

Instructor: Jennifer L. McCaul	Office: 212C DeVos Center, Pew Campus
E-mail: mccaalj@gvsu.edu If I do not respond within 24 hours, resend your message (unless an automatic response gives a different timeframe).	Class Meeting Time & Location: Wednesdays 6-8:50pm B-1-114 MAK Allendale Campus
Telephone Number: 616-331-7137 Office 616-331-6890 Department	Office Hours: 4:30-5:45pm in B-3-232 MAK and by appointment, call 331-6890 to schedule another available time that works for you.

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 Learning Objectives:

1. *Reading comprehension:* develop the ability to read, respond to, and engage with a variety of texts that explore the idea of a leadership.
2. *Writing techniques:* develop the ability to write as a way of responding, both formally and informally, to the concepts we read about and discuss.
3. *Dialogue skills:* develop open-minded listening and speaking skills and learn through becoming an active participant in class discussions.
4. *Reflection and transformation:* reflect on the course material and apply the principles to your own life and to your connections in the community. Understanding that learning is an individual and lifelong process.
5. *Engagement:* become active as an educated, informed, and ethical leader - locally and globally.

Course Outcomes:

- ☞ Leadership Knowledge - the concepts 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

Required Course Texts and Materials:

- ☞ Northouse, P. G. (2010). *Leadership Theory and Practice, 5th edition*. Thousand Oaks, CA: Sage Publications.
- ☞ Mortenson, G., & Relin, D. O. (2006). *Three cups of tea: One man's mission to fight terrorism and build nations-- one school at a time*. New York: Viking.
- ☞ Supplemental Readings as assigned (All supplemental readings will be made available via blackboard)

Suggested Course Materials

- ☞ A notebook to record your ideas, reflections, brainstorming, notes, etc -- the successful student will be reflective, responsive, and will want to note connections they make throughout the course.
- ☞ A three-ring binder or dedicated folder in which to keep and organize all materials. You should keep all assignments, notes, and course materials until the end of the semester. You are responsible for your own materials and assignments before and after they have been graded.
- ☞ Colored pens, pencils, or highlighters for close reading of texts and supplemental materials.

Format:

This course will be taught as a mixture of lecture and 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, so we can talk about options. However if it is "normal" illness, that is part of making responsible decisions for yourself and your peers. Do what you must, as you will need to do in the outside workforce for the rest of your life. Please do not come to class if you are contagious ~ as I'm sure you would not want the person beside you to come if they were. This is also part of making responsible decisions.
- ★ 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 so the absence does not count against you.
- ★ You will be allowed 1 "free" absence. 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 this you will automatically fail this course no matter how many points you have earned. This is equivalent to 4 WEEKS of class missed or a ¼ of the semester!

☞ Cell phones, laptops, and other electronics

- ★ Please silence or turn off cell phones before coming into class.
- ★ A laptop is not necessary during our class meetings. If you choose to bring one, it should only be used to take notes or look up pertinent information (as appropriate) for the class discussion.
- ★ Please do not use your laptop or other electronics during our discussions as it will distract you and your neighbors from participating.
- ★ Students using their electronics in ways not pertinent to this class (Facebook, chat, texting, email, etc) during class will be penalized heavily in their participation grade and will lose the privilege of having electronics in the classroom.
- ★ There is NEVER a need for ear buds or headphones to be used during class. Please put them, and the item they're attached to, away before class begins.

☞ 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 are due by the time indicated in the assignment details or as indicated on the syllabus unless EXTREME circumstances have caused your absence. You should contact me as soon as possible to discuss your situation. NO LATE ASSIGNMENTS WILL BE ACCEPTED!
- ★ 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.
- ★ Many of the written assignments will be submitted electronically via BlackBoard. The link for you to submit your assignment will not be available after 5:00pm on the date due. Plan ahead! I am not responsible for technical difficulties. You should allow yourself enough time to work through any issues. This includes contacting me as soon as you encounter an issue to see if I can assist, or at least that I am aware of the issue.
- ★ 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!

Homework Assignments:

★ Individual

- ★ Reading Quizzes (8 x 5 pts each = 40 pts): You will be asked to complete a quiz related to the readings prior to most class meetings. This quiz will be designed to ensure you have completed the reading assignments and are prepared to participate in class. The quiz will be available on Blackboard beginning on Thursday the week prior and will be available until 5pm on the date due. You will be allowed one attempt to complete the quiz. The quiz is timed and you will be allowed 15 minutes. Due: as indicated on syllabus schedule.
- ★ "About Me" (10 pts): You will use Blackboard to submit a personal history of who you are, what you are interested in, your 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 20th
- ★ Midterm Exam (100 pts): A selection of multiple choice, true/false, fill-in the blank, and short essay discussion questions related to the topics and readings that have been covered in class through mid-semester. Due: In Class - February 24th
- ★ Final Exam (100 pts): A selection of multiple choice, true/false, fill-in the blank, and short essay discussion questions related to the topics and readings that have been covered in class since mid-semester. In addition, there will be questions that span the material from the entire semester. Due: In Class - April 28th

★ **Personal Leadership Philosophy** (50 pts): You will write a 3-5 page formal paper, as a take-home portion of the 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. Due: April 21st

★ **Group**

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

★ **Leadership Profile Group Presentation** (100 pts): In consultation with the professor, the group (of no more than 4 students) should choose a leader of a local non-profit initiative, agency, or organization and research his or her leadership skills and style. Students will be responsible for producing a 1-page double-sided handout examining the organization and the leader's thoughts on leadership. Students will also be responsible for leading a 10-15 minute presentation focusing on the leader and the initiative/agency/organization they lead. See assignment sheet for further details. Presentation order will be assigned by lottery. Due: Group and Topic Selections due February 24th; Presentations due: April 21st

★ **Community**

★ **Pennies for Peace Project** (200 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. More information will also be discussed in class the 2nd week of the semester. This project will relate to the community reading (and assigned text) *Three Cups of Tea* and will conclude with the author's visit to campus April 6th.

If you are not comfortable with a group service project, or unable to work this event into your schedule, you may choose to opt out of this assignment and do an alternate individual research assignment worth 200 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 27th.

★ **Grading Scale (points):**

700-665 = A	629-609 = B+	559-539 = C+	489-469 = D+
664-630 = A-	608-581 = B	538-511 = C	468-441 = D
	580-560 = B-	510-490 = C-	440-000 = F

★ **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 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 11
Last day to Add, Register or Pay	January 15
100% Tuition Refund Deadline	January 15
75% Tuition Refund Deadline	February 5
Mid-term Evaluations	February 22-26
Drop Deadline - grade W	March 12
Spring Break	March 7-14
Classes end	April 24
Examinations	April 26-May 1
Grade Available to Students	May 6

★ Assignment Schedule:

Week#	Date	Assignments/Readings are <u>due</u> on date listed
Week 1	1/13	Welcome to Leadership Dynamics Introductions, Syllabus Review, Expectations, and In-Class Activities
Week 2	1/20	Three Cups of Tea Part 1 & Social Change Model of Leadership Read: Mortensen pp 1-107 and Supplemental Reading on BB Due: "About Me" Discussion Board Posting
Week 3	1/27	Three Cups of Tea Part 2 & Intro to Leadership Read: Mortensen pp 108-224 and Northouse Chapter 1 - pp 1-14 Due: Quiz #1 on Blackboard
Week 4	2/3	Three Cups of Tea Part 3 & Trait Approach Read: Mortensen pp 225-331 and Northouse Chapter 2 - pp 15-38 and Supplemental -Kirkpatrick & Locke Article Due: Quiz#2 on Blackboard
Week 5	2/10	Skills, Style & Situational Approaches Read: Northouse Chapters 3-5 - pp 39-109 and Supplemental Reading on BB Due: Quiz#3 on Blackboard

Week 6	2/17	Contingency, Path/Goal, and Leader/Member Exchange Theories Read: Northouse Chapters 6-8 - pp 111-169 Due: Quiz#4 on Blackboard
Week 7	2/24	MIDTERM EXAM PERIOD Due: Midterm Exam (in class), Presentation groups/topic submitted
Week 8	3/3	Transformational & Authentic Leadership Read: Northouse Chapters 9-10 - pp 171-240 and Supplemental Reading on BB Due: Quiz#5 on Blackboard
Week 9	3/10	SPRING BREAK NO CLASS MEETING
Week 10	3/17	Team Leadership & Psychodynamic Approach Read: Northouse Chapters 11-12 - pp 241-300 and Supplemental Reading on BB Due: Quiz#6 on Blackboard
Week 11	3/24	Gender/Culture & Leadership Read: Northouse Chapters 13-14 - pp 301-376 and Supplemental Reading on BB Due: Quiz#7 on Blackboard
Week 12	3/31	Ethics & Leadership Read: Northouse Chapter 15 - pp 377-407 and Supplemental Reading on BB Due: Quiz#8 on Blackboard
Week 13	TUESDAY 4/6*	Conversation with Greg Mortenson Time: 7:00 p.m. - 9:00 p.m. Location: Fieldhouse - Allendale Campus Conversation with Greg Mortenson, author of "Three Cups of Tea," the 2010 Community Reading Project selection. Mr. Mortenson will speak from 7:00 PM - 8:00 PM, and a book signing will follow until 9:00 PM *This is a <u>TUESDAY</u> ...if you have another class at this time, please let me know ASAP so that we may work with your other professor to seek permission for you to attend. We will attend this event as a class. Attendance will be taken.
Week 14	4/14	Leadership Profile Group Presentation Work Day NO CLASS MEETING
Week 15	4/21	Due: Personal Leadership Philosophy & Leadership Profile Group Presentations (in class)
Week 16	4/28	Final Exam Period Due: Final Exam (in class)

**Note: This schedule is subject to change.
Advance notice will be given in class and posted on BB if an assignment or date changes.