Communication 349: Leadership
Summer Session 2017
UWSP Continuing Education

May 30 – June 23

Professor Contact Information
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UWSP Help Desk Contact Information (Computer/D2L Support):
> Web Address: http://www4.uwsp.edu/IT/helpdesk/index.aspx
> Campus Office: 023 Learning Resource Center (LRC)
> Phone (Local Call): 715.346.HELP (4357)
> Phone (Long Distance): 1.877.832.8977
> Email: helpdesk@uwsp.edu

Course Description:

What is a leader? What skills do effective leaders have? How do leaders motivate and inspire those around them? Through this introductory course students will develop answers to these and many other questions related to the science of leadership. We will review traditional and contemporary leadership models, principles, best practices, and theories. Students will be tested on their knowledge of core leadership concepts

Learning Outcomes:

By the end of this course you should be able to:

- **Demonstrate** an understanding of introductory leadership concepts, theories, and approaches.
- **Identify, reflect upon, and improve** your own leadership style and skills
- **Apply** leadership concepts and practices

Textbook:

Northouse, Peter G. (2017). *Introduction to Leadership: Concepts and Practices (4th ed.).* Sage. Thousand Oaks: CA

Course Grading:

Graded Material	% of Final Grade
Test 1	10
Test 2	15
Leadership Style Paper	25
Community Improvement Project Report	50

Final Course grades will be calculated using the scale below:

A = 94   C- = 70
A- = 90   C = 74
B+ = 88   C+ = 78
B = 84   D = 60
B- = 80   F = 0

Assignment Descriptions:

Tests: You will have two tests for this course covering assigned readings in the textbook. You will have 60 minutes to complete each test. Tests will include multiple choice, true/false, and essay questions.

Leadership Style Paper: Choose a well-known public figure and research their leadership style. Write a 6-page college-level research paper on what you find in your research. The following rubric will be used to grade this assignment:

1. Writing Mechanics (10%) – spelling, grammar, formatting, use of APA style guidelines for in-text and full source citations (References page), and written material guidelines.
2. Leadership Style (40%) – identify their preferred leadership style(s) and support your conclusions with clear examples and credible research.
3. Evaluation (50%) – evaluate the pro's and con's of their preferred leadership style(s)

Community Improvement Project Report: You will lead a community improvement project as part of your course experience in this class (see Project Requirements below). You will submit a project reflection paper during the final week of class (see Project Reflection Paper Requirements below). Here are a few ideas to get you started:
1. Assist an elderly or disabled neighbor, family member, or friend
2. Repaint/stain faded/damaged park benches or tables
3. Pick-up trash from a park or hiking trail
4. Visit nursing home residents/children's hospital and share a talent with them (singing, playing a musical instrument, playing games, making a craft, etc.)
5. Organize a food/clothing drive for the local food bank or a women's shelter.
6. Hold a garage/yard sale and donate the earnings to a local charity
7. Etc. (obviously there are other amazing ideas so use any of the above or create your own!)

Project Requirements:
1. Required 5 hours of work (<u>5 hours = your time executing the improvement project start to finish</u> NOT planning/preliminary project work)
2. Minimum 5 people other than yourself (feel free to invite friends, family, neighbors to join the effort. You can have more than 5 people but at least 5 people other than yourself need to be involved in the actual improvement project!)
3. Document the project with pictures of the work being done.
4. Rate yourself AND select five (5) people from your project team to rate you on the "Leadership Traits Questionnaire" available as a .pdf on D2L. Follow the directions to talley the scoring from all five raters.

Project Report Requirements:
1. Provide a detailed description of what you did on this project.
2. Report results from the "Leadership Traits Questionnaire" ratings for yourself and the 5 project members who evaluated you.
3. Using your experience as a leader on this project as a focus, complete the following questionnaires (available via D2L)
   - Leadership Strengths Questionnaire
   - Leadership Styles Questionnaire
   - Leadership Skills Questionnaire
4. Using the results from these questionnaires and your own experience as a leader on this project answer the following questions:
   - What did you enjoy most about this project?
   - What was the most challenging aspect of this project for you?
   - What were your greatest strengths as a leader on this project?
   - What is your most important area for improvement as a leader?
   - How can you make these improvements?
5. Attach pictures of your work on the community project.

Course Policies

Submitting Assigned Work: All assigned work must be submitted via D2L in .doc, .docx, or .pdf format. Ensure your work is submitted well in advance of the D2L dropbox closing time (posted in this syllabus and throughout D2L) to avoid complications or technical problems that could result in missing a schedule deadline.

Late Work/Make up Work/Extra Credit: I generally won't accept late work but handle make-up work on a case-by-case basis. (note: this is reserved for only the most extreme (hospitalization, diagnosed terminal illness, etc.) and unexpected situations).

Written Material Guidelines: All material in this class should be typed and conform to the following written guidelines unless otherwise stated on the assignment:

1. Times New Roman
2. 12pt. font
3. 1'' margins
4. double-spaced formatting
5. page numbers (top right corner)
6. APA citation style (in-text citations)
7. Attached References page (conforming to APA style format)
8. All written materials should also include a formal title page with the following information: Your Name, Date, Course Title and Section number, Name of the Instructor, Title of Assignment

Americans with Disabilities Act (ADA) Policy Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities.

Academic Integrity: I expect all students to do their own work in this course unless I explicitly direct otherwise and to uphold principles of honesty, integrity, and hard work. Plagiarism will not be tolerated and dishonesty will be evaluated on a case-by-case basis to determine appropriate consequences.

Summer 2017 Course Calendar

* I reserve the right to make necessary changes to the course calendar based on the learning needs of students in this course. Changes to the calendar will be posted on D2L. Once posted, students are accountable for knowing and abiding by calendar changes.

Week	Day	Topic Focus	Assignments
1	T, May 30	What is Leadership?	Read: *Northouse* Ch. 1
	W, May 31	Leadership Traits	Read: *Northouse* Ch. 2
	Th, June 1	Strengths-Based Leadership Approaches	Read: *Northouse* Ch. 3
	F, June 2	Leadership Philosophy & Styles	Read: *Northouse* Ch. 4
2	M, June 5	Leadership Styles Cont'd	Read: *Northouse* Ch. 5
	T, June 6	Developing Leadership Skills	Read: *Northouse* Ch. 6
	W, June 7	Leadership & Vision	Read: *Northouse* Ch. 7
	Th, June 8	**Open Work Day**	
	F, June 9		**Test 1 (Chapters 1-7)** Opens: 12am Closes: 11:59pm
3	M, June 12	Empowerment via Constructive Climate	Read: *Northouse* Ch. 8
	T, June 13	Diversity and Inclusion	Read: *Northouse* Ch. 9
	W, June 14	**Open Work Day**	**Due: *Leadership Style Paper* via D2L dropbox by 11:59pm**
	Th, June 15	Listening to Out-Group Members	Read: *Northouse* Ch. 10
	F, June 16	Managing Conflict	Read: *Northouse* Ch. 11
4	M, June 19	Leadership Ethics	Read: *Northouse* Ch. 12
	T, June 20	Common Obstacles to Effective Leadership	Read: *Northouse* Ch. 13
	W, June 21	**Open Work Day**	
	Th, June 22	**Open Work Day**	**Due: *Community Improvement Project Report* via D2L dropbox by 11:59pm**
	F, June 23		**Test 2 (Chapters 8-13)** Opens: 12am Closes: 11:59pm