APPENDIX L: Summary Paper Instructions – Highlighted Question will be added to Fall, 2012 course

LENGTH AND FORMAT
Your summary paper should be 2 to 4 pages in length, double-spaced
The preferred font style is Calibri, font size 11

Save your paper using the following format: YourLastName_YourFirstName_L180_Summary_Paper.docx
Upload as an attachment in Oncourse to the Summary Paper Assignment
See attached rubric to better understand how we will grade your paper

Paper Outline
1. INTRODUCTION
   a. Provide a brief description of the campus/community organization you have been involved with while enrolled in L180 Participant Leadership Development.
   b. Explain why you chose to participate in this organization.

2. LEADERSHIP DEVELOPMENT
   a. Choose two of your favorite leadership components from the Personal Leadership Plan:
      Goal Setting   Time Management   Diversity &   Teamwork
      Leadership/Followership   Integrity   Communication   Achieving Balance
      a. Explain why you feel these two components are important to leadership and how you have applied the information you have learned this semester.
      b. Identify SPECIFICALLY (provide examples please) how you have applied the information you have learned this semester.

3. INTERNATIONAL PERSPECTIVE REFLECTION
   a. Reflect on the materials you reviewed which focused on cultures outside the United States:
      i. Identify two pieces of information you learned about other countries that may assist you to be a better leader.
   b. Copy and paste the following three questions in your paper and after each question enter a rating for each using the following scale: (1 – strongly disagree, 2 – disagree, 3 – agree, 4 – strongly agree)
      i. Learning about leadership from an international perspective was valuable.
      ii. It is important for me to understand international perspectives
      iii. I would like to learn more about countries outside the U.S. in other classes.

4. PODCAST REFLECTION
   a. Go to Oncourse, click on Podcast in the left navigation bar.
   b. Choose at least two podcasts to listen to and respond to the following questions:
      i. How was your definition of leadership either:
         -similar to the podcasts you listened to – or - different from the podcasts you listened to
      c. Did you find listening to other definitions of leadership helpful, and why or why not?
      d. Identify the number of podcasts you listened to (if you chose more than two, please identify why).
      e. Copy and paste the following three questions in your paper and after each question enter a rating for each using the following scale: (1 – strongly disagree, 2 – disagree, 3 – agree, 4 – strongly agree)
      i. Creating my own podcast was valuable as I develop my understanding of leadership.
      ii. Listening to my peers’ podcasts was valuable to me as I develop my understanding of leadership.
      iii. I would like to use this method of podcast development as a learning tool in other classes.

5. ORGANIZATION REFLECTION
   a. Explain what you have learned from being part of your organization as a participant/leader.
   b. Describe how you plan to apply the leadership skills learned this semester in your future school/professional career.

6. FEEDBACK & SUGGESTIONS
   Provide your thoughts about the course regarding: the content, online assignments, lectures, evaluations, etc. What you would change about the course to make it better.
### L180 Final Paper Rubric

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<thead>
<tr>
<th></th>
<th>EXCELLENT 45-50</th>
<th>GOOD 40-44</th>
<th>POOR 35-39</th>
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</thead>
<tbody>
<tr>
<td><strong>Format/Layout</strong></td>
<td>Closely follows all the requirements related to format and layout.</td>
<td>Follows, for the most part, all the requirements related to format and layout. Some requirements are not followed.</td>
<td>Follows poorly the requirements related to format and layout.</td>
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<td>• Structuring of text</td>
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<td>• Follows requirements of length, font and style</td>
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<tr>
<td><strong>Content/Information</strong></td>
<td>The paper is objective and addresses all the topics referred in the proposed outline. The provided information is sufficient in regard to the purpose.</td>
<td>The paper is objective and for the most part addresses all the topics referred in the proposed outline. The provided information is, for the most part, sufficient in regard to the purpose.</td>
<td>The paper is not objective and addresses poorly the topics referred in the proposed outline. The provided information is not sufficient and misses the points. (Not responded well to assignment).</td>
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<td>• All elements of the topics are addressed</td>
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<td>• Coherence of information</td>
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<td><strong>Quality of Writing</strong></td>
<td>The paper is well written from start to finish, without spelling, grammar or use of English errors. The paper is well organized, clear and presents ideas with very good flow.</td>
<td>The paper is well written for the most part, without spelling, grammar or use of English errors. The paper is for the most part well organized, and presents ideas well.</td>
<td>The paper is not well written, and contains many spelling errors, and/or grammar errors and/or use of English errors. The paper is badly organized, lacks clarity and/or does not present ideas in a coherent way.</td>
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<td>• Clarity of sentences and paragraphs</td>
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<td>• No errors and spelling, grammar and use of English</td>
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