American Public University System

The Ultimate Advantage is an Educated Mind

School of Public Service and Health

Department of Sport and Health Sciences
SPHS510
Ethical and Leadership Principles of Health and Wellness Management
3 Credit Hours
8 weeks
Prerequisite(s): None

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Instructor Information

Instructor:
Email:
Office Hours:

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Course Description (Catalog)

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This course investigates methods, principles, leadership skills, and ethical decision-making responsibilities of professionals in the field of health and wellness. Readings, interactive tools, discussions, and independent activities provide students opportunities to equip themselves with skills in management, communication, team building, and personal and professional growth. Students apply these skills by taking on ethical and leadership opportunities that shape health and wellness principles and practice. This course provides practical tools they can use to approach leadership roles and ethical decisions that are implicit within health and wellness management.

Course Scope

This course is designed to provide students with an investigation among the major theories, principles, and skills that leaders experience and relate them to the field of health and wellness management. This course provides an opportunity for students to evaluate their leadership skills and ethical beliefs, recognizing strengths and weaknesses through a personal SWOT analysis enabling them to develop a personal leadership plan that focuses on a career in health and wellness management. This course will cover a wide variety of areas, allowing students to put the theory into practice by doing hands on activities, as well as creating resources to use in a professional field dealing with health and wellness. Topics related to effective leadership, ethics, decision making, team building, communication, problem solving and self reflection will be explored in depth.

Course Objectives

After successfully completing this course, students will fulfill the following **Learning Objectives** (L.O.):

LO1: Analyze the major components of leadership roles in health and wellness

LO2: Examine the evolution of various leadership theories of health and wellness management.

LO3: Analyze ethically driven decision-making strategies for effective personal and professional growth.

LO4: Analyze strategies for effective problem solving in the workforce

LO5: Prepare a personal leadership plan for a health and wellness management setting.

Course Delivery Method

This SPHS510 Ethical and Leadership Principles of Health and Wellness Management course delivered via distance learning will enable students to complete academic work in a flexible manner, completely online. Course materials and access to an online learning management system will be made available to each student. **Online assignments are due by Sunday evening** of the week as noted and include Discussion Board questions (accomplished in groups through a threaded discussion board), examination, and individual assignments submitted for review by the Faculty Member). Assigned faculty will support the students throughout this eight-week course.

Course Materials

Required Readings:

E-Book From EBSCO- APUS Library

Forster, N. (2005). Maximum Performance : A Practical Guide to Leading and Managing People at Work

E-Book From Books 24x7 APUS Library

McMillan, R.C. (2014). The Next Gen Leader-The Complete Summary. Soundview Executive Summaries © 2014

E-Book From EBSCO-APUS Library

Mendonca, M., & Kanungo, R.N. (2007). Ethical Leadership

E-Book From Books 24x7 APUS library

Miller, M. (2013). The Heart of Leadership: Becoming a Leader People Want to Follow
Berrett-Koehler Publishers © 2013 (145 pages) Citation
ISBN:9781609949600

E-Book From Books 24x7 APUS library

Scisco, P.,McCauley, C.D., Leslie, J.B., & Elsey, R. (2014). Change Now! Five Steps to Better Leadership
Center for Creative Leadership © 2014

E-Book From Books 24x7 APUS library

Tracy, B.,& Chee, P. (2013). 12 Disciplines of Leadership Excellence: How Leaders Achieve Sustainable High Performance. McGraw-Hill © 2013 (240 pages) Citation
ISBN:9780071809467

Maxwell's Definition of Leadership: http://www.success.com/videos/john-c-maxwell-defines-leadership

Ethical Excerpt: http://leadershipnow.com/leadershop/3229-0excerpt.html

John Maxwell Blog: http://www.johnmaxwell.com/blog/

Ethical leadership: http://www.forbes.com/sites/jackzenger/2012/06/20/ethics-in-leadership-the-8-rules-to-protect-corporate-power/

The 21 Indispensable qualities of A Leader Audiobook:
http://www.youtube.com/watch?v=_6uckzWOeYE

Maxwell, J.C. (2010). The 21Qualities of a Leader:Maxwell Summary. *Retrieved from:www.summary.com* PDF

Leadership Qualities:
http://www.healthguidance.org/entry/10489/1/Be-a-Good-Leader--Leadership-Qualities.html

Leadership Fitness: http://ezinearticles.com/?The-Four-Dynamic-Qualities-of-Leadership-Fitness&id=1014547

Who Moved My Cheese? Audiobook: http://www.youtube.com/watch?v=HxKtCooMG5A

The 5 Levels of Leadership:
http://www.youtube.com/watch?v=aPwXeg8ThWI

Leadership Vs. Management:
http://www.leadership-tools.com/leadership-versus-management.html

Lere, J.C.,& Gaumnitz,B. (2007).Changing behavior Code of ethics. *The American Journal of Business.* Vol.22, No.2 (PDF)

ACSM-Code of Ethics example: http://www.acsm.org/join-acsm/membership-resources/code-of-ethics

Decision Making Steps: http://www.corporatewellnessmagazine.com/issue-22/features-issue-22/5-steps-to-good-decision-making/

Decision Making and Problem Solving: http://kalyan-city.blogspot.com/2010/06/decision-making-process-in-management.html

How to define an ethical Dilemma in the workforce: http://www.ehow.com/how_7449346_define-ethical-dilemma-business.html

The Decision Making Process: http://smallbusiness.chron.com/steps-decisionmaking-process-manager-10601.html

Halvorson, H.G. (2014). *Get Your Team to Do What It Says.* Harvard Business Review, 2014. (PDF)

Laws of Teamwork: http://www.youtube.com/watch?v=YAib9JJJJDs

Covey, S.R.(1992). *The Seven Habits of Highly Effective People.* Simon & Schuster (PDF-Circle of influence/Concern)

John Wooden: The Difference between winning and succeeding
http://www.youtube.com/watch?v=0MM-psvqiG8

Leadership Styles:

Leadership vs. Management
Bureaucratic Leadership
Autocratic
http://www.fastcompany.com/1838481/6-leadership-styles-and-when-you-should-use-them

Laissez-Faire
http://managementstudyguide.com/leadership-styles.htm
Fielders contingency model
http://www.mindtools.com/pages/article/fiedler.htm

Transformational
Transactional
http://www.brighthub.com/office/home/articles/83132.aspx

Charismatic
http://changingminds.org/disciplines/leadership/styles/charismatic_leadership.htm

Situational
http://education-portal.com/academy/lesson/what-is-situational-leadership-theories-styles-definition.html#lesson

McComb, W. (2014).Transformation Is an Era, Not an Event. Harvard Business Review 2014. (PDF)

The 7 Habits of Highly Effective People Summary Audiobook:
http://www.youtube.com/watch?v=_6uckzWOeYE

Full version of 7 Habits Live:
http://www.youtube.com/watch?v=GPuuNcWkjTc

Al-Araki, M. (2013). SWOT analysis revisited through PEAK-framework. *Journal of Intelligent and Fuzzy Ststems.* 25 (2013) 615-625. DOI 1o.3233/IFS-120668. IOS Press. (PDF)

Cleveland Clinic (2008). Example of a Personal Leadership SWOT Analysis. PDF

Personal SWOT- http://www.expertprogrammanagement.com/2011/03/personal-swot-analysis/

What is a personal Leadership Plan/How to create one:
http://www.buzzle.com/articles/leadership-development-plan.html

The Importance of Leadership Development:
http://www.buzzle.com/articles/the-importance-of-leadership-development.html

Leadership Development Plan Template: http://www.buzzle.com/articles/leadership-development-plan-template.html

Personal Leadership Plan Steps:
http://www.academia.edu/1094948/Create_Your_Personal_Leadership_Development_Plan_Here

Additional Resources:

In the Course Materials folder there are additional course articles, and up to date APA handouts. This course requires students to utilize the *Sports Business Research Network (SBRnet)* and the *Sports Marketing Quarterly (SMQ)* located in the APUS Online Library.

Websites

In addition to the required course texts the following public domain Websites are useful. Please abide by the university's academic honesty policy when using Internet sources as well. Note web site addresses are subject to change.

Site Name	Website URL/Address
APA style formatting guide	http://owl.english.purdue.edu
Developing a Thesis Statement	https://owl.english.purdue.edu/owl/resource/545/01/
NCHN Blog	http://www.nchn.org/blog.html
Wellness Blog	http://blog.wellworksforyou.com/blog/

Evaluation Procedures

Graded Assignment	Percentage
Ethical Leadership Survey	**5**
Forums	**35**
Assignments	**40**
Quizzes	**NA**
Final Project	**20**

Total	**100**

8 – Week Course Outline

Week	Topic(s)	Learning Objectives	Reading(s)	Assignment(s)
1	Professional Ethics and Leadership	**LO.1** **LO.2**	**Week 1 Readings:** E-Book Next Gen Leader "The Truth about Leadership" E-Book: Maximum Performance Ch.1,12 E-Book: Ethical Leadership Ch.1,2 Maxwell's Definition of Leadership: http://www.success.com/videos/john-c-maxwell-defines-leadership Ethical Excerpt: http://leadershipnow.com/leadershop/3229-0excerpt.html John Maxwell Blog: http://www.johnmaxwell.com/blog/ Ethical leadership: http://www.forbes.com/sites/jackzenger/2012/06/20/ethics-in-leadership-the-8-rules-to-protect-corporate-power/ **In Lesson Section**: Weekly Lesson 1 **Websites:** Ethical Leadership Survey **www.surveymonkey.com**	**Forum #1**- Ethical Leadership Survey
2	Qualities of a		**Week 2 Readings:**	Fourm#2-

| | Leader | LO.1
LO.3 | Creating a Culture of Quality
Article PDF-APUS library

The 21 Indispensable qualities of A Leader Audiobook:
http://www.youtube.com/watch?v=_6uckzWOeYE

The 21Qualities of a Leader:Maxwell Summary PDF

Leadership Qualities:
http://www.healthguidance.org/entry/10489/1/Be-a-Good-Leader--Leadership-Qualities.html

Leadership Fitness:
http://ezinearticles.com/?The-Four-Dynamic-Qualities-of-Leadership-Fitness&id=1014547

In Lesson Section:
Weekly Lesson 2 | Leadership and Fitness-http://www.personalized-leadership.com/fitness-motivation.html

Assn.1-Defining You as a Leader |
| 3 | Leadership Skills and Communication | | **Week 3 Readings**

E-Book: Maximum Performance Ch.3

Leadership=Communication? PDF

Who Moved My Cheese? Audiobook:
http://www.youtube.com/watch?v=HxKtCooMG5A | **Forum #3**
Communication and leadership |

		LO.3	The 5 Levels of Leadership: http://www.youtube.com/watch?v=aPwXeg8ThWI Leadership Vs. Management: http://www.leadership-tools.com/leadership-versus-management.html **In Lesson Section:** Week 3 Lesson	
4	Decision-Making and a code of ethics	**LO.3** **LO.4**	**Week 4 Readings** **E-Book** Ethical Leadership Ch. 4 Changing behavior Code of ethics PDF ACSM-Code of Ethics example: http://www.acsm.org/join-acsm/membership-resources/code-of-ethics Decision Making Steps: http://www.corporatewellnessmagazine.com/issue-22/features-issue-22/5-steps-to-good-decision-making/ Decision Making and Problem Solving: http://kalyan-city.blogspot.com/2010/06/decision-making-process-in-management.html How to define an ethical Dilemma in the workforce:	**Forum#4**.Share your own ethical Dilemma in the workforce **Assn.2**Decision Making and Ethics

			http://www.ehow.com/how_7449346_define-ethical-dilemma-business.html The Decision Making Process: http://smallbusiness.chron.com/steps-decisionmaking-process-manager-10601.html **In Lesson Section:** Week 4 Lesson	
5	Building Team Chemistry	**LO.3** **LO.4**	**Week 5 Readings** **E-Book**: Maximum Performance Ch.5 Get Your Team to Do What It Says: PDF Laws of Teamwork: http://www.youtube.com/watch?v=YAib9JJJJDs Circle of Influence/Concern: PDF John Wooden: The Difference between winning and succeeding http://www.youtube.com/watch?v=0MM-psvqiG8 **In Lesson Section:** Week 5 Lesson	**Forum#5**-Team Dysfunctions

6	Leadership Styles and theories	**LO.1 LO.2**	**Week 6 Readings** **E-Book**: Maximum Performance Ch.8 **E-Book**: Ethical Leadership Ch.2,3 Leadership Styles: http://www.fastcompany.com/1838481/6-leadership-styles-and-when-you-should-use-them Leadership vs. Management Bureaucratic Leadership Autocratic Laissez-Faire http://managementstudyguide.com/leadership-styles.htm Fielders contingency model http://www.mindtools.com/pages/article/fiedler.htm Transformational Transactional http://www.brighthub.com/office/home/articles/83132.aspx Charismatic http://changingminds.org/disciplines/leadership/styles/charismatic_leadership.htm Situational http://education-portal.com/academy/lesson/what-is-situational-leadership-theories-styles-definition.html#lesson **In Lesson Section:** Week 6 Lesson	**Forum#6**-What Leadership style are you working under or with? **Assn.3** Leadership Theories and Styles

7	Developing a Vision	**LO.1** **LO.4**	**Week 7 Readings** **E-Book** 12 Disciplines of Leadership Excellence Ch.2 **E-Book** The Heart of Leadership: Becoming a Leader People want to Follow "Vision Fuels Courage" Transformation Is an Era, Not an Event PDF The 7 Habits of Highly Effective People Summary Audiobook: http://www.youtube.com/watch?v=_6uckzWOeYE Full version of 7 Habits Live: http://www.youtube.com/watch?v=GPuuNcWkjTc **In Lessons Section** Week 7 Lesson	**Forum#7**-Your Vision
8	Strengths and Weakness of A Leader (SWOT)		**Week 8 Readings** SWOT Harvard-PDF	**Forum 8**- Your next move with Leadership in the Health and Wellness

		LO.5	Personal SWOT Analysis and action plan Example-PDF Personal SWOT- http://www.expertprogrammanagement.com/2011/03/personal-swot-analysis/ What is a personal Leadership Plan/How to create one: http://www.buzzle.com/articles/leadership-development-plan.html The Importance of Leadership Development: http://www.buzzle.com/articles/the-importance-of-leadership-development.html Leadership Development Plan Template: http://www.buzzle.com/articles/leadership-development-plan-template.html Personal Leadership Plan Steps: http://www.academia.edu/1094948/Create_Your_Personal_Leadership_Development_Plan_Here	field **Assn.4** Personal Leadership Plan

Please see the Student Handbook to reference the University's grading scale

Policies

Please see the Student Handbook to reference all University policies. Quick links to frequently asked question about policies are listed below.

> Drop/Withdrawal Policy
> Plagiarism Policy
> Extension Process and Policy
> Disability Accommodations

WRITING EXPECTATIONS
All written submissions should be submitted in a font and page set-up that is readable and neat. It is recommended that students try to adhere to a consistent format, which is described below.

- Typewritten in double-spaced format with a readable style and font and submitted inside the electronic classroom (unless classroom access is not possible and other arrangements have been approved by the professor).
- Arial 11 or 12-point font or Times New Roman styles.
- Page margins Top, Bottom, Left Side and Right Side = 1 inch, with reasonable accommodation made for special situations and online submission variances.

CITATION AND REFERENCE STYLE
Attention Please: Students will follow the APA Style Manual, 6th Edition as the sole citation and reference style used in written work submitted as part of coursework to the University. Assignments completed in a narrative essay or composition format must follow the citation used in the APA Style Manual, 6th Edition.

LATE ASSIGNMENTS
Students are expected to submit classroom assignments by the posted due date and to complete the course according to the published class schedule. As adults, students, and working professionals I understand you must manage competing demands on your time. Should you need additional time to complete an assignment please contact me before the due date so we can discuss the situation and determine an acceptable resolution. Routine submission of late assignments is unacceptable and may result in points deducted from your final course grade.

NETIQUETTE
Online universities promote the advance of knowledge through positive and constructive debate--both inside and outside the classroom. Discussions on the Internet, however, can occasionally degenerate into needless insults and "flaming." Such activity and the loss of good manners are not acceptable in a university setting--basic academic rules of good behavior and proper "Netiquette" must persist. Remember that you are in a place for the fun and excitement of learning that does not include descent to personal attacks, or student attempts to stifle the discussion of others.

- **Technology Limitations:** While you should feel free to explore the full-range of creative composition in your formal papers, keep e-mail layouts simple. The Sakai classroom may not

fully support MIME or HTML encoded messages, which means that bold face, italics, underlining, and a variety of color-coding or other visual effects will not translate in your e-mail messages.

- **Humor Note:** Despite the best of intentions, jokes and--especially--satire can easily get lost or taken seriously. If you feel the need for humor, you may wish to add "emoticons" to help alert your readers: ;-), :), ☺

DISCLAIMER STATEMENT

Course content may vary from the outline to meet the needs of this particular group.

Academic Services

The Online Library is available to enrolled students and faculty from inside the electronic campus. This is your starting point for access to online books, subscription periodicals, and Web resources that are designed to support your classes and generally not available through search engines on the open Web. In addition, the Online Library provides access to special learning resources, which the University has contracted to assist with your studies. Questions can be directed to **librarian@apus.edu**.

- *Charles Town Library and Inter Library Loan:* The University maintains a special library with a limited number of supporting volumes, collection of our professors' publication, and services to search and borrow research books and articles from other libraries.
- *Electronic Books:* You can use the online library to uncover and download over 50,000 titles, which have been scanned and made available in electronic format.
- *Electronic Journals:* The University provides access to over 12,000 journals, which are available in electronic form and only through limited subscription services.
- *Turnitin.com:* **Turnitin.com** is a tool to improve student research skills that also detect plagiarism. Turnitin.com provides resources on developing topics and assignments that encourage and guide students in producing papers that are intellectually honest, original in thought, and clear in expression. This tool helps ensure a culture of adherence to the University's standards for intellectual honesty. Turnitin.com also reviews students' papers for matches with Internet materials and with thousands of student papers in its database, and returns an Originality Report to instructors and/or students.
- **Tutor.com** is an award-winning online homework help and learning service that connects students to a certified tutor for one-on-one help. Get help with homework, studying, projects, essay writing, and test prep in every subject, including algebra, statistics, chemistry, physics, social studies, and English. There are thousands of academic and career services resources—worksheets, practice problems, videos in every subject, as well as financial literacy tips. They are available 24/7 so you can access them whenever you need extra help.

Request a Library Guide for your course (http://apus.libguides.com/index.php)

The AMU/APU Library Guides provide access to collections of trusted sites on the Open Web and licensed resources on the Deep Web. These are specially tailored for academic research at APUS:

- Program Portals contain topical and methodological resources to help launch general research in the degree program. To locate, search by department name or navigate by school.
- Course Lib-Guides narrow the focus to relevant resources for the corresponding course. To locate, search by class code (e.g., SOCI111) or class name.

If a guide you need isn't available yet, let us know by emailing the APUS Library: librarian@apus.edu