

# Leadership Class Journal Requirements

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Instructions: There is no paper for this course. You will instead keep a leadership journal consisting of 27 entries based mostly on exercises and assessments. The goal of this journal is to complete your personal assessment, reflection, and improved self-awareness. The more you put into it, the more you will get out of it, and the higher grade you will receive. The first submission, due in Week 2, is to allow you to get initial and early feedback. The final journal is due in Week 7. Some assessments are in the book and some are not.

The journal project is worth 240 total points. You will journal and submit your entry at the end of Weeks 2 and 7. The Week 2 journal is to allow you to receive instructor feedback so you can make any changes to your initial journal and increase your chances of earning an excellent grade on the final journal submission due in Week 7.

## Format

1. You must have an APA cover page and follow the usual APA guidelines related to text, double-spacing, citations, and references. You are NOT required to cite and reference the exercises from the text or the textbook in this journal. For this class assignment, they are specified and assumed. If you use the text as part of your discussion and reflection in your answer, you will need to cite and reference.
2. Follow the headers from this requirements sheet. Use each journal entry header, bolded and underlined, in your journal. This is important for facility efficient grading.
3. Save your journal with the schema **LastName\_FirstName\_Journal#**. For me, it would be Jones\_Marshall\_Journal 1 for my initial submission.
4. Load to the digital drop box.
5. Your final journal will include entries from your first entry to create a complete leadership journal. In the event you edit entries from your initial journal, you need to leave the original entry followed by the updated entry highlighted in yellow so the instructor can easily identify edits from the original journal.

## Entry Expectations

**IMPORTANT** – Unless an entry specifically indicates another expectation, entries must consist of a minimum (to earn a C) of THREE PARAGRAPHS. The first entry should discuss the assessment or exercise; the second paragraph discusses your results and interpretations; and the last and most important discusses how you can use the information to improve on identified areas needing improvement – or how the assessment reinforced what you are doing and why.

## INITIAL JOURNAL (due Week 2 – 40 points)

Please complete and submit the first three prior to midnight Sunday of Week 2. Please review the instructions for expectations on format, responses, and file naming. You may also refer to the sample journal. The exercises in the example are not the same as they are from an old class, but it will give you an exemplar. This is worth 40 initial points, but the entries are part of the grade for the final journal.

## Journal Entry 1: Best Leader I have Experienced (this is NOT in your text)

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Think of a person who exemplifies a model of leadership from your life's experience. Describe their traits and behaviors important to leadership. What traits or behaviors did they possess that made you willing to follow? What examples or model behaviors do you try to emulate that they modeled for you? Please provide at least a full page with three solid paragraphs.

## **Journal Entry 2: Self-Assessment 1-1: Leadership Potential (Chapter 1, p. 3-4)**

How did you score on this assessment? What does it suggest about your leadership potential? Discuss whether you agree or disagree and why. Based on this assessment, what areas do you need to work on to improve your leadership skills? How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

## **Journal Entry 3: Self-Assessment 1-2: Managerial Leadership Skills (Chapter 1, p. 8)**

How did you score on this assessment? What does it suggest about your managerial leadership skills? Discuss whether you agree or disagree and why. How may you use this information? Based on this assessment, what is your preference? How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

## **Journal Entry 4: Self-Assessment 2-1: Big Five Personality Dimensions (Chapter 2, p. 32-33)**

How did you score on the five personality dimensions? What does the inventory suggest about those scores? Discuss whether you agree or disagree and why. What do you consider strengths, and what do you need to be aware of in order to avoid potential problems? How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 2-2 on page 42 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness.)*

## **Journal Entry 5: Online Jung Personality Profile (this assessment is not associated with the text. You need to access the test from the web)**

Please take the online Jung personality typology test. What is your Jung typology? What does this score imply? Do you agree with the characteristics frequently associated with each type as they pertain to you? How can you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

<http://www.humanmetrics.com/cgi-win/jtypes2.asp>

## **Journal Entry 6: Self-Assessment 2-3: Motive Profile with Socialized Power (Chapter 2, p. 44)**

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You will need to refer back to Self-Assessment 2-1 about the Big Five personality profile to complete this exercise. How did you score on the three needs and socialized power outlined in the assessment? What does the inventory suggest about those scores? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 2-4 on page 45-46 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

*(Note: We are skipping Self-Assessment 2-5 on page 46-47 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 7: Self-Assessment 2-6: How Ethical is Your Behavior? (Chapter 2, p. 50-51)**

How did you score on the ethical leadership scale? Discuss whether you agree or disagree and why. Why do you think you scored as you did? How may you use this information? (Instructor note: this is included in the journal to ensure you think ethical behaviors, help with self-assessment, and contemplate areas for potential improvement) Remember the three paragraph minimum expectation as outlined in the instructions.

### **Journal Entry 8: Self-Assessment 3-1: Your Behavioral Leadership Style (Chapter 3, p. 71-72)**

How did you score on the behavioral leadership style inventory? What does the inventory suggest about those scores? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 3-2 on page 78 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 9: Self-Assessment 3-3: Job Motivators and Maintenance Factors (Chapter 3, p. 83-84)**

Are motivator or maintenance factors more important to you? Can you explain why this may be the case? How can you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

## **FINAL JOURNAL (due Week 7 – 200 points)**

Continue your journal from Week 2. ADD to the journal so that the final includes all 28 entries. You can make edits to the entries initially submitted at the end of Week 2. In the event you edit entries from your initial journal, you need to leave the original entry followed by the updated entry highlighted in yellow so the instructor can easily identify edits from the original journal.

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Your completed journal will have all 28 entries. This will require you to work ahead into Week 8 to complete the exercises. This is necessary to allow time for your instructor to grade the journals and final exams as well as post final grades on time. *The final journal is worth 200 points.*

### **Journal Entry 10: Emotional Intelligence (EQ) Tests (these are not associated with the text. You need to access the test from the web)**

Please go to the web and complete the three emotional intelligence (EQ) tests below. What does each say about your EQ? Do the tests seem more similar or different in how they explore your EQ? How can you use this information in your daily interactions with others? This response will likely require more than the typical three paragraphs to complete.

Global Leadership Foundation's Global Emotional Intelligence Test (GEIT)

<https://globalleadershipfoundation.com/geit/eitest.html>

Institute for Health and Human Potential EQ Quiz:

<http://www.ihhp.com/free-eq-quiz/>

Memorado EQ Test:

[https://memorado.com/emotional\\_quotient](https://memorado.com/emotional_quotient)

(EQ Note: If you are interested, you can find much more detailed scales online for free or for a small fee. If you do other EQ tests, please report on them in your journal as well. It is always helpful for you to journal about them, and it helps instructors identify other scales.)

(Instructor Note: There are external links. Should you experience a broken link, please email your instructor and complete the other two. If more than one is broken, then wait for the instructor to reply. Remember, before you give up on a link, try another browser.)

### **Journal Entry 11: Self-Assessment 4-1: Leadership Style Your Fielder LPC (Chapter 4, p.113)**

Are you primarily a task or relationship-centered leader? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 4-2 on page 132-133 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 12: Self-Assessment 4-3: Determining Your Preferred Normative Leadership Style (Chapter 4, p.136-139)**

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What does the assessment suggest is your preferred leadership style? What does your preferred style result imply? Discuss if you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 4-4 on page 141 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

*(Note: We are skipping Self-Assessment 5-1 on page 152 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 13: Self-Assessment 5-2: Use of Political Behavior (Chapter 5, p.153-154)**

What does the assessment suggest is your use of political behavior? Do you use them all or have a preference? What does it imply about you political behavior? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

### **Journal Entry 14: Self-Assessment 5-3: Networking (Chapter 5, p.159)**

Does this assessment suggest you are an effective or ineffective networker? Discuss whether you agree or disagree and why. How may you use this information to improve or maintain your networking skills? Remember the three paragraph minimum expectation as outlined in the instructions.

### **Journal Entry 15: Self-Assessment 5-4: Negotiating (Chapter 5, p.165)**

Does this assessment suggest you are an effective or ineffective negotiator? Discuss whether you agree or disagree and why. How may you use this information to improve or maintain your negotiation skills? Remember the three paragraph minimum expectation as outlined in the instructions.

### **Journal Entry 16: Online Learning Style Inventories (these assessments are not associated with the text. You need to access the test from the web)**

Complete the below online learning style inventories. Report your results to each. Discuss how they are similar or different. What did you learn about your preferred learning style? How can you use this information? This response will likely require more than the typical three paragraphs to complete.

- a. <http://www.personal.psu.edu/bxb11/LSI/LSI.htm>
- b. <http://www.engr.ncsu.edu/learningstyles/ilsweb.html>

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## **Journal Entry 17: Self-Assessment 6-1: Listening Skills (Chapter 6, p.188)**

The instructions ask and have at least two trusted friends or colleagues participate in this assessment. It is important that you do so as it can be very revealing. Please do not shortchange yourself. How did you score on your assessment? How did your friends or colleagues score compare to yours? Based on these scores, would you assess that you are self-aware of your listening skills? How may you use this information?

*(Note: We are skipping Self-Assessment 6-2 on page 209 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

## **Journal Entry 18: Self-Assessment 6-3: Determining Your Preferred Communication Style (Chapter 6, p.215-218)**

What is your preferred communication style according to the assessment? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

## **Journal Entry 19: Self-Assessment 7-1: Dyadic Relationship with Your Manager (Chapter 7, p.233-234)**

What does the assessment suggest about your relationship with your supervisor? Please complete Self-Assessment 7-2 (p. 238) and Self-Assessment 7-3 (p 239). What do these two assessments, both related to Self-Assessment 7-1, suggest about your LMX? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

## **Journal Entry 20: Self-Assessment 7-4: Effective Followers (Chapter 7, p.243)**

What does the assessment suggest about you as a follower? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 7-5 on page 251 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

## **Journal Entry 21: Self-Assessment 8-1: Assessing Teamwork in Your Group (Chapter 8, p.274)**

Describe a team and team experience you will use to complete this assessment. What does the assessment suggest about the team experience you decided to assess? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

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*(Note: We are skipping Self-Assessment 8-2 on page 282 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

*(Note: We are skipping Self-Assessment 8-3 on page 288 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 22: Self-Assessment 9-1: Are You More of a Transformational Leader? (Chapter 9, p.329)**

What does the assessment suggest about transformational leadership? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

### **Journal Entry 23: Social Intelligence (SQ) Test (these are not associated with the text. You need to access the test from the web)**

Please go to the web and complete the two social intelligence (SQ) tests below. What does each report about your SQ? How do you interpret these results? Do the tests seem more similar or different in how they explore your EQ? How can you use this information in your daily interactions with others? This response will likely require more than the typical three paragraphs to complete.

The Tromsø Social Intelligence Scale

<http://www.psytoolkit.org/cgi-bin/psy2.3.2/survey?s=x8jXG>

(D.H. Silvera, M. Martinussen, & T. I. Dahl. (2001). The Tromsø Social Intelligence Scale, a self-report measure of social intelligence. *Scandinavian Journal of Psychology*, 42, 313-319.)

Lab in the Wild Social Intelligence Test

<http://socialintelligence.labinthewild.org/mite/>

(Instructor Note: There are external links. Should you experience a broken link, please email your instructor and complete the other two. If more than one is broken, then wait for the instructor to reply. Remember to try another browser before you give up on a link.)

### **Journal Entry 24: Self-Assessment 9-2: Are You More Charismatic, Transformational, or Both? (Chapter 9, p.341-342)**



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What does the assessment suggest about you regarding charismatic or transformational leadership? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 9-3 on page 345 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 25: Self-Assessment 10-1: Personal Values (Chapter 10, p. 372)**

What are your top three values in the assessment? Are you putting in the time and effort to achieve the level of success you want in each of these areas? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 10-2 on pages 382-383 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 26: Self-Assessment 11-1: Strategic Leader? (Chapter 11, p. 398)**

What does the assessment suggest about your strategic leadership? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 11-2 on page 418 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **Journal Entry 27: Self-Assessment 12-1: Learning Organizations (Chapter 12, p. 446)**

Describe an organization with which you have been a member. What does the assessment suggest about that organization in terms of learning? Discuss whether you agree or disagree and why. How may you use this information? Remember the three paragraph minimum expectation as outlined in the instructions.

*(Note: We are skipping Self-Assessment 12-2 on page 452 for purposes of your journal. It is valuable information, but not all text assessments are required. You are welcome and encouraged to complete the assessment for self-awareness)*

### **(Final) Journal Entry 28: What lesson about yourself and leadership can you take away from the class and apply in your life?**



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Please summarize both what you have learned and what leadership lessons you have taken from the class and applied in your life. Please take time to reflect and discuss, and provide at least one page of discussion on what you learned from the class or what leadership-related behaviors or trait you possess that were reinforced.