HEALTH, EDUCATION & HUMAN SERVICES

Leadership Development Studies

HUM 287 OL01, 3 cr. Hrs. Winter 2016

December 19, 2016 – Jan 6, 2017

ROC On-Line

Course Description: Students will study a variety of learning techniques that may include, but are not limited to, integration of humanities into the study of leadership, discussion, experiential exercises, films, and shared-analysis. Students taking this course will gain a basic understanding of the concept of leadership theory while developing a philosophy of leadership. Students will gain an awareness of the moral and ethical responsibilities of leadership and an awareness of one's leadership ability and style. The course provides the opportunity to develop essential skills through study, observation, and application.

IMPORTANT: SPECIAL NOTE

HUM 287 Leadership Development Studies is three (3) credit course normally taught over a 16-week semester. You have 19 days (12/19/16 - 1/6/17) to complete the same amount of course work. This course HAS NOT been scaled down because of time restraints. You must be willing to engage this course 3-4 hour per day, EVERY DAY, if you want to be successful. Student "attendance/participation" will be recorded on the following dates: 12/20. 12/23, 12/26, 12/29, and 1/1

Please note that late work is not and will not be accepted under any circumstances.

Professor William Ricketts, Instructor Office: Clark Hall C218F Office telephone number: (712) 325-3484 IWCC toll free 1-800-432-5852 Ext. 3484

E-mail: bricketts@iwcc.edu

Office Hours: On-line

LAST DAY TO DROP CLASS IS JANUARY 3, 2017

IMPORTANT - Text: Leadership Development Studies, A Humanities Approach, 5th ed.-- Phi Theta Kappa Phi Theta Kappa, Inc., Jackson, Mississippi, 2014

NOTE: Previous editions will not suffice. The 5th edition has new articles and readings that are required for this course.

Learning Objectives: Upon completion of this course, students will be able to:

- 1. Recognize leadership skills necessary to be an effective leader.
- 2. Evaluate characteristics of successful and responsible leadership.
- 3. Critique leadership traits and/or skills in recognized leaders.
- 4. Apply leadership traits to various leadership dilemmas.

Units will contain the following:

Each unit, and its related activities, is carefully designed to maximize your learning experience. Each unit will have the same format and should be easy to follow. **Pay attention to due dates and dead-lines.**

The five units for the course are:

Unit 1: Developing a Personal Philosophy of Leadership

Unit 2: Articulating a Vision by Empowering Others

Unit 3: Leading with Goals

Unit 4: Decision Making

Unit 5: Team Building

Course Practices:

Participation/Attendance Requirements: Student "attendance/participation" will be recorded on the following dates: 12/20, 12/23, 12/26, 12/29, and 1/1. It is expected that students participate in this on-line course on a regular basis.

Standards for written work: All submitted papers must be typed in either MS Word or in Rich Text Format (RTF) and in 12pt font.

Late Work Policy: <u>Late work is not accepted</u>. All access and due dates are located in the Course Scheduler at the end of the syllabus.

Make-up Exams: There are no make-up exams. All exams are announced and posted in the syllabus and on the course scheduler. Students have ample time to take the exam. Please pay attention to due dates. If a student fails to take the exam before the due date, a zero will be entered in the grade book. *No exceptions!*

Extra Credit: There is no extra credit.

Classroom Management and Behavior: As an online course, there will be different perspectives and points-of-views on numerous topics. It is expected that students will demonstrate respect and tolerance in all discussion forums. We can disagree and remain respectful.

Communication with Instructor: The best way to contact me is via email at <u>bricketts@iwcc.edu</u>. I check my email daily (except weekends) and will answer all inquiries within 24 - 48 hours if not sooner.

Instructional Techniques and Practices: Students will have access to power points lectures, film, and internet resources. See evaluation methods

Reading Assignments: In addition to readings from your text, you may have internet assignments, lecture notes, and power point presentations.

Power Point Presentations (PPT) and/or Lectures Notes: These are required readings and students are responsible for understanding the material.

Evaluation Method:

| 1. Syllabus Quiz | 50 |
|-------------------------|--------------------|
| 2 3 Written Assignments | 200 |
| 3. 4 Discussion Forums | 200 |
| 4. 3 Film Critiques | 300 |
| 5. 5 Exams | <u>250</u> |
| | Total: 1000 Points |

Syllabus Quiz: This is given on the of day of class. It will consist of multiple choice and true/false questions.

Written Assignments: Each unit will have a required written assignment to complete. These can range from worksheets, assigned readings, film study, internet research, and/or any other activity that will enhance your learning experience. *All documents must be written in MSWord or in Rich Text Format (RTF)*. As a guide, all written assignment must be a minimum of 300 words unless indicated in the assignment's directions.

<u>LATE ASSIGNMENTS WILL NOT BE ACCEPTED. NO EXCEPTIONS!</u> Pay attention to due dates on the last page of the syllabus.

Grading of Discussion Forums (50 points each):

- 1. First, each student must answer the original question(s) posed by your instructor. To receive any credit, your first post must be a minimum of **250 words**.
- 2. Then each student must post a response to at least one other student and be a minimum of 100 words.
- 3. These responses must take place during the allot time (See Course Scheduler for access and due dates).
- 4. Each post is worth 25 pts.

Film Critiques: The use of film is a powerful teaching and learning tool. This course utilizes films to enhance the study of chemical dependency. All film links are embedded in the course for easy viewing. **All film critiques must be a minimum of 300-words.** Failure to meet this minimum requirement will receive a zero points.

Unit Exams: The unit exam is the culmination of all the above. You will have ample time to enter and take the exam. Once you enter the exam, you will have 90 minutes to complete it. Exams are true/false, multiple-choice, matching, and fill-in-the-blank. <u>FAILING TO COMPLETE THE EXAM BY THE DUE DATE WILL</u>
<u>RESULT IN A ZERO. NO EXCEPTIONS! Pay attention to due dates on the last page of the syllabus.</u>

Gradebook: This is where you can review your grades. All grading elements are entered into the gradebook with 48 hours of their respective due dates. Student will also be able to view their "total points to date."

Important dates: Please see the "Academic Calendar" in ROC. Last day to drop this course is **January 3. 2017.**

Problem Resolution:

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this with me first. If we cannot resolve the difficulty, contact Dean Rick McFayden in Clark Hall 218 or at 712-325-3371

Notice of Cancellation: This is an on-line course; thus class will not be cancelled. However:

- 1. Emergency closing of entire campus such as for weather Students will be notified through the Reiver Alert system. Students must register for this service; find Reiver Alert on your ROC homepage.
- 2. Emergency cancellation of a class session such as for faculty illness Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

Grading Scale:

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810 - 900 points = A
720 - 809 points = B
630 - 719 points = C
540 - 629 points = D
0 - 539 points = F
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<u>Course Topical Outline and Schedule:</u> See Course Scheduler on the last page of the syllabus.

Information/College Policy

Cyber-Library

- Students can access books, magazines, journals, newspapers, films and audio books 24/7 through the *Cyber-Library* by clicking on the Cyber Library under Academics in ROC.
- Students can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.
- For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

Academic Support

- FREE tutoring and academic assistance are available through the *Academic Support Center*, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-in basis.
- FREE online tutoring is available through Brainfuse on ROC. To access Brainfuse, locate Online Tutoring next to My ROC Classes.
- For more information about tutoring services or help in your classes, email <u>tutoring@iwcc.edu</u> or call 712-388-6841. A full tutoring schedule is posted by subject area on ROC.

Dropping Classes

While I encourage you to do everything you can to complete your classes, it is always better to drop a class than to fail it. If it becomes necessary for you to drop a class, you can drop a class online through ROC up to the last day to drop. I recommend that you always talk to your instructor/advisor and financial aid before you drop a class. For more information on dropping classes see the Advising Information Site in ROC under the Academics tab.

Personal Electronic Devices

To provide an environment conducive to learning, Iowa Western Community College requires that cellular phones, pagers, and other personal electronic devices be turned off or set to vibrate when entering classrooms, computer labs, library, offices, auditoriums, or arena areas. Cellular phones with picture taking capabilities are not allowed in bathrooms, locker rooms, or other areas where there is a reasonable expectation of privacy.

Faculty members do have the right to prohibit the use of any electronic device in their classroom.

<u>Honor Code – Academic Honesty:</u>

Upon enrolling at Iowa Western Community College, each student assumes an obligation to conduct her/his academic affairs in a manner compatible with the standards of academic honesty established by the College and its faculty. If this obligation is neglected or ignored by the student, disciplinary action will be taken. Please refer to the Student Code of Conduct for the Academic Dishonesty Policy.

FERPA:

Student rights concerning access to educational records are spelled out in Federal Public Law 98-380 as amended by Public Law 93-568 and in regulations published by the Department of Education. The law and regulations require educational institutions to limit the disclosure of information from the student's record to those who have the student's written consent or to officials specifically permitted within the law. Students who wish to grant access to their educational (class schedule, transcript of final grades, and progress reports) or financial records (grants, loans, financial aid documents, statements and billing) may do so by submitting an Access to Student Information Consent Form to the Records and Registration Office. Access to information is only given at the Records and Registration Office or Financial Aid and Cashier Offices.

For more information, including the full Access to Student Information policy, refer to the Iowa Western Community College General Catalog or contact the Records and Registration Office.

Diversity Statement

Iowa Western Community College values diversity and supports learning experiences that promote intellectual growth and human enrichment.

American with Disabilities Act Statement

If you are an individual with a disability who requires an accommodation to fully participate in academic programs or campus activities, please email <u>disabilityservices@iwcc.edu</u> or call 712-325-3299. Accommodations are arranged through the Disability Services Office, on the second floor of the Student Center on the Council Bluffs campus. Please allow adequate time to implement your accommodations.

Any student with mobility impairments should prepare for an emergency ahead of time by instructing faculty and/or classmates on how to assist in case of an evacuation.

Non-Discrimination Statement

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as race, color, creed, religion, national or ethnic origin, ancestry, genetic information, physical or mental disability, age, sex, sexual orientation, gender identity or expression, pregnancy, marital status, veteran status, AIDS/HIV status, citizenship, or medical condition, as those terms are defined under applicable laws, in admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

Technical Difficulties with ROC:

If you experience technical difficulties, including problems with a login or password, you need to contact the IWCC IT Department at support@iwcc.edu I strongly encourage you to check out all aspects of the class on December 15 so that any issues regarding your login or password can be resolved before College Offices close for winter break on December 19. Technical support will be available throughout the break via support@iwcc.edu When contacting support, please include your name, username, and course number, as well as a description of the issue.

Course Scheduler Topics and Assignments

Log in into ROC and then Leadership Development Studies. Read the Introduction at the beginning of each unit. Each unit begins with a discussion forum and an assignment and end with an exam. Pay attention to all due dates because **late work IS NOT and WILL NOT be accepted**.

December 19 – December 26 (Eight Days)

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| | Access Date | Due Date | Points | Completed |
|---------------|-------------|----------|--------|-----------|
| Syllabus Quiz | 12/19 | 12/19 | 50 | |

| Discussion Forum 1 | 12/19 | 12/22 | 50 | |
|------------------------------------|-------------------|------------------|------------|--|
| Film Critique 1 | 12/19 | 12/22 | 100 | |
| Unit 1 Exam | 12/19 | 12/22 | 50 | |
| Unit 2: Articulating a Vision by I | Empowering Others | | | |
| | Access Date | Due Date | | |
| Discussion Forum 2 | 12/23 | 12/25 | 50 | |
| Assignment 1 | 12/19 | 12/26 | 50 | |
| Film Critique 2 | 12/19 | 12/26 | 100 | |
| Unit 2 Exam | 12/19 | 12/26 | 50 | |
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| | December 26 – Jai | iuary 2 (Seven D | ays) | |
| Unit 3: Leading with Goals | Access Date | Due Date | | |
| Di 2 | | | 50 | |
| Discussion Forum 3 | 12/26 | 12/28 | 50 | |
| Film Critique 3 | 12/26 | 12/28 | 100 | |
| Unit 3 Exam | 12/26 | 12/29 | 50 | |
| Unit 4: Decision Making | | | | |
| | Access Date | Due Date | | |
| Discussion Forum 4 | 12/29 | 12/31 | 50 | |
| Assignment 2 | 12/26 | 1/2 | 50 | |
| Unit 4 Exam | 12/26 | 1/2 | 50 | |
| | January 3 – Jan | uary 6 (Four Day | (S) | |
| Unit 5: Team Building | • | , , | ŕ | |
| Č | Access Date | Due Date | | |
| Assignment 3 | 1/3 | 1/4 | 100 | |
| Unit 5 Exam | 1/3 | 1/6 | 50 | |
| | | | | |

Total points

1000