APPENDIX I: Course Syllabus

DEPARTMENT OF RECREATION, PARK, AND TOURISM STUDIES
SCHOOL OF HEALTH, PHYSICAL EDUCATION, AND RECREATION

L180 PARTICIPANT LEADERSHIP DEVELOPMENT

Spring 2011

Semester: Spring 2011, January 10th – May 6th
Section: 30595
Credit hours: One (1)
Day/Time: Scheduled with course liaison

INSTRUCTOR: Dr. Deborah Getz
Office: Center for Student Leadership Development
Address: School of Heath, Physical Education & Recreation
         1025 E. 7th Street
         HPER 394
         Bloomington, IN 47405
Phone: (812) 855-0975
Email: dgetz@indiana.edu
Office hours: By appointment

COURSE DESCRIPTION

This course provides the student an opportunity to study and apply leadership skills gained while participating in an organization or as a student leader. Throughout the course students will enhance their personal and professional life by developing personal leadership skills, completing an interactive online workbook and assignments, and attending two lectures/workshops, and a leadership skill evaluation meeting.

Students will gain knowledge about a variety of leadership topics, including leadership and followership, goal setting, time management, integrity, teamwork, diversity & communication, and achieving balance. Throughout the course students will utilize examples from other cultures as a lens through which they can understand leadership in other cultures. At the conclusion of the course students will have developed their own Personal Leadership Plan that includes short and long-term goal development and tracking, references to helpful internet sites and resources, summaries of how their involvement in leadership roles throughout the semester assisted in their own personal leadership development and action items that can be used to increase their personal leadership skills.
LEARNING OUTCOMES:
After successful completion of this course students will be able to:

1. Compose appropriate personal leadership goals, measure progress toward these goals, and make corrections as needed.
2. Formulate the first iteration of a clear personal leadership development plan that incorporates development of personal skills in time management, integrity, diversity, communication, and teamwork.
3. Apply knowledge gained in the course to make appropriate and responsible decisions regarding commitments with academics, work and personal lives.
4. Analyze personal interests and seek out ways to develop personal, civic, intercultural, and ethical learning.
5. Identify the most common barriers to overseas travel/study and any barriers that they personally have that would prevent their own travels. Identify at least one response to these barriers.
6. Outline the resources available to them as students who have an interest in travel/study abroad
7. Explain at least two benefits to their career development which would result in travel/study abroad.
8. Reflect on their ability to manage their time management skills and identify ways to make specific improvements.
9. Identify specific teamwork skills developed in college and tie that development to increased success in your chosen field.
10. Describe a time when their integrity was challenged and explain how you responded to ensure that your personal values were not compromised.
11. Describe their ability to balance school, work, and other life priorities and how you believe this prepares you for success after graduation.
12. Utilize Adobe Acrobat X Pro software for all course materials.
13. Navigate in the Oncourse collaboration and learning environment.
14. Compose appropriate leadership goals, measure progress toward these goals, and make corrections as needed.

COURSE REQUIREMENTS:
- Active involvement in an organization, team or club for an average of two hours per week.
- Complete internet-based readings and assignments.
- Learn about goal setting, leadership/followership, time management, integrity, teamwork, diversity and communication, and achieving balance.
- Timely submission of student work, and participation in meetings:
  - Attend one (1) Course Orientation
  - Attend two (2) select lectures and workshops
  - Attend one (1) Leadership Skill Evaluation

REQUIRED READING
- Reading materials (assignments) are available on Oncourse.

SOFTWARE REQUIREMENT
- Specific software requirement for this class is Adobe Acrobat Pro Extended 9.0. This free software can be downloaded from the IUWare website at:
http://iuware.iu.edu/list.aspx?id=195. For assistance in downloading and installing this software contact UITS at (812) 855-6789.

- Develop an individualized Personal Leadership Plan which can be updated and used to complement your resume’ and provide a point of reflection for interviews.

ASSIGNMENTS AND DUE DATES

1. **Introduction to the Course (Online Assignment):** This assignment includes review of the Welcome to the Course presentation (available under the “Announcements” section in Oncourse), and completion of two (2) online forms titled “About Me” and “Survey” (these forms can be found under the “Assignments” section in Oncourse). This assignment must be submitted by uploading the completed documents in Oncourse under the Assignments section by **January 23rd**.

2. **Course Orientation Meeting (Deadline: January 23rd):** Since many L180 students may not be familiar with a web-based class, and there are no regularly scheduled class meetings, they should schedule a meeting with their Course Liaison to review the assignments, due dates, get assistance with finding and joining a club/organization, receive responses to questions they might have, and generally get acquainted with the program. It is desirable that the orientation meeting be schedule and competed by the third week of the semester. Please note: The registration deadline for L180 students is extended through the 3rd week of the semester. Therefore, there might be a need to schedule orientation meeting beyond the January 23rd deadline.

3. **Personal Leadership Plan (PLP) – READINGS/ WRITTEN ASSIGNMENTS:**

   *The PLP serves two purposes:*
   - The location to read and respond to the activities and questions that coordinate with the readings/activities/podcasts that are a part of the course.
   - The location to document your progress toward your goals, if this is updated frequently it becomes a great tool to use as the basis for your resume.

   **Topic Areas Include:**
   - Leadership & Followership
   - Goal Setting
   - Time Management
   - Diversity & Communication
   - Team Work
   - Integrity
   - Achieving Balance
4. **Podcast Definition/Reflection—RECORDING ASSIGNMENT (3/27):** A 60 – 90 second podcast developed by the student sharing their definition of leadership. The instruction, procedures, and recording options will be posted on Oncourse.

5. **Student Leadership Skill Evaluation Meeting (4/4-4/22):** Evaluations will be completed by the student with the L180 Course Liaison or in select cases with his/her organization advisor at the meeting. The evaluation provides an opportunity for the student to reflect on his/her current leadership skills, and measure growth in each of the content areas. 
*Note: The organization advisor will not be assigning a grade to the student; the grade will be determined by the timely and thorough completion and submission of this assignment.*

6. **Final Summary Paper—WRITTEN ASSIGNMENT (4/10):** In 2-3 pages, students will describe their personal leadership experience and development over the course of the semester. The instructions for the paper will be posted in Oncourse under the Assignments.

7. **Leadership Speaker Series/Workshop Attendance (4/23):** Students are required to attend two (2) Leadership Speaker Series presentations and/or Workshops. This assignment provides students with opportunities to increase their campus engagement and become aware of diverse perspectives on leadership and will assist students in developing their own leadership style while learning from others.

   A variety of opportunities to fulfill this assignment will be offered. Detailed information will be posted periodically on the Oncourse site under the “Recent Announcements” section; students should refer to the announcements section frequently for updates.

   Speakers share their leadership experience in a lecture format followed by a question and answer session; workshops provide a more interactive opportunity for students to learn about specific leadership topics.

   Attendance at each Speaker/Workshop represents 30 points each (60 points total) toward the final grade. **As a matter of courtesy, students should arrive on time and stay for the duration of any presentation they elect to attend. If these guidelines cannot be met, we ask that students find another event to attend so presenters are not interrupted by late arrivals and/or early departures.**

   **To receive credit for attending events, students are required to submit a brief, one-page typed summary describing the event, who spoke, what they spoke about and how it relates to leadership.**
### L180 Assignments Summary/Due dates/Points:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Week</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Orientation Meeting</td>
<td>Weeks 1 - 3</td>
<td>20</td>
</tr>
<tr>
<td>Introduction to the Course</td>
<td>Weeks 1 - 3</td>
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</tr>
<tr>
<td>Leadership &amp; Followership</td>
<td>Week 4</td>
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<tr>
<td>Goal Setting</td>
<td>Week 5</td>
<td>40</td>
</tr>
<tr>
<td>Time Management</td>
<td>Week 6</td>
<td>40</td>
</tr>
<tr>
<td>Diversity &amp; Communication</td>
<td>Week 7</td>
<td>40</td>
</tr>
<tr>
<td>Team Work</td>
<td>Week 8</td>
<td>30</td>
</tr>
<tr>
<td>Integrity</td>
<td>Week 9</td>
<td>40</td>
</tr>
<tr>
<td>Podcast</td>
<td>Week 10</td>
<td>40</td>
</tr>
<tr>
<td>Achieving Balance</td>
<td>Week 12</td>
<td>40</td>
</tr>
<tr>
<td>Leadership Evaluation Meeting</td>
<td>Week 12</td>
<td>30</td>
</tr>
<tr>
<td>Final paper</td>
<td>Week 13</td>
<td>50</td>
</tr>
<tr>
<td>Speaker/Workshop I</td>
<td>Week 12 - Last day to submit</td>
<td>30</td>
</tr>
<tr>
<td>Speaker/Workshop II</td>
<td>Week 12 - Last day to submit</td>
<td>30</td>
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</tbody>
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**Total Points for all L180 Assignments: 500 Points**

**Note:** All written assignments: PLP and Final Summary Paper are to be submitted via Oncourse under the L180 Assignments tab.

### GRADING MATRIX

<table>
<thead>
<tr>
<th>Grade</th>
<th>Minimum %</th>
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<tbody>
<tr>
<td>A+</td>
<td>98</td>
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<tr>
<td>A</td>
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<td>A-</td>
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<tr>
<td>B+</td>
<td>87</td>
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<tr>
<td>B</td>
<td>83</td>
</tr>
<tr>
<td>B-</td>
<td>80</td>
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<tr>
<td>C+</td>
<td>77</td>
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<tr>
<td>C</td>
<td>73</td>
</tr>
<tr>
<td>C-</td>
<td>70</td>
</tr>
<tr>
<td>D+</td>
<td>67</td>
</tr>
</tbody>
</table>
COURSE POLICIES

- **Due Dates** for assignments are firm. If you anticipate difficulty meeting a deadline, contact your L180 Course Liaison **well before** the deadline.

  - **Late Assignments:** Grades for assignments submitted after the due date will be reduced **50% per day** unless discussed with and approved by the student’s Course Liaison **prior to the date due**. After five days, late assignments will not be accepted.

- **L180 Drop Procedure.** Students who wish to drop L180 may do so by accessing the IUB eDrop tab on OneStart to withdraw from the course ([https://onestart.iu.edu/my2-prd/portal](https://onestart.iu.edu/my2-prd/portal)). Please see IUB Academic Calendar for Late Drop/Add dates, fees and more at: [http://registrar.indiana.edu/time_sensitive/offcalen4112.shtml](http://registrar.indiana.edu/time_sensitive/offcalen4112.shtml).

- **Academic Misconduct**
  Academic misconduct is defined as any activity that tends to undermine the academic integrity of the institution. Academic misconduct includes, but is not limited to, the following: cheating, fabrication, plagiarism, interference, violation of course rules, and facilitating academic dishonesty. The faculty member may take into account the seriousness of the violation in assessing a penalty for acts of academic misconduct. The faculty member must report all cases of academic misconduct to the dean of students, or appropriate official. The university may discipline a student for academic misconduct.


- **Religious Observation**
  In accordance with the Office of the Dean of Faculties, any student who wishes to receive an excused absence from class must submit a request form available from the Dean of Faculties for each day to be absent. This form must be presented to the course professor by the end of the second week of the semester. A separate form must be submitted for each day. The form must be signed by the instructor, a copy retained by the instructor and original returned to the student.

  - Information about the policy on religious observation can be found at the following web site: [http://www.indiana.edu/~deanfac/holidays.html#reco](http://www.indiana.edu/~deanfac/holidays.html#reco).
The request form can be downloaded at:
http://www.indiana.edu/~deanfac/download/rel_obs.html#holreq.

- **Students with Learning Disabilities**
  Students with a learning disability, hearing impairment, speech impairment, or any other disability that may affect their ability to complete the course should contact the instructor or course liaison immediately. If the student has not contacted the Disability Services for Students they may be referred to consult with that office. The DSS is located in Franklin Hall 096, (812) 855-7578, prior to registering. [http://www.indiana.edu/~college/ado/policies.shtml](http://www.indiana.edu/~college/ado/policies.shtml)