Syllabus

SCHOOL OF EDUCATION AND LEADERSHIP
LDRD 682: Comprehensive Exam

6 Credits
Effective 4/1/2016

FACULTY

Faculty Name:

Contact Information:

COURSE DESCRIPTION

The Comprehensive Exam for the leadership core will assess the student's knowledge of the field of leadership, as well as their ability to synthesize material and master concepts and theories. Successful completion of the comprehensive exam is required for degree completion.

COURSE RESOURCES

Required and recommended resources to complete coursework and assignments are found on the course **Reading List**. The reading list can be found under *Course Information* in Blackboard as well as from the library homepage.

Note: Required resources that must be purchased by the student are tagged "Purchase from a vendor of your choosing." Required resources with a direct link, "Available through CityU Library", are available at no cost to students.

Students in Canada will see required resources they need to purchase tagged "Purchase from the Canadian Bookstore." Students outside the U.S. and Canada should contact their advisor or textbook coordinator for additional information.

CITYU LEARNING GOALS

This course supports the following City University learning goals:

- Strong communication and interpersonal skills
- Critical thinking and information literacy
- Commitment to ethical practice and service
- Diverse and global perspectives
- Lifelong learning

COURSE OUTCOMES

In this course, learners:
- Critically analyze information and assess the current state of an organization
- Communicate project results in a concise and defendable manner
- Develop effective strategies that guide organizations to change and adapt to future challenges
- Develop the ethical leaders of the future who can incorporate social and environmental responsibility into organizational strategies

- Evaluate a complex organization and its ability to use global and diverse perspectives to serve a variety of stakeholders
- Utilize a project-oriented approach to lead organizations through innovative and visionary leadership

OVERVIEW OF COURSE GRADING

The grades earned for the course will be derived using City University of Seattle's decimal grading system, based on the following:

Overview of Required Assignments	% of Final Grade
Application Paper	40%
Leadership Philosophy Paper	40%
Oral Exam	20%
TOTAL	**100%**

SPECIFICS OF COURSE ASSIGNMENTS

The instructor will provide grading rubrics that will provide more detail as to how this assignment will be graded.

Application Paper

Students will select a case study related to their field of study and apply what they have learned in the doctoral program to establish a well-supported position and make research-supported recommendations. Students must demonstrate analysis, synthesis, and evaluation of the research related to the specific organizational/educational challenge identified in their case study.

The application paper should clearly demonstrate critical thinking and information literacy.
Critical thinking: think critically and reflect upon the case study and the larger context in which it takes place, clearly identifying the challenge.
Information literacy: find, access, evaluate, and use information to solve problems, craft logical arguments, and draw well-reasoned conclusions.

The paper should also demonstrate the following: (a) a critical analysis of information presented about the current state of an organization; (b) effective strategies from current research that guide the organization to change and adapt to future challenges; (c) a project-oriented approach to lead organizations through innovative and visionary leadership (in table

format [elements of the table may include, but should not be limited to, timelines, resources, anticipated obstacles, deadlines, responsible parties, etc.]); and (d) global and diverse perspectives that can address a variety of stakeholders.

This paper will be 20-25 pages, in APA format, with at least ten (10) peer-reviewed references.

Components	*% of Grade*
Information Literacy	12%
Critical Thinking	13%
Evaluate a complex organization and its ability to use global and diverse perspectives to serve a variety of stakeholders	13%
Utilize a project-oriented approach to lead organizations through innovative and visionary leadership	12%
Develop effective strategies that guide organizations to change and adapt to future challenges	13%
Critically analyze information and assess the current state of an organization	13%
Writing and Organization	12%
References and APA	12%
TOTAL	**100%**

Leadership Philosophy Paper

Students will analyze, synthesize, and evaluate at least two leadership theories that were presented in leadership core classes to answer the questions: (1) Who am I as a leader? and (2) How will I develop leaders of the future?

This leadership philosophy paper should clearly demonstrate: (a) ethics; (b) diverse and global perspectives; and (c) lifelong learning.

Ethics: Students take responsibility for their own actions and exhibit high standards of conduct in their professional lives. They are aware of the ethical expectations of their profession and hold themselves accountable to those standards.

Diverse and Global Perspectives: Students embrace the opportunity to work collaboratively with individuals from a variety of backgrounds, and to learn from the beliefs, values, and cultures of others. They recognize that varied viewpoints bring strength and richness to the workplace.

Lifelong Learning: In a world where knowledge and skills must be constantly updated, students demonstrate inquisitive, independent, reflective and self-directed behaviors in seeking out ways to engage with learning.

This paper will incorporate at least two (2) leadership theories combined with real world examples of the student's leadership to answer the two questions. It should also contain a discussion of how the student will develop the ethical leaders of the future who can incorporate social and environmental responsibility into organizational strategies.

This paper will be 10-15 pages in APA format with at least ten (10) peer-reviewed references. This paper can be written in first person or third person but do not switch back and forth.

Components	% of Grade
Lifelong Learning	25%
Diverse and Global Perspectives	25%
Develop the ethical leaders of the future who can incorporate social and environmental responsibility into organizational strategies	25%
Writing and Organization	15%
References and APA	10%
TOTAL	**100%**

Oral Exam

The oral exam will have a synchronous, recorded session where students will prepare a summary of their Application Paper and Leadership Philosophy Paper and answer questions posed by the grading committee.

Components	% of Grade
Visual Presentation	25%
Communication	25%
Responses to Questions	50%
TOTAL	**100%**

COURSE POLICIES

Late Assignments

Students are required to submit all assignments by the due dates stated in the course schedule. A late assignment is one that is submitted after the due date or after any extension has expired.

If circumstances prevent a student from meeting the due date, the student needs to contact the instructor and request an extension at least 48 hours prior to the date the assignment is due. Emergency situations will be considered on a case-by-case basis.

Being busy, pressured with outside work, technical issues, or having competing academic commitments are not valid reasons to grant extensions. A student who receives an extension in advance of the due date and abides by the agreement with the instructor is not subject to late penalties.

Without prior arrangement with the instructor, students who submit assignments late will receive a 5% deduction in grade each day or part of the day that the assignment is late up to a maximum of 25% off. Coursework received after 10 days will not be graded and will receive a zero grade, unless prior arrangements have been made.

Professional Writing

Assignments require error-free writing that uses standard English conventions and logical flow of organization to address topics clearly, completely, and concisely. CityU requires the use of APA style.

Participation

Participation is determined through your active engagement in classroom activities each week. This can be measured through your discussion board posts or by submitting an assignment when due.

UNIVERSITY POLICIES

You are responsible for understanding and adhering to all of City University of Seattle's academic policies. The most current versions of these policies can be found in the University Catalog that is linked from the CityU Web site.

Antidiscrimination
City University of Seattle and its staff and faculty are committed to supporting our students. We value equity, diversity, and inclusion as a way of life as well as the educational opportunities it provides. City U will not tolerate any form of discrimination based on race, color, ethnicity, sexual orientation, gender identification, socioeconomic status, or religious values. If you have experienced any discrimination based on any of the above, we encourage you to report this to the University. Please report this to your instructor. If you do not feel safe reporting this to your instructor, please report to the Provost or to the Vice President of Student Affairs.

Non-Discrimination & Prohibition of Sexual Misconduct

City University of Seattle adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. The University is committed to ensuring that the education environment is bounded by standards of mutual respect and safety and is free from discriminatory practices.

In the U.S., the University is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex include sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status. Sexual harassment, sexual assault, dating and domestic violence, and stalking are forms of sex discrimination, which are prohibited under Title IX and by City University of Seattle policy. City University of Seattle also prohibits retaliation against any person opposing discrimination or participating in any discrimination investigation or complaint process internal or external to the institution. Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, visit https://my.cityu.edu/titleix or contact the Title IX Coordinator.

In Canada, in compliance with the British Columbia Human Rights Code, the Alberta Human Rights Act, WorksafeBC, and the Workers' Compensation Board of Alberta, the University believes that its environment should at all times be supportive and respectful of the dignity and self-esteem of individuals. Discrimination, harassment and bullying conduct, whether through person to person behaviour or via electronic communications such as email or social media is not acceptable and will not be tolerated. As an educational institution, it is our responsibility to cultivate an environment of excellence, equity, mutual respect and to recognize the value and potential of every individual. The University will take all necessary steps to meet or exceed the requirements of the law to prevent discrimination, harassment and bullying. The Respectful Workplace Policy for the prevention of discrimination, harassment and bullying policy and procedure can be found at https://www.cityu.edu/discover-cityu/about-cityu/ under the Policies section or at https://www.cityuniversity.ca/about/ .

Religious Accommodations

City University of Seattle has a policy for accommodation of student absences or significant hardship due to reasons of faith or conscience, or for organized religious activities. The University's policy, including more information about how to request an accommodation, is available in the University Catalog and on the my.cityu.edu student portal. Accommodations must be requested by the 20% mark of this course (e.g. day 14 of a ten-week course, day 7 of a 5-week course) using the Religious Accommodations Request Form found on the student dashboard in the my.cityu.edu student portal.

Academic Integrity

Academic integrity in students requires the pursuit of scholarly activity that is free from fraud, deception and unauthorized collaboration with other individuals. Students are responsible for understanding CityU's policy on academic integrity and adhering to its standards in meeting all course requirements. A complete copy of this policy can be found in the University Catalog in the section titled *Academic Integrity Policy* under *Student Rights & Responsibilities*.

Attendance

Students taking courses in any format at the University are expected to be diligent in their studies and to attend class regularly. Regular class attendance is important in achieving learning outcomes in the course and may be a valid consideration in determining the final grade. For classes where a physical presence is required, a student has attended if they are present at any time during the class session. For online classes, a student has attended if they have posted or submitted an assignment. A complete copy of this policy can be found in the University Catalog in the section titled *Attendance* under *Student Rights & Responsibilities*.

Final Assignments Due Date

Final assignments for each class at CityU must be due on or before the final date of the course as indicated in the university's course information system. Due dates that extend beyond the final date of the course may negatively impact tuition funding for students.

Support Services

Disability Services Accommodations Statement

Students with documented disability who wish to request academic accommodations are encouraged to contact Disability Support Services to discuss accommodation requests and eligibility requirements. Please contact Disability Support Services at disability@cityu.edu or 206.2369.4752 or visit the Disability Support Services page in the my.cityu.edu portal. Confidentiality will be observed in all inquiries. Once approved, information about academic accommodations will be shared with your course instructors.

Library Services

CityU librarians are available to help students find the resources and information they need to succeed in this course. Contact a CityU librarian through the Ask a Librarian service, or access library resources and services online, 24 hours a day, seven days a week.

Smarthinking Tutoring

CityU students have 24/7 access to free online tutoring offered through Smarthinking, including writing support, from certified tutors. Contact CityU's Student Support Center at mycityusupport@cityu.edu to request a username and password.