdf

The Purdue OWL website is also a helpful resource for students. Here is a link to the OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html

LIBRARY

Mary O'Dell is the Librarian on staff at Lakewood University

She is available by appointment. You can make an appointment with her by emailing her at modell@lakewood.edu or call at 1-800-517-0857 X 730

You may also schedule a meeting at this link: <https://my.setmore.com/calendar#monthly/r3a761583354923270/01032020>

She can assist you with navigating LIRN, research, citations etc.

SUPPORT

Each student at Lakewood University is assigned a Success Coach. Your Success Coach exists to assist you with academic and supportive services as you navigate your program. They will reach out to you, often, to check-in. Please use the resources they offer.

Student Services is available to assist with technical questions regarding Lakewood University and all services available to you.

1-800-517-0857 option 2
info@lakewood.edu
studentservices@lakewood.edu

CAREER SERVICES

Students are offered Career Services at any point as they journey their academics at Lakewood University.

1-800-517-0857 option 2
careerservices@lakewood.edu

LESSONS

TITLE	READINGS/ASSIGNMENTS	DUE	
Introduction	Lakewood College Welcome Video, Review Study Guide Review Syllabus, Review Grading Rubrics	Work due upon completion of this lesson.	
TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #1	Read the following Chapters in your textbook: Chapters 1 & 2 Forum 1 Lesson Evaluation	Work due upon completion of this lesson.	Objective 1 Objective 2
TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #2	<ul style="list-style-type: none">Read the following Chapters in your textbook: Chapters 3 & 4Forum 2AssignmentLesson Evaluation	Work due upon completion of this lesson.	Objective 3 Objective 4
TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #3	<ul style="list-style-type: none">Read the following Chapters in your textbook: Chapters 5 & 6Forum 3Lesson Evaluation	Work due upon completion of this lesson.	Objective 5 Objective 6
TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #4	<ul style="list-style-type: none">Read the following Chapters in your textbook: Chapters 7 & 8Forum 4AssignmentLesson Evaluation	Work due upon completion of this lesson.	Objective 7 Objective 8
TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #5	<ul style="list-style-type: none">Read the following Chapters in your textbook: Chapters 9 & 10Forum 5Lesson Evaluation	Work due upon completion of this lesson.	Objective 3 Objective 4

TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #6	<ul style="list-style-type: none"> Read the following Chapters in your textbook: Chapters 11 & 12 Forum 6 Assignment Lesson Evaluation 	Work due upon completion of this lesson.	Objective 4 Objective 5 Objective 6

TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #7	<ul style="list-style-type: none"> Read the following Chapters in your textbook: Chapters 13 & 14 Forum 7 Lesson Evaluation 	Work due upon completion of this lesson.	Objective 5 Objective 6

TITLE	READINGS/ASSIGNMENTS	DUE	OBJECTIVES
Lesson #8	<ul style="list-style-type: none"> Read the following Chapters in your textbook: Chapters 15 Forum 8 Assignment Lesson Evaluation Interview and Final Paper 	Work due upon completion of this lesson.	Objective 1 Objective 2 Objective 3 Objective 4 Objective 5 Objective 6 Objective 7

DESCRIPTION

This course will equip students to successfully lead organizations through clarity of purpose and effective collaboration by different types of leadership activities such as the creation of effective teams and motivating them; designing and delivering powerful stories; development of strategies to properly influence them; understanding underlying customer analytics and applying innovative approaches to deliver impact.

Program Objectives

1. Identify the difference between leadership and management.
2. Compare traits, behaviors, and relationships of leaders.
3. Apply various leadership styles.
4. Compare various communication styles used in leadership.
5. Discuss the ethical and social dynamics of leadership.
6. Discuss different types of power.
7. Analyze individual leadership strengths/ shortfalls.

DETAILS

At www.mylakewoodcollege.edu

STUDENT SERVICES

Contact Student service for questions unrelated to the curriculum.

800-517-0857 Opt 2.
studentservices@lakewoodcollege.edu

GUIDELINES

Assignment submitted must contain:

1. Your Name
2. Proper grammar and spelling
3. All the required parts of the assignment

It is very important to make sure that the assignments you submit are a reflection of you. Make sure you write in complete sentences, use proper paragraph format, and for goodness sake, run the document through spell check! You want to submit a great assignment! If there are too many errors, your assignment may be rejected and sent back, so make sure it's great the first time!

SYLLABUS DESCRIPTION

Lakewood College recommends that you try to stick as closely to the provided scheduled syllabus as possible. Although the course is self-paced: there is an attendance requirement, so by sticking to the provided syllabus, you are then making yourself accountable for your turning your work in timely and not getting overwhelmed.