

PELLISSIPPI STATE COMMUNITY COLLEGE
MASTER SYLLABUS

LEADERSHIP DEVELOPMENT
HUM 2100

Class Hours: 3.0

Credit Hours: 3.0

Laboratory Hours: 0.0

Revised: Fall 2012

Catalog Course Description:

A course designed to develop collaborative leadership initiatives that connect knowledge with service and working as teams. This course places students in a learning relationship with instruction and coaching being provided by PSCC administrators. Students will develop the fundamental knowledge and skills required of effective leaders. Experiential learning exercises, interactions with peers and college and community leaders, and written assignments will be combined to illustrate the application of strategies required to successfully communicate with others, facilitate group or organizational activities, constructively resolve conflicts, and plan and implement activities or programs. Issues of diversity, personal growth and interpersonal relationships are explored within the context of leadership development.

Entry Level Standards:

Prerequisites:

ENGL 1010; Cumulative college-level 3.0 GPA or better with a minimum completion of 15 college-level hours at PSCC or Instructor approved application.

Textbook(s) and Other Course Materials:

Phi theta Kappa Leadership Development Studies – *To Lead or Not to Lead*

I. Week/Unit/Topic Basis:

Week	Topic
1	Early Leadership Experiences Panel Discussion: Successes and Bumps <i>Students will write questions to be discussed with the panel. A panel of PSCC administrators will engage in a Q and A session.</i>
2	Leadership Philosophies: Who's a Leader? <i>Leadership characteristics / personality styles/types of interactions and expectations in collaborative work with a group / vision</i>
3	Strengthening Communication Skills: Listening, Questioning, Talking <i>Team building; Volunteerism vs. Project Commitment and Investment</i>
4	Identifying Community Needs: Where's the Hurt?

Goal setting and community needs

- 5 **Identifying and Using Community Resources: Who Could Help?**
*Finding pre-existing information and resources connected with a goal / problem;
types of information that can be collected / how to collect the information;
establishing new partnerships*
- 6 **Leadership Vision: What Needs to Happen?**
Servant leadership
- 7 **Who Are You Leading: Got Followers?**
Initiating change
- 8 **Leadership Behaviors: What Are You Doing?**
Applying ethics to leadership; defining and maintaining the path
- 9 **Project Launching: All Present and Accounted For**
Full participation and division of labor
- 10 **Transactional Leadership: Negotiations vs. Stand-offs**
Managing conflict
- 11 **Transformational Leadership: Who's On First?**
Empowering and delegating
- 12 **Project Problem-Solving and Revisions: Bumps in the Road and Other
Distractions**
Use of journaling, reflection, responding to feedback
- 13 **Leadership Accounting: Cash or Credit?**
Time Management and progress towards achieving pre-determined goals
- 14 **Project Presentations**
- 15 **Final Exam Period**

II. Course Goals*:

The course will

- A. Understand the concept of leadership. I.5, II.1, II.2
- B. Develop a personal philosophy of leadership and an awareness of one's own abilities and style. II.1, II.2
- C. Develop an awareness of the moral and ethical responsibilities of leadership. I.5, II.1, II.2, IV
- D. Provide an opportunity to develop effective leadership skills through study, observation and experiential learning. I.5, II.1, II.2

*Roman numerals after course objectives reference goals of the university parallel program.

III. Expected Student Learning Outcomes*:

Students will be able to:

1. Discuss the essential team leadership or supervisory skills. A,B,C,D
2. Compare and contrast leadership and supervision. A,B,C,D
3. List the characteristics of effective groups and teams. A,B,C,D
4. Apply essential oral and written communication skills. A,B,C,D
5. Evaluate the qualities of an interpersonally effective leader. A,B,C,D
6. Explain the causes of conflict. A,B,C,D
7. Describe strategies for managing conflict. A,B,C,D
8. Apply the proper counseling approach for given situations. A,B,C,D
9. Summarize the skills needed to be a successful leader. A,B,C,D
10. Utilize various leadership styles and approaches. A,B,C,D
11. Discuss in detail time management techniques. A,B,C,D
12. Understand how to analyze a problem. A,B,C,D

* Capital letters after Expected Student Learning Outcomes reference the course goals listed above.

IV. Evaluation:

A. Testing Procedures:

N/A

B. Laboratory Expectations:

N/A

C. Field Work:

The following assignments have been designed to provide participants with a variety of opportunities to develop effective leadership skills. Each student is responsible for completing each task to the best of their ability and turning the required work in on time.

A). Journal (20 pts.)

In order to receive credit for your journal you must have a total of eleven (11) entries, one for each unit of study. Each entry must be at least one full page in length. Entries may include:

1. Reactions to class discussions and experiences
2. Ideas generated from class activities and readings
3. Critical reactions to class readings and insight about your own growth and development in leadership
4. Reaction to quotations, poetry, perspectives, cartoons, articles, models, and random ideas concerning leadership

B). Leadership Style Paper and Report (20pts.)

Due at end of semester. The following should be covered in 5-7 typed, double-spaced pages and should provide examples from the readings, class discussions, and exercises. This paper is a summary of all that you have learned and should reflect your knowledge about leadership development. In addition, you will be required to provide an oral presentation of your paper to the class at our last meeting.

10-15 minutes)

1. Leadership Concepts
 - a. definition of an effective leader
 - b. definition of leadership
 - c. definition of a role model
 - d. discuss the importance of communication when working as a team
2. Individual Leadership Analysis
 - a. What makes YOU a leader?
 - b. qualities and traits you possess that make you a more effective leader
 - c. qualities and traits you will work to acquire as you grow in this role of leader
 - d. your own personal mission statement (list your personal values that direct the development of your personal goals)
 - e. other information you feel is pertinent to this discussion

C). "Shadow A Leader" Project (20pts.)

Select a leader to "shadow" during the course term. The leader must provide written consent. Observe the leader in his or her leadership role at least two times during the course term for a total of two - four hours. By observation and in either a formal or informal interview with the leader determine:

- their leadership philosophy
- their vision and goals for the organization
- how they resolve conflict
- how they build trust with the people they work with
- how they delegate or empower others

At the conclusion of the project, submit a 3-5 page analysis of the leader. Base your analysis on your observations, the interview, and the leadership materials utilized during this course.

D). Volunteerism (20 pts.)

You will be required to volunteer through <http://www.pstcc.edu/service-learning/index.php> for a minimum of 10 hours. In addition, you must submit a minimum one (1) page typed reflection of your volunteer experience. Please show a correlation between what you have learned in this class and your work in the community.

E). Book Reaction (10 pts.)

You will be required to read a book that relates to leadership and produce a maximum three (3) page paper detailing not only your reaction to this information, but also its relevance to this course. Please use information from class to support your ideas.

F). Leadership Project (10 pts.)

You and your "team" will develop a maximum two - hour leadership program for the student leaders of Pellissippi State. Development will include: "brainstorming", planning, implementation, evaluation, and teamwork. Your peers will grade you on each of the above five areas. You will have a \$100.00 budget to use for this activity.

D. Other Evaluation Methods:

N/A

E. Grading Scale:

Grade Breakdown:

Journal	20 pts.
Leadership Style	
Paper & Report	20 pts.
Shadow A Leader Project	20 pts.
Volunteerism	20 pts.
Book Reaction	10 pts.
Leadership Project	<u>10 pts.</u>
TOTAL:	100 pts.

Grading Scale:

92 - 100	A
89 - 91	B+
82 - 88	B
79 - 81	C+
72 - 78	C
65 - 71	D
Below 65	F

V. Policies:

A. Attendance Policy:

Pellissippi State expects students to attend all scheduled instructional activities. As a minimum, students in all courses (excluding distance learning courses) must be present for at least 75 percent of their scheduled class and laboratory meetings in order to receive credit for the course. Individual departments/programs/disciplines, with the approval of the vice president of Academic Affairs, may have requirements that are more stringent. In very specific circumstances, an appeal of the policy may be addressed to the head of the department in which the course was taken. If further action is warranted, the appeal may be addressed to the vice president of Academic Affairs.

B. Academic Dishonesty:

Academic misconduct committed either directly or indirectly by an individual or group is subject to disciplinary action. Prohibited activities include but are not limited to the following practices:

- Cheating, including but not limited to unauthorized assistance from material, people, or devices when taking a test, quiz, or examination; writing papers or reports; solving problems; or completing academic assignments.
- Plagiarism, including but not limited to paraphrasing, summarizing, or directly quoting published or unpublished work of another person, including online or computerized services, without proper documentation of the original source.
- Purchasing or otherwise obtaining prewritten essays, research papers, or materials prepared by another person or agency that sells term papers or other academic materials to be presented as one's own work.
- Taking an exam for another student.
- Providing others with information and/or answers regarding exams, quizzes, homework or other classroom assignments unless explicitly authorized by the instructor.
- Any of the above occurring within the Web or distance learning environment.

Please see the Pellissippi State Policies and Procedures Manual, Policy 04:02:00 Academic/Classroom Conduct and Disciplinary Sanctions for the complete policy.

C. Accommodations for disabilities:

Students who need accommodations because of a disability, have emergency medical information to share, or need special arrangements in case the building must be evacuated should inform the instructor immediately, privately after class or in her or his office. Students must present a current accommodation plan from a staff member in Services for Students with Disabilities (SSWD) in order to receive accommodations in this course. Services for Students with Disabilities may be contacted by going to Goins 127, 132, 134, 135, 131 or by phone: 539-7153 or TTY 694-6429. More information is available at <http://www.pstcc.edu/sswd/>.

