

**Leadership ISU Syllabus (LAS 170)**  
**Fall 2011**  
**Tuesdays 6:00-7:45 PM**

**Instructors**

**Amanda Martin**

Graduate Assistant  
Student Activities Center  
Office: East SOS, MU  
Office #: (515) 294-4373  
E-mail: amartin@iastate.edu  
Office Hours: By Appointment

**Kate Feeney**

Graduate Assistant  
Office of Admissions  
Office: 100 Enrollment Services Center  
Office #: (515) 294-0517  
E-mail: kfeeney@iastate.edu  
Office Hours: By Appointment

**Jennifer Nissen**

Coordinator of Leadership & Service  
Student Activities Center, Memorial Union  
Office: East SOS, MU  
Office #: (515) 294-4354  
E-mail: garrett1@iastate.edu  
Office Hours: By Appointment

**Cluster Facilitators**

**Graduate:**

**Undergraduate:**

**Course Objectives**

- Provide a basic overview of leadership models.
- Demonstrate leadership in practice.
- Understand personal, group and societal values.
- Increase awareness and understanding of diverse groups.
- Network with student leaders, staff members and faculty.
- Understand and apply the Social Change Model of Leadership.
- Become familiar with Iowa State University resources.

**Course Expectations**

- Be on time and prepared for class meetings.
  - Being prepared means:
    - Having assignments completed on time and done with a full effort.
    - Being aware of topics and deadlines for each class.
    - Being present and participating to the fullest of your ability.
    - Asking questions when needed.
- Pay attention to classmates, guest speakers, instructors, and facilitators.
- Listen actively; respect others when they are talking.
  - Use of cell phones and other electronic devices detracts from active listening. Participation points will be deducted if used in class.
- Respect individual confidentiality by not discussing the conversations outside of this course.
- Actively participate – ask and answer questions, offer feedback, and participate in discussions.

**Instructor/Facilitator Expectations**

The instructors/facilitators' contributions to this process will include:

- Approachability and availability to students.

- Facilitation of the development of an open, flexible, and collaborative learning community.
- Timeliness and preparation for class and class meetings.
- Clear and constructive feedback for students.
- The return of assignments in a timely manner.

### **Course Policies**

*Class Times and Locations* - Class will meet every Tuesdays from 6:00-7:45 PM from August 23 to November 15, 2011. The location is noted on the Course Outline page of the syllabus.

*Attendance* - Regular class attendance is a vital component and is expected. Attendance will be taken every class period. As class participation is vital to the success of the course, missing more than one class period may result in failing this class. Absences may be excused at the discretion of your cluster facilitators if prior notice is given. If you are unable to attend a class, or need to come late or leave early, please contact your cluster facilitators prior to the class with the reason for your absence.

*Class Participation* - Active involvement with your classmates and our guests is essential for a high quality experience. Given this fact, participation will account for 130 points of your final course grade.

*Cell Phones and Other Electronic Devices* – Refrain from using electronic devices (cell phone, iPod, laptop, Blackberry, etc.) Ringing cell phones and other activities connected with electronic devices during class will result in deductions from class participation points.

*Course Credit and Grading* - You will earn one credit for this course. The course is graded on a satisfactory/fail basis. You must earn 80% of the points to pass the course.

### **Point Distribution**

Class Participation	130 points
ClubFest Attendance & Summary	25 points
Leadership In Practice	50 points
Service Project	50 points
Faculty Visit & Summary	25 points
Horizons Project	50 points
<u>Personal Leadership Statement</u>	<u>70 points</u>
Total	400 points

### **Accommodations**

Please address any special needs or special accommodations with Amanda Martin, Kate Feeney, or Jennifer Nissen at the beginning of the semester or as soon as you become aware of your needs. Those seeking accommodations based on disabilities should obtain a Student Academic Accommodation Request (SAAR) form from the Student Disability Resources (DR) office (515-294-7220). DR is located on the main floor of the Student Services Building, Room 1076.

### **Academic Misconduct**

You are expected to practice academic honesty in every aspect of this course and all other courses. Make sure you are familiar with the policies in the Policy Library (<http://policy.iastate.edu/>). Students who engage in academic misconduct are subject to university disciplinary procedures, as well as consequences with regard to this course.

<p style="text-align: center;"><b>Assignment #1: Leadership in Practice</b> <b>Due: October 11, 2011</b></p>
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The purpose of this assignment is to attend a student organization's meeting and observe a student leader and analyze his or her leadership style, as well as the leadership styles of the group members.

II. Participants should attend a meeting of a student group at ISU. Some examples are:

- Government of the Student Body (GSB)
- Collegiate Panhellenic Council (CPC)
- Interfraternity Council (IFC)
- National Pan-Hellenic Council (NPHC)
- Inter-Residence Hall Association (IRHA)
- College Councils (e.g., Agricultural Council)
- Department Councils (e.g., Advertising Club, Hospitality Management Club, Pre-Law Club)
- Sports & Recreation Organizations (e.g., Triathlon Club, Student Athlete Advisory Council)

*BE SURE to contact the president beforehand to explain why you will be there. Presidents' names and phone numbers can be obtained via the Student Organization Database at [www.sodb.stuorg.iastate.edu](http://www.sodb.stuorg.iastate.edu).*

As part of the Leadership in Practice Assignment, students must complete the following:

I. A **Leadership In Practice Proposal Form** stating what group you plan to observe. Within this proposal you must state clearly why you chose this group.

**Proposal Form Due: September 6, 2011**

III. After your Leadership in Practice Experience, you will write a two to three page reflection paper describing the activity and how the experience impacted you. Paper requirements: 12 point, Times New Roman font, double spaced, 1 inch margins, stapled, and include your name.

- Questions to address:
  - 1) What were some of your expectations of the group?
  - 2) What did you hope to learn before attending the meeting?
  - 3) Why did you choose this group?
  - 4) What leadership styles are evident in the organization?
  - 5) Who seem to be the major positional leaders and how do they exhibit leadership?
  - 6) Comment on the group dynamics of the organization (e.g., communication, presence or lack of teamwork, etc.).
  - 7) How would you describe this organization's leadership practices?
  - 8) What other general observations do you have?

**Assignment #2: Service Project**  
**Due: October 25, 2011**

The mission of Iowa State University is to “create, share and apply knowledge to make Iowa and the world a better place.” One way we live this mission is to provide service to our community.

The purpose of the Service Project is to give you a chance to get off campus and learn more about Ames and the social issues facing our area. Please select an activity that is something you would consider as a longer term service project.

Examples are (but not limited to):

- Helping to serve supper at Food at First
- Assisting at the Emergency Residence Project
- Visiting a local nursing home and playing games with the residents
- Participating in a city-wide clean up event

This list is by no means complete. A good resource is the Volunteer Center of Story County website: [www.vcstory.org](http://www.vcstory.org). It contains information on upcoming projects and non-profit agencies you can work with in the area. Feel free to think of other activities that interest you. If you have an idea but don't know where to go, contact one of your instructors or facilitators.

As part of the Service Project, each student must complete the following:

- I. A **Service Project Proposal Form** stating where you plan to volunteer. Within this proposal, please state what you know about the project/agency, why you chose it and what you think you'll see at the site.

**Due: September 27, 2011**

- II. Participate in the project. You must complete at least 2 hours of service. Please have your on-site supervisor sign a statement stating the date, time, location and activity that you participated in.
- III. After your Service Project Experience, you will write a two-to-three page reflection paper describing the activity and how the experience impacted you.

Questions to address:

- 1) What did you do?
- 2) What are the effects of what you did?
- 3) What was different than you expected?
- 4) What was the most challenging part of your service?
- 5) What did you learn about yourself?
- 6) What connections do you see between this experience and what you've learned in your courses?
- 7) How can society better deal with the issue?
- 8) How can you apply this experience to leadership?

**Assignment #3: Horizons Project**  
**Due: November 8, 2011**

The purpose of the Horizons Project is to allow you the opportunity to involve yourself in another cultural, religious, ethnic or social experience. You are to select an activity that is different from your own day to day interactions.

Examples are (but not limited to):

- Attend a function given by the Office of Student Disability Resources
- Attend a Black Student Alliance or NAACP meeting or event
- Attend a LGBT Alliance meeting
- Attend a cultural ritual ceremony
- Attend a religious service in a synagogue, mosque, etc.

This list is by no means complete. Feel free to consider other activities that you feel would force you to step out of your comfort zone.

*If you decide to attend an organizational meeting, BE SURE to contact the president beforehand to explain why you will be there. Presidents' names and phone numbers can be obtained via the Student Organization Database website at [www.sodb.stuorg.iastate.edu](http://www.sodb.stuorg.iastate.edu).*

The requirements for this assignment are:

- I. A **Horizons Activity Proposal Form** stating what you plan to participate in during your experience. Within this proposal you must state clearly how and why this experience will challenge you and in what ways you hope to benefit from the experience.

**Due: October 11, 2011**

- II. After your Horizons Project Experience, you will write a two to three page reflection paper describing the activity and how the experience impacted you. Paper requirements: 12 point, Times New Roman font, double spaced, 1 inch margins, stapled, and include your name.

Questions to address:

- 1) What did you expect to learn going into this assignment?
- 2) What was difficult about this experience?
- 3) What surprised you during this experience?
- 4) What did you learn from this experience?
- 5) What new thing/s did you learn about yourself?
- 6) How will you use this experience in your future leadership experiences?

<p style="text-align: center;"><b>Assignment #4: Personal Leadership Statement</b> <b>Due: November 15, 2011</b></p>
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**Purpose**

- 1) To develop a personal definition of leadership.
- 2) To identify the core principles that influences your actions and belief systems.
- 3) To create a self-portrait (including values and personal goals) that will offer guidance when faced with tough leadership decisions.

**Guidelines**

This assignment is designed to 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. Throughout the semester, you have had the opportunity to reflect on your own leadership style, as well as see other leaders in action. Take these experiences into consideration when writing this paper.

- 1) What are the core values and principles that have been influential in developing your character and making decisions?
- 2) How would you like your family members, friends, and co-workers to describe your personal style of leadership?
- 3) What contributions or achievements do you hope to complete in your lifetime?

Develop a personal leadership statement that articulates the principles that will influence your actions and beliefs as you engage in the process of leadership. This is a PERSONAL statement and should represent your UNIQUE philosophy of leadership, both in content and form. You are encouraged to utilize your creative energy in the expression of your thoughts and ideas. If you do select an artistic medium for your project, please attach a one page written explanation that connects the artwork to your core principles and values.

Paper requirements: 12 point Times New Roman font, double spaced, 1 inch margins, stapled, and include your name.

**Grading**

The Leadership Statement will account for 50 points of your final course grade. Factors considered in assigning a grade for this assignment will include:

- 1) Articulation of the core values, principles, and goals that will influence your behavior and decisions.
- 2) Coherent and thorough expression of thoughts and ideas.

## Course Outline

**Location: Memorial Union, Gallery Room unless specified**

Tuesday, August 23	Theme: <i>Overview of Course Teambuilding</i>
Tuesday, August 30	Theme: <i>Overview of Social Change Model</i>
Tuesday, September 6	Theme: <i>Consciousness of Self</i> <b>Due: Leadership in Practice Proposal</b> <b>** Attend ClubFest on Wednesday, September 7, 11:00 AM-4:00 PM, MU Great Hall**</b>
Tuesday, September 13	Visit to The Knoll  <i>*Recommended: Attend Social Services Volunteer and Career Day: Sept. 14, 10:00 AM-2:00 PM, MU Great Hall</i>
Tuesday, September 20	Theme: <i>Congruence</i> <b>Due: ClubFest Summary</b> <b>Due: Register for ISU Fall Leadership Conference (Register at <a href="http://www.sac.iastate.edu/flc">www.sac.iastate.edu/flc</a>)</b>
Tuesday, September 27	Theme: <i>Commitment</i> <b>Due: Service Project Proposal</b>
Tuesday, October 4 6:30-9:30 PM	<i>ISU Fall Leadership Conference (Required)</i>
Tuesday, October 11	Theme: <i>Collaboration</i> <b>Due: Leadership in Practice Paper</b> <b>Horizons Project Proposal Form</b>
Tuesday, October 18	Theme: <i>Common Purpose</i>
Tuesday, October 25	Theme: <i>Controversy with Civility</i> <b>Due: Service Project Reflection Paper</b>
Tuesday, November 1	Theme: <i>Citizenship</i>
Tuesday, November 8	Theme: <i>Diversity</i> <b>Due: Horizons Project Reflection Paper</b>
Tuesday, November 15	Theme: <i>Reflection</i> <b>Due: Personal Leadership Statement</b>
Tuesday, November 23	NO CLASS – THANKSGIVING BREAK
Tuesday, November 30	NO CLASS
Tuesday, December 7	NO CLASS – DEAD WEEK
Tuesday, December 14	NO CLASS – FINALS WEEK