

Instructor: Jennifer L. McCaul	Office: 259C DeVos Center, Pew Campus
E-mail: mccaalj@gvsu.edu	Section 01, Wed 6-8:50pm
Telephone Number: 616-331-7137 Office 616-331-6890 Department	Office Hours: 5:00-5:45pm Mon & Wed in the LOH study area (south end, 1 <sup>st</sup> floor) and by appointment, call 331-6890 to schedule an available time to meet in my office downtown or on Allendale's campus.

### Catalog Course Description:

Examines and applies leadership issues, concepts, and situations that are evident in various community and public or nonprofit organizational contexts

**This course will use teaching methods that help students become more proficient in the following skills:**

- ☞ To engage in articulate expression through effective speaking and writing.
- ☞ To think critically and creatively.
- ☞ To locate, evaluate, and use information effectively.

### Course Outcomes:

- ☞ Leadership Knowledge - the concept or philosophy of leadership
  - Define leadership and identify characteristics of leaders
  - Reflect upon the role of identity, power and privilege in leadership
  - Apply transformational leadership frameworks to group and community contexts
- ☞ Leadership Skills & Sensitivities - the ability to lead
  - Explore personal strengths and their connection to individual and team leadership
- ☞ Leadership Competence - The application & practice of leadership
  - Develop a personal leadership philosophy
  - Group communication and teamwork development
  - Participation and reflection on service learning class project

### Course Texts and Materials:

- ☞ Northouse, P. G. (2009). *Introduction to leadership: Concepts and practice*. Thousand Oaks, CA: Sage Publications.
- ☞ Supplemental Readings as assigned (All supplemental readings are available through the library e-course reserve website in pdf or full text online format - see instructional handout available under Course Documents on BlackBoard)

### Format:

This course will be taught seminar style with considerable time spent in discussion, both large and small group, and activities. This course is intended to be very interactive and dynamic. You are expected to come prepared to participate by completing assigned readings and activities prior to class. Because of the participatory nature of this class, your presence is especially important for the success of the course. Attendance is expected and will be part of your overall evaluation.

### Policies:

#### ☞ Attendance

- ★ Attendance in class is fundamental to your academic success. You should plan on attending every day in order to make the most of this learning opportunity. I do not distinguish

between excused or unexcused, you are either here or you aren't. If you have extenuating circumstances (death, serious illness, injury, etc.) please let me know, we can talk about options. However if it is "normal" illness, that is part of making responsible decisions for yourself, do what you must, as you will need to do in the outside workforce for the rest of your life.

- ★ If you are a GVSU athlete or have other university reasons for missing a class (fieldtrip, etc.), please provide official notification from your coach or instructor at least one week prior to your absence. You will be provided with an alternate assignment for that day.
- ★ You will be allowed 1 "free" absence (however you will not earn participation points for any days you miss.) This includes completely missed classes and accumulation of partial absences (arriving late or leaving early). For each absence after that you will lose 10 points for each absence up to 4 total absences, after which you will automatically fail this course no matter how many points you have earned. This is equivalent to 4 WEEKS of class missed or nearly a ¼ of the semester!

#### ☞ Cell phones, laptops, and other electronics

- ★ Please silence or turn off any cell phones/pagers before coming into class.
- ★ Unless you have a specific need (which you should discuss with me) this class does not require a laptop to be used during class. Please do not use your laptop or other electronics during our discussions as it will distract you and your neighbors from participating. There will be plenty of opportunity to use technology for assignments outside of the classroom.

#### ☞ Academic Honesty/Plagiarism Policy

- ★ "Any ideas or material taken from another source for either written or oral presentation must be fully acknowledged. Offering the work of someone else as one's own is plagiarism" (from the GVSU Student Code, Section 223.01). There is no such thing as unintentional plagiarism. It results from ignorance of proper citation practices, but is nonetheless a violation of academic standards, and will not be tolerated. Students who plagiarize will fail the assignment, possibly the course, and are subject to disciplinary action.

#### ☞ Assignments

- ★ Assignments (formal or informal) are due by 9:00pm on date due unless EXTREME circumstances have caused your absence. You should contact me as soon as possible to discuss your situation
- ★ All assignments should be proofread for mechanical and grammar issues prior to being turned in. This is more than just using "spell check" on your computer. Consider using the writing center or asking a friend or classmate to review your writing.
- ★ For formal writing assignments, they MUST be submitted in hard copy during the class period that it's due. Assignments sent via email without prior approval will be returned unopened and not graded! This does not pertain to informal writing we will do through Blackboard.

#### Homework Assignments:

##### ★ Individual

- ★ Reading Quizzes (10 x 5 pts each = 50 pts): You will be asked to complete a quiz related to the readings in each Wednesday's class. This quiz will be designed to ensure you have completed the reading assignments and are prepared to participate in class. If you arrive after the quiz has been completed or leave prior to it being given, you will not be able to make it up. Due: each class meeting through April 1<sup>st</sup> as indicated on syllabus schedule.

★ **“About Me” Journal Entry** (15 pts): You will use Blackboard Blog to write a personal history of who you are, what you are interested in, your educational and leadership experiences, your thoughts about leadership, and what you expect to learn in this class and in college in general. See assignment sheet for further details. Due: January 14<sup>th</sup>

★ **Personal Leadership Philosophy** (100 pts): You will write a 5-7 page formal paper, in lieu of a final exam. In this assignment you will develop a personal definition of leadership that incorporates contemporary leadership studies presented in class; identify the core principles which influence your actions and belief systems; create a self-portrait (including values and personal goals) that will offer guidance when faced with tough leadership decisions. This assignment is designed to provide you with an opportunity to synthesize the diverse issues of leadership addressed in this course and create a concise document that articulates your personal philosophy of leadership. The process of developing a personal leadership statement will help you clarify the core principles that guide your actions and establish a self-portrait of the leader you hope to become. This paper must be reviewed by the Writing Center OR peer reviewed by a classmate. See assignment sheet for further details. Paper due April 22<sup>nd</sup>

★ **Group**

★ **Participation in class** (100 pts): You will be evaluated on your contribution to class discussion and activities in addition to your active participation in Live Journal and the service learning project. Remember to be respectful of instructor and classmates, and to give everyone a chance to contribute. It's about quality not quantity.

★ **Group Leadership Book Review & Presentation** (100 pts): To expand your awareness of the wealth of material available in the areas of leadership and personal development. You will be assigned a Leadership book and small group for this paper and presentation. Your group will be expected to collectively read the book (like a book club) and analyze the leadership ideas presented. You will share your findings with the class in the form of in class presentation/discussion near the end of the semester. See assignment sheet for further details. Paper due at time of Presentation. Presentations will be assigned by lottery for April 8<sup>th</sup> and 15<sup>th</sup>.

★ **Community**

★ **Project SERVE** (85 pts) As leadership does not exist in a vacuum, students will be expected to practice group interaction skills and community leadership by engaging in a class project. See assignment sheet for further details. More information will also be discussed in class 2<sup>nd</sup> week of the semester. Please bring your availability for the dates below to class at that time

Service Learning Experience at Second Harvest Gleaners Food Bank\*\*

- 2/6 Friday 2:00-4:00
- 2/13 Friday 1:30-3:30
- 2/27 Friday 1:30-3:30

\*\*If you are not comfortable with a group service project, or unable to work this event into your schedule (there may be alternate dates), you may choose to opt out of this assignment and do an alternate individual research assignment worth 85 pts instead. If you want to learn more about this, see the assignment sheet on BlackBoard. You must see me to discuss and confirm this option by January 14<sup>th</sup>.\*\*

★ **Leadership Journal** (10 X 5 pt each = 50 pts) In order to be actively engaged in the University and external community and apply what you are learning, you will be asked to keep a "journal" throughout the semester by using BlackBoard Blog. I will post "thought" questions for you to respond to in order to get you started each week. However, feel free to post as many times as you want a week about the reading itself and any thoughts or observances you have related to this class. This is an opportunity to put down random thoughts (emphasis on thoughts! This is not a complaint forum) you may have as you think about the reading and how it relates to your life. Also about the things you see around you. See assignment sheet for further details. Due: by 9pm every Wednesday through April 1<sup>st</sup> as indicated on syllabus schedule.

★ **Grading Scale (points):**

500-475 = A	414-400= B-	349-335= D+
474-450= A-	399-385= C+	334-315= D
449-435= B+	384-365= C	314-000 = F
434-415= B	364-350= C-	

★ **Extra Credit:**

There MAY be opportunities to work with mobile pantries in the community in addition to our service experience at Second Harvest. If you choose to participate in any of the mobile pantries (if available), you will earn an additional 10 points each up to 30 points maximum. There will be NO OTHER TYPES OF EXTRA CREDIT...please do not ask. Take advantage of the points assigned and offered.

★ **Support:**

You are encouraged to use the many campus resources available to you to assist with your success as a college student in this course and others.

- ★ If there is any student in this class who has special needs due to learning, physical, or other disability, please contact me or Disability Support Services (DSS) at 616-331-2490 as early in the semester as possible to ensure your needs are met.
- ★ The GVSU Writing Center is available to help you with the writing you do in any of your classes. Writing Center consultants, who are GVSU students, are trained to help you with all stages of your writing process. Writing Center assistance is free and appointments usually aren't necessary. See [www.gvsu.edu/wc](http://www.gvsu.edu/wc) for hours and location, or call 331-2922.
- ★ GVSU Libraries have many links and tutorials available on their website (<http://www.gvsu.edu/library/index>) as well as helpful staff that may be of assistance for your assignments and projects in this class and others.

☞ **Important GVSU Dates to Remember**

Classes Begin	January 5, 2009
100% Tuition Refund Deadline	January 9, 2009 at 5:00 PM
75% Tuition Refund Deadline	January 30, 2009 at 5:00 PM
Drop Deadline - grade W	March 6, 2009 at 5:00 PM
Examinations	April 20-25, 2009
Grade Available to Students	April 30, 2009

★ **Assignment Schedule:**

\*Additional readings are available through GVSU Libraries e-reserve or BlackBoard. Check the BlackBoard Additional Readings Folder. Readings may be added to this schedule. Notice will be given in class the week prior and a posting to BlackBoard will be made. YOU are responsible for being aware of any updates to the reading schedule as the material may appear on the weekly reading quiz.

Week#	Date	Assignments/Readings are <u>due</u> on date listed
Week 1	1/7	Introductions, Syllabus Review, Expectations, and Class Activities
Week 2	1/14	Read: Chapter 1 Being a Leader Due: Quiz 1; About Me Journal Entry; Project SERVE date availability
Week 3	1/21	Read: Chapter 2 Recognizing your traits Additional Reading: Leadership: Do traits matter? Due: Journal 1; Quiz 2 In class: Group & Book selection for Leadership Book Review
Week 4	1/28	Read: Chapter 3 Recognizing your philosophy & style of leadership Additional Reading: Maslow's hierarchy of needs; Transformational Leadership; Transactional Leadership Due: Journal 2; Quiz 3
Week 5	2/4	Read: Chapter 4 Attending to tasks and relationships Additional Reading: Social Change Model of Leadership Due: Journal 3; Quiz 4
Week 6	2/11	Read: Chapter 5 Developing leadership skills Due: Journal 4; Quiz 5
Week 7	2/18	Group Work Day for Leadership Book Presentations Due: Journal 5; 2/6 Project SERVE
Week 8	2/25	Read: Chapter 6 Creating a vision Additional Reading: Personal Mission Statement Due: Journal 6; Quiz 6; 2/13 Project SERVE
Week 9	3/4	<b>SPRING BREAK - NO CLASS</b>
Week 10	3/11	Read: Chapter 7 Setting the tone Due: Journal 7; Quiz 7; 2/27 Project SERVE
Week 11	3/18	Read: Chapter 8 Listening to out-group members Due: Journal 8; Quiz 8
Week 12	3/25	Read: Chapter 9 Overcoming obstacles Due: Journal 9; Quiz 9
Week 13	4/1	Read: Chapter 10 Addressing ethics in leadership Due: Journal 10; Quiz 10
Week 14	4/8	Group Leadership Book Presentations
Week 15	4/15	Group Leadership Book Presentations
Week 16	4/22	<b>Final Exam Period</b> Due: Personal Leadership Philosophy

\*\*Note: This schedule is subject to change.

Advance notice will be given in class and posted on BB if an assignment or date changes.