### INSTRUCTIONS:
Please check the items below which describe the purpose of this request:

- New course with supporting documents (complete proposal form)
- Add existing course offered at another campus
- Expiration of a course
- Change in course number
- Change in course title
- Change in course credit/type
- Change in course attributes
- Change in instructional hours
- Change in course description
- Change in course requisites
- Change in semesters offered
- Transfer from one department to another

#### PROPOSED:

- Subject Abbreviation: OLS
- Course Number: 580
- Long Title: Interpersonal Skills for Leaders
- Short Title: Interpersonal Skills for Leaders

Abbreviated title will be entered by the Office of the Registrar if omitted. (22 CHARACTERS ONLY)

#### CREDIT TYPE

<table>
<thead>
<tr>
<th>Item</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Fixed Credit</td>
<td>3</td>
</tr>
<tr>
<td>2. Variable Credit (Check One)</td>
<td>To</td>
</tr>
<tr>
<td>3. Equivalent Credit</td>
<td>Yes</td>
</tr>
<tr>
<td>4. Thesis Credit</td>
<td>Yes</td>
</tr>
</tbody>
</table>

#### COURSE DESCRIPTION
Development and improvement of interpersonal and group dynamic skills for effective leadership in organizations. Emphasis on action learning and real-world application of skills. Open to all graduate students with special consideration given to senior OLS students with 3.0 GPA and School of Technology graduate students.

#### CROSS-LISTED COURSES

Development and improvement of interpersonal and group dynamic skills for effective leadership in organizations. Emphasis on action learning and real-world application of skills. Open to all graduate students with special consideration given to senior OLS students with 3.0 GPA and School of Technology graduate students.

#### TERMS OFFERED
Check All That Apply:
- Summer
- Fall
- Spring

#### CAMPUS(ES) INVOLVED
- Calumet
- Cont Ed
- Ft. Wayne
- Indianapolis
- N. Central
- Tech Statewide
- W. Lafayette

#### INSTRUCTOR
- Instructor

#### Cross-Listed Courses

- [List of cross-listed courses]

#### OFFICE OF THE REGISTRAR

- Calumet Department Head: [Signature]
- Calumet School Dean: [Signature]
- Calumet Undergrad Curriculum Committee: [Signature]
- Fort Wayne Department Head: [Signature]
- Fort Wayne School Dean: [Signature]
- Fort Wayne Chancellor: [Signature]
- Undergrad Curriculum Committee: [Signature]
- North Central Department Head: [Signature]
- North Central Chancellor: [Signature]
- Date Approved by Graduate Council: [Date]
- West Lafayette Department Head: [Signature]
- West Lafayette College/School Dean: [Signature]
- Graduate Council Secretary: [Signature]
- West Lafayette Registrar: [Signature]
New Course Request

Indiana University

Undergraduate credit □ Graduate credit X Professional credit □

1. School/Division School of Engineering and Technology Academic Subject Code OLS

3. Course Number 580 (must be cleared with University Enrollment Services) Instructor Charlesd Feldhaus

5. Course Title Interpersonal Skills for Leaders

   Recommended Abbreviation (Optional) (Limited to 32 Characters including spaces)

6. First time this course is to be offered (Semester/Year): Fall 2007

7. Credit Hours: Fixed at 3 or Variable from to

8. Is this course to be graded S-F (only)? Yes □ No X

9. Is variable title approval being requested? Yes □ No X

10. Course description (not to exceed 50 words) for Bulletin publication: Development and improvement of interpersonal and group dynamic skills for effective leadership in organizations. Emphasis on action learning and real-world application of skills. Open to all graduate students with special consideration given to senior OLS students with 3.0 GPA and School of Technology graduate students.

11. Lecture Contact Hours: Fixed at 3 or Variable from to

12. Non-Lecture Contact Hours: Fixed at 0 or Variable from to

13. Estimated enrollment: 15 of which 90 percent are expected to be graduate students.

14. Frequency of scheduling: one term/year Will this course be required for majors? NO


16. Are the necessary reading materials currently available in the appropriate library? NO

17. Please append a complete outline of the proposed course, and indicate instructor (if known), textbooks, and other materials.

18. If this course overlaps with existing courses, please explain with which courses it overlaps and whether this overlap is necessary, desirable, or unimportant.

19. A copy of every new course proposal must be submitted to departments, schools, or divisions in which there may be overlap of the new course with existing courses or areas of strong concern, with instructions that they send comments directly to the originating Curriculum Committee. Please append a list of departments, schools, or divisions thus consulted.

Submitted by: [Signature] Date MAY 1, 07

Department Chairman/Division Director

Dean of Graduate School (when required) Date

Approved by: [Signature] Date 5/19/07

Dean

Chancellor/Vice-President Date

University Enrollment Services Date

After School/Division approval, forward the last copy (without attachments) to University Enrollment Services for initial processing, and the remaining four copies and attachments to the Campus Chancellor or Vice-President.

UPS 724 University Enrollment Services Final—White; Chancellor/Vice-President—Blue; School/Division—Yellow; Department/Division—Pink; University Enrollment Services Advance—White
Course List >> West Lafayette >> Traditional Programs >> OLS - Organizational Leadership And Supervision

Search Summary: 0 retired courses, 1 current course, and 0 courses to be activated in the future.

Effective dates of retired items appear in italicized red; effective dates of current items appear in black; effective dates of future items appear in bolded green.

Show Retired | Hide Current | Hide Future

OLS 580 - Interpersonal Skills For Leaders

Information 08/23/2004 - Forward
Effective:

Credits: 3.00

Typical Instructional Format:
Lecture that meets 3 times per week for 50 minutes per meeting for 16 weeks.

Usually

Offered: Summer, Fall, Spring

Short Title: Interpersonal Skills

Description: Development and improvement of interpersonal and group dynamic skills for effective leadership in organizations. Emphasis on action learning and real-world application of skills. Open to all graduate students with special consideration given to senior OLS students with 3.0 GPA and School of Technology graduate students.

School: College Of Technology

Department: Organizational Leadership & Supervision

Credit By Credit by examination is not available for this course.
Exam:

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This is an Official World Wide Web page of Purdue University.
Suggestions and comments about it may be directed to: registrar@purdue.edu.
I. HEADER:

Course Number: OLS 580
Title: Interpersonal Skills for Leaders

Instructor: Charles Feldhaus, Ed.D.
Office: ET 309f
Phone: 278-1863
Email: cfeldhau@iupui.edu

Prerequisites: Graduate status in the School of Technology

II. COURSE DESCRIPTION AND RATIONALE:

Description

Developing and improving interpersonal and group dynamic skills for effective leadership in organizations. Emphasis is on action learning and real-world application of skills.

Rationale

This is a course in the M.S.T. program currently offered at Purdue West Lafayette.

III. EDUCATIONAL OBJECTIVES:

Course Objectives:

Course Objectives

Through taking this course, students should be able to:

1. Develop knowledge of concepts of interpersonal behavior and conflict management;

2. Recognize the relationship between interpersonal skills and leadership behaviors;
3. Increase communication ability in many settings through using reflection-in-action skills;

4. Display development of interpersonal skills in work and family relationships;

5. Increase problem-solving and decision-making skills in group processes

IV. COURSE CONTENT:

Week #1

Course Outline:

ORIENTATION AND COURSE OVERVIEW

- Overview of chapter #1 in ISO
- read and discuss course syllabus
- read and discuss all course assignments
- divide into groups and complete following tasks:
- assign chapter summary leaders
- answer questions
- provide all handouts necessary for all assignments
- complete Exercise 1-A: The Big Five Locator Questionnaire (pg. 15)
- complete Exercise 1-B: Self-Monitoring Questionnaire (pg. 20)
- complete Exercise 1-D: The Social Mirror (pg. 21)
- discuss and complete Exercise 1-E: Journal Writing
- Overview of Chapter #1 in IC

Homework for

1. Read chapters #2 and #3 in ISO, and chapter #2 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight
   Complete and bring to class the 360 degree evaluation of Exercise 1-D: The Social Mirror (use at least one person from your personal and one person from your professional to complete this instrument and bring your completed instrument to class for comparison)
3. Read Handout on Johari Window

**Week #2**
- Chapters #2 and #3 in ISO Summary (Feldhaus)
- Chapter #2 in IC Summary (Feldhaus)
- Johari Window Summary (Feldhaus)
- Complete Exercise 2-C: Fishbowl
- Complete Exercise 2-D: Johari Window Questionnaire
- Complete Exercise 3-A: Values Inventory
- Complete Exercise 3-C: Personal Mission Statement and handouts for Life Balance Goals
- Chapter #2 in IC (Feldhaus)

**Homework due**
1. Read chapter #4 in ISO
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 3-H as the template for this week’s journal)

**Week #3**
- Chapter #4 in ISO (Mott)
- Share and discuss Personal Mission Statement and Life Balance Goals from Exercise 3-C and handouts
- Complete Exercise 4-A: Personal Time Management
- Complete Exercise 4-B: Life Stress Test
- Complete Exercise 4-C: Emotional Intelligence Test
- Discuss Unit #1, Chapters 1-4 in ISO: Intrapersonal Effectiveness: Understanding Yourself. What are your questions, comments, and/or concerns regarding material covered? Feel free to answer these questions in your weekly journal submission.

**Homework due**
1. Read chapter #5 and #6 in ISO and chapter #3 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 4-D as the template for this week’s journal)

**Week #4**
- Chapters #5 and #6 in ISO (Feldhaus)
- Complete Exercise 5-A: Personal Stereotypes
- Complete Exercise 5-D: Diversity Squares
- Complete Exercise 5-F: Diversity Awareness
• Complete Exercise 6/C: Tools of Active Listening
• Play quick game of “Charades” if time permits! 😊
• Chapter #3 in IC (Feldhaus)

Homework due
1. Read chapters #7 and #8 in ISO and chapter #4 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 5-G and 6-F as the templates for this week’s journal)

Week #5

• Chapters #7 and #8 in ISO (______________________________)
• Complete Exercise 7-C: The Assertion Inventory
• Complete Exercise 7-D: Diversity Squares
• Complete Exercise(s) 8-B,C or D (student choice)
• Complete Exercise 8-E: Applying the ACE Theory
• Chapter #4 in IC (______________________________)

Homework due
1. Read chapters #5 and #6 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 7-E and 8-F as the templates for this week’s journal)

Week #6

• Chapters #5 and #6 in IC (______________________________)
• Complete Application #5: Measuring Your Conflict Style
• Hand Out on Consensus (Feldhaus)
• Complete Wehr’s Conflict Map
• Complete Wilmont-Hocker Conflict Assessment Guide
• Prepare for Mid-Term Exam

Homework
1. Read chapters #9 in ISO and chapter #7 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight

Week #7

• Chapter #9 in ISO (______________________________)
• Complete Exercise 9-A: Negotiation Role Play
• Chapter #7 in IC (______________________________)
• Complete Application 7.6: The Rainbow Development Water Problem
• Prepare for Mid-Term Exam
Homework
1. Read chapters #10 and #11 in ISO and chapter #8 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 9-F as the template for this week’s journal)
3. Turn in Mid-Term Exam to appropriate Drop Box located in the In Touch section of Oncourse no later than midnight

Week #8 –

- Chapters #10 and #11 in ISO
- Complete Exercise 10-C: Case Study on Gaining Appropriate Membership on Teams
- Complete Exercise 11-A: Conflict Case Study
- Chapter #8 in IC
- Discuss Stuart’s Conflict Containment Stages
- Discuss handouts for “Running Effective Meetings.” (Feldhaus)

Homework
1. Read chapter #12 and additional handouts for running effective meetings.
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 10-E and 11-E as the template for this week’s journal)

Week #9

- Chapter #12 in ISO (Feldhaus)
- Discuss handouts on “Running Effective Meetings”

Homework due:
1. Read chapter #13 and #14 in ISO and chapter #9 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercise 12-D as the template for this week’s journal)

Week #10

- Chapters #13 and #14 in ISO
- Complete Exercise 13-C: Alternative Exercise for 12 Angry Men
- Complete Exercise 14-A: Decision Making Matrix
- Complete Exercise 14-B: Weighted Average Decision Making
- Complete Exercise 14-F: Develop a New Team Sport
- Chapter #9 in IC
Homework due 3/28/06

1. Read chapter #10 in IC
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercises 13-F and 14-I as the template for this week’s journal)

Week 11

- Chapter #10 in IC (______________________________)
- Complete the “Tree of Life” (pg. 299)
- Complete Case Study: The Unplanned Pregnancy
- Complete Case Study: Thieves in the Night
- Complete Case Study: Looking in the Mirror
- Complete Case Study: Blaming Yourself

Homework due

1. Read chapter #15 and #16 in ISO
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight

Week #12

- Chapters #15 and #16 in ISO (______________________________)
- Complete Exercise 15-A: Assessing Your Personal Views of Power
- Complete Exercise 15-B: Power and Its Consequences
- Complete Exercise 15-C: Recognizing Effective and Ineffective Political Behavior
- Complete Exercise 16-A: Your Personal Network
- Complete Exercise 16-B: Networking Scenarios
- Discuss Exercise 16-F and 16-G

Homework due

1. Read chapter #17 in ISO
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercises 15-F and 16-H as the template for this week’s journal)

Week #13

- Chapter #17 in ISO (______________________________)
- Complete Exercise 17-A: Coaching Clinic
- Complete Exercise 17-E: Giving Positive Feedback
- Complete Exercise 17-G: Practicing Giving Performance Feedback
- Complete Exercise 17-I: Giving Self Feedback
Homework due
1. Read chapter #18 in ISO
2. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercises 17-I as the template for this week’s journal)

Week #14
- Chapter #18 and #19 in ISO (
- Complete Exercise 18-A: Do You Know an Effective Leader?
- Complete Exercise 18-B: What is Your Leadership Self Quotient?
- Complete Exercise 18-D: Case Study: Am I The Manager?
- Discuss and Hand Out Final Exam

Homework due
1. Turn in weekly journal entry via Oncourse Drop Box no later than midnight (use Exercises 18-H as the template for this week’s journal)
2. Turn in rough draft of Final Exam for feedback

Week #15

All students complete a rough draft of the Final Exam and hand in during class for feedback. The Final Exam must be submitted via Oncourse Drop Box no later than midnight. No late papers will be accepted.

V. REQUIRED AND RECOMMENDED TEXTS:


VI. EVALUATION AND GRADING:

Letter grades will be assigned in accordance with the following scale:
100% to 98 = A+
97.99 to 93 = A
92.99 to 91 = A-
90.99 to 88 = B+
87.99 to 83 = B
82.99 to 81 = B-
80.99 to 78 = C+
77.99 to 73 = C
72.99 to 70 = C-
70 and lower = F

Points may be earned in accordance with the following scale:

Weekly Attendance/Participation  30 points
(students must actively participate and attend
all class sessions to get full credit for participation)

Chapter Summary  30 points
Weekly Journal Entries  14 points
Mid-Term Exam  11 points
Final Exam  15 points

Total Points  100

Explanation of Assignments:

Weekly Attendance and Participation (30 points) – There will be a total of 15
weekly meetings worth 2 points each. Students who miss three of the 15
sessions will have 10 points deducted from their final course points/grade.
10 additional points will be deducted for each session missed after three (i.e.
4 absences = 20 point deduction, etc.). Students must read all assigned
material, participate actively and fully in all classroom exercises/discussions
and complete all assigned weekly homework to receive the weekly attendance
points.

Chapter Summary (30 points) – Reading assignments from both textbooks
used in this course will be due each week as scheduled in the course outline.
During the first course meeting, students will be assigned chapters and will
lead a discussion of the major concepts from those chapters for the entire
class. The instructor will lead the first two weeks of class and students will
lead beginning week three. A “Chapter Summary Guideline” will be given to
all students so they clearly understand the expectations for this assignment.

Weekly Journal Entries (14 points) – There will be a total of 14 journal
entries to be completed by students each week. Students will be provided
with a journal format during the first class session and will submit their journal entries to the appropriate Drop Box located in the In Touch section of Oncourse by midnight on the first Sunday following the Tuesday class session. Journal entries will be analyzed, graded and returned during the following Tuesday class session.

**Mid-Term Exam (11 points)** – A Mid-Term Exam will be given to students during week # seven of this course and will be due to the appropriate Drop Box no later than midnight.

**Final Exam (15 points)** – A Final Exam will be given to students during week # 14 of this course. All students will complete a rough draft of the Final Exam and hand in during class on for feedback. The Final Exam must be submitted via the Oncourse Drop Box no later than midnight. No late papers will be accepted.

A  Represents the highest grade possible and indicates outstanding achievement. This grade is *not* automatically given to the top student performance but instead indicates student work which demonstrates complete mastery of course learning objectives or evinces a level of creativity or originality which far exceeds course expectations. The grade indicates the student works independently and with strong initiative, seeking knowledge outside the normal framework of the course.

B  Represents achievement considerably above expectations. Student performance demonstrates thorough understanding of course learning objectives and a high level of creativity or originality.

C  Student performance meets designated course requirements and demonstrates understanding of the course material and attainment of the course learning objectives. This is the grade that may be expected of a student who puts forth a reasonable amount of time and effort and completes all requirements.

D  This grade denotes substandard work and indicates incomplete and inadequate understanding of the course learning objectives. It indicates work which may not satisfy all requirements.

F  This grade indicates serious deficiency in understanding course learning objectives and failure to complete requirements of the course.

**VII. BIBLIOGRAPHY:**
VIII. CHEATING AND PLAGIARISM:

Indiana University has adopted a code that applies, with only minor differences, to students on all Indiana University campuses. The code, which is available in the Office of the Dean of Students and in all school office, spells out what constitutes unacceptable behavior and the procedures to be followed when there are alleged cases of misconduct. The dean of students also has some very brief pamphlets on key areas of the code. What follows is not the code but rather abbreviated and paraphrased statements on key elements of the code: academic and personal misconduct as well as a section on what students should do if they believe that other students, faculty, or staff have violated their rights. The code also explains the procedures employed and how students may appeal decisions. For more information, consult the Code of Student Rights, Responsibilities, and Conduct as well as brochures located in the Office of the Dean of Students.

Indiana University Purdue University Indianapolis Code of Conduct

Cheating of any kind will be grounds for failure. You are allowed to discuss your assignments with others. However, you are expected to submit your own work for grading. You are expected to create your own assignments independent of others except when directed to work in teams. Do not cheat. The submission of false computer output is also considered to be cheating.

Cheating will not be tolerated. Cheating and/or plagiarism will be immediately punished with a grade of zero for the assignment in question, reported to the Chairman of the Department of Computer and Information Technology and a letter describing the infraction will be placed in your student file. Further disciplinary action will be pursued according to university policy as described in Part III of the Code of Student Rights, Responsibilities, and Conduct ( Issued August 15, 1997).

Instructors using software to detect plagiarism are encouraged to investigate whether or not the student’s permission is needed.

VIII. AMERICANS WITH DISABILITIES ACT:
If you need any special accommodations due to a disability, please contact Adaptive Educational Services at (317)-274-3241. The office is located in CA 001E.
Dear Eugenia,

Thank you for meeting with me today and explaining that the courses you are proposing are existing courses on the West Lafayette Campus and that your proposal is to extend them so they can be offered here. Also, I appreciate your explanation that the courses focus on technology and that you are willing to collaborate with SPEA on curricular issues.

SPEA IUPUI is supportive of the action to offer the following three courses at IUPUI:

- OLS 580 Interpersonal Skills for Leaders;
- OLS 581 Leadership and Ethics; and
- Tech 520 Technology, Society, and Ethics.

Greg Lindsey
Associate Dean and Duey Murphy Professor
School of Public and Environmental Affairs
BS 3025, 801 W. Michigan
Indianapolis, Indiana 46202

Telephone: 317-274-2016
Fax: 317-274-5153
Mobile: 317-840-0995