Assignment 1

**Leadership in Organizations**

**Requirements**

Written Report

1. The report must use your own language and should specify the reference(s) from which the information is taken. If you cut and paste a sentence you must use quotation marks and write the author, year, and page number in brackets in the text after the quotation.

2. The report must:

* have a cover page
* use Times New Romans or Arial, font size: 12
* have a space of 2 between lines,
* be between 2-3 full pages in length (not including the reference list)
* use topic sentences at the start of each paragraph
* be written in the third person (do not use “I” or “my” or “our” or “we”)
* have a reference for each section (excluding the Conclusion)
* use full sentences **(and no bullet points)**

**3. The report must use the following headings:**

**Introduction**

Include a clear thesis statement, justify the importance of the assignment, a reference to justify assignment, outline what topics the report will cover

**Leadership**

Define leadership, justify its importance in organizations, and explain how it differs from management.

**Leadership Characteristics (or Traits)**

Describe 5 important qualities or personality traits that leaders should possess to be effective leaders with clear explanations.

**Leadership Styles**

Describe 5 leadership styles and say in what type of organization they are typically found. Also, give a famous example of each style and justify your answer.

**Conclusion**

Restate the thesis statement, include a summary of the key points from the body paragraphs, and say how these key points answer the assignment.

**References**

Include at least 3 references. The references can be from e-brary, books, newspapers, or the internet (but not lecture slides). You must cite the author and year in the text of the essay. Also, **for each reference** you must list the author, year, article or book title, and publisher under References at the end of the essay.

**Assessment Criteria**

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| **Criteria** | **Assessment Rubric for Individual Written Report** | **SCORES** |
| **Introduction** | Contains thesis statement, states why assignment is important, a reference to justify assignment, outlines the body topics (R) | 1 to 5 |
| **Leadership** | Definition, importance, difference to management (R) | 1 to 5 |
| **Leadership qualities** | Five qualities of effective leaders with explanations (R) | 1 to 5 |
| **Leadership styles** | Five styles with organization types and famous examples (R) | 1 to 5 |
| **Conclusion** | Restate the thesis statement, include a summary of the key points from the body paragraphs, and say how these key points answer the assignment. | 1 to 5 |
| **Mechanics** | Punctuation and spelling and capitalization are correct, words are well chosen, writer uses own words, no cut and pasting, use of headings, third person, full sentences, no bullet points | 1 to 5 |
| **References** | Contains 3 relevant references, references in text of report, correct referencing rules | 1 to 5 |
| **TOTAL** | **Average of total converted to a grade.** | 1 to 5 |