

# IOWA WESTERN COMMUNITY COLLEGE

## COURSE SYLLABUS

### HUM 287 OL01 LEADERSHIP DEVELOPMENT STUDIES

TERM: WINTER 2019 SESSION 1 (DECEMBER 18, 2019 – JANUARY 7, 2020)

#### I. FACULTY INFORMATION:

Instructor: Professor Bill Ricketts	Office: Lewis Hall 151
Phone: 712-328-3484	Virtual Office
E-mail: bricketts@iwcc.edu	

#### II. COURSE INFORMATION:

HUM 287 OL1D (21 Days)	Leadership Development Studies	Credits (3)	Lecture (3)	Lab (0)
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#### **COURSE MEETING TIMES:**

Course shells are available online 24/7.

#### **\*\*IMPORTANT: SPECIAL NOTE\*\***

HUM 287 Leadership Development Studies is a three (3) credit course normally taught over a 16-week semester. You have 21 days (**12/18/19 – 1/7/2020**) to complete the same amount of course work. This course HAS NOT been scaled back because of time restraints. You must be willing to engage this course 3 -4 hours per day, if you want to be successful. Student “attendance/participation” will be recorded on the following dates: 12/19, 12/22, 12/24, 12/27, 12/30, and 1/6.

#### **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.

## **PREREQUISITES: NONE**

### **REQUIRED TEXTBOOKS:**

Leadership Development Studies, A Humanities Approach, 5th ed.-- Phi Theta Kappa Phi Theta Kappa, Inc., Jackson, Mississippi, 2014 (ISBN: 978-0-7380-6604-2)

### **SUPPLEMENTAL MATERIALS:**

Students can download the free version of Office 365 Suite from their ROC Portal Page for use in their courses. Students are responsible for protecting their own computer equipment through use of anti-virus and anti-malware tools for work within their IWCC courses; they may consider [these free options](#) (click on link). Students using computers in labs and other facilities on campus are further held to the standards of [IWCC Acceptable Use Policy](#) and the [Computer Ethics and Use Policy](#). Both are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.

## **COURSE LEARNING OBJECTIVES AND COURSE COMPETENCIES:**

Upon successful completion of this course, the student will be able to:

1. Recognize the leadership skills necessary to be an effective leader.
2. Evaluate characteristics of successful and responsible leadership.
3. Critique the leadership traits and/or skills in recognized leaders.
4. Rate their personal leadership ability.

## **COURSE PRACTICES:**

All course work must be submitted through Canvas. Emailed work will not be accepted without prior instructor approval.

### **Standards for Written Work**

All written assignments must demonstrate APA college-level writing with grammatically correct sentences and spelling. All assignments must in either [MS Word](#) or in [RTF](#) and submitted via the appropriate dropbox.

**Emailed work will not be accepted.** Assignments that cannot be opened because they were submitted in a format other than MS Word or RTF, such as Google docs, Apple, MS Works, etc., will receive a grade of a zero. All work must have proper grammar with few spelling errors. All course work must be submitted through the Canvas LMS.

### **Late Papers and Assignments**

Late work is not accepted. This is an accelerated course with assignments due almost daily. Don't wait until the last minute to complete assignments. Computer crashes and/or lost internet connections will not be accepted as excuses.

### **Missed Exams**

You will have ample time to enter and take the exam. Once you enter the exam, you will have a specified time limit, usually 90 minutes, to complete it. Exams are true/false and/or multiple-choice. **FAILING TO COMPLETE THE EXAM BY THE DUE DATE WILL RESULT IN A ZERO. NO EXCEPTIONS!** Pay attention to all due dates. See Course Topical Outline and Schedule on last page of syllabus.

**Extra Credit:** None

### **PARTICIPATION REQUIREMENTS FOR ONLINE COURSES:**

This 21-day online course requires a clear pattern of daily participation. The attendance standard for IWCC is that each student logs in and participates in some meaningful way, i.e. assignment completion, forum discussion, quiz completion, etc., inside of the online course—at a minimum—at least one time per day...every day. Student “participation” will be recorded on the following dates: **12/19, 12/22, 12/24, 12/27, 12/30, and 1/6.** The expectation is that students will participate in this online course daily.

### **ONLINE CLASSROOM MANAGEMENT AND BEHAVIOR:**

It is expected that all students in the online environment address classmates and the instructor cordially and professionally. While debate and discussion may be the norm in a college classroom, doing so respectfully is the class standard. (I will address you in a way that recognizes the respect and dignity you deserve as a scholar at this institution, and I expect the same from you to each member of the course. This standard applies to all of us even during moments of disagreement.) Any violation of this policy could result in dismissal from the course.

### **COMMUNICATION WITH INSTRUCTOR:**

Students must use their IWCC email when contacting the instructor about matters related to the course. For instructor contact information and office hours, see first page of syllabus. Turnaround time for feedback on assignments and exams is usually within 48 hours of the due date. Students must use their IWCC email when contacting the instructor about matters related to the course.

**Grading:**

Syllabus Quiz	50 points
5 discussion Forums	250
5 Assignments	450
5 Unit Exams	<u>250</u>
	Total 1000

**FINAL GRADE SCALE:**

900 - 1000	points = A
800 - 899	points = B
700 - 799	points = C
600 - 699	points = D
0 - 599	points = F

**FINAL GRADES:**

Final grades are viewable on ROC the day after the end of the Winterim semester: Self-Services Menu, Students, and Academic Profile.

**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

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.

**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.

**Unit Exams:** All exams are multiple choice and/or true/false. Unit exams are the culmination of all assignments, readings, and videos from each unit. Students will have 2 hours from the time they enter exam to complete it. **IMPORTANT:** Failing to complete the exam by the due date will result in a zero. No exceptions! Pay attention to all due dates.

**Assignments:** Assignments may include a critical reflection to a video, answering the “points to consider” from an article in the textbook, internet

assignments, and/or self-assessment exercises. All assignments must in 12 pt. font and double-spaced and submitted in MS Word or in RTF.

LATE ASSIGNMENTS WILL NOT BE ACCEPTED. NO EXCEPTIONS! Pay attention to all due dates. **See Course Topical Outline and Schedule on last page of syllabus.**

**Discussion Forum (DF)** - Students are invited to share their learning and thoughts with other students based on a question or questions. Each DF is 5 days long and will be the basis for class discussion. Everyone is expected to respond to the original question and then respond to at least one other student.

**IMPORTANT:** Students must answer the original question(s) first before they can see other students' posts.

Grading of Discussion Forums (50 points each):

1. First, each student must answer the original question(s) posed by your instructor. The original post must be a minimum of **300 words** to receive full credit. (30 points)
2. Then, each student must post a response to at least one other student. The second post must be a minimum of **150 words** to receive full credit. (20 points)
3. These responses must take place during the allot time (See Course Scheduler for access and due dates).

**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!

**IMPORTANT DATES:**

For important dates view the "Academic Calendar" in ROC. Specific dates are noted in the College Academic Calendar for the last day to withdraw from the course, holidays, in-service days, student development hours, last day to apply for graduation, etc.).

December 18, 2019..... Classes Begin  
December 18, 2019..... Last Day To Drop Classes For A 100% Refund  
December 19, 2019..... Last Day To Drop Classes For A 50% Refund  
January 2, 2020..... Last Day to Drop Course  
January 7, 2020..... Last Day of Class

**PROBLEM RESOLUTION:**

Students with concerns about the course or the instruction are advised to discuss those concerns with the instructor. If this does not resolve the issue, contact Dean Ambe' White in Lewis Hall 112 or at 712-325-3371

**NOTICE OF CLASS CANCELLATION:**

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 under College Services.

Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement to iwcc.edu email address, on the ROC course page and/or a posted note on the classroom door.

### III. . INFORMATION/COLLEGE POLICY

**RESET PASSWORD:**

Students can reset passwords by accessing the password central page through ROC. The password central page can be found by clicking the menu tab in the upper left hand corner and opening the technology tab, then clicking on password central.

**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 may contact the library for assistance with research and citations. Check out the help features on the Cyber Library page in ROC. For questions about finding information at your campus or center, email [cyberlibrary@iwcc.edu](mailto:cyberlibrary@iwcc.edu) (click on link) or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. The library hours are posted on ROC.

**ACADEMIC SUPPORT:**

FREE tutoring and academic assistance for a variety of core, general requirement classes are available through the Tutoring Center, located on the second floor of the Student Center on the Council Bluffs campus. One-on-one assistance is available on a drop-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 [tutoring@iwcc.edu](mailto:tutoring@iwcc.edu) or call 712-388-6841. A full tutoring schedule by subject area is posted on ROC.

**DROPPING CLASSES:**

While we 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.

We recommend that you always talk to your advisor and a financial aid department representative 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.

**HONOR CODE – ACADEMIC HONESTY:**

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 education 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 education (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 [disabilityservices@iwcc.edu](mailto:disabilityservices@iwcc.edu) 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.

**PREGNANT AND PARENTING STUDENTS:**

Iowa Western does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be excused for as long as deemed medically necessary by a student's doctor, and students will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Coordinator of Disability Services.

**EQUAL OPPORTUNITY AND NON-DISCRIMINATION:**

It is the policy of Iowa Western Community College to provide equal educational opportunities and not to discriminate on the basis of 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 its educational programs, activities, or employment practices.

Questions or complaints? Contact Title IX and Equity Coordinator, Kim Henry, or ADA Coordinator, Samantha Larson, 712-325-3200, or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison, Suite 1475, Chicago, IL 60661, (312)-730-1560, [OCR.Chicago@ed.gov](mailto:OCR.Chicago@ed.gov). More information at <https://www.iwcc.edu/about/statement.asp>.

## IV. COURSE TOPICAL OUTLINE AND SCHEDULE

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 date because late work is NOT accepted.

### December 18 – December 26, 2019 (Nine days)

	<b>Access Date</b>	<b>Due Date</b>	<b>Points</b>
Syllabus Quiz	12/18	12/18	50
<b>Unit 1: Developing a Personal Philosophy of Leadership</b>			
Discussion Forum 1	12/18	12/22	50
Assignment 1	12/18	12/22	100
Unit 1 Exam	12/18	12/22	50
<b>Unit 2: Articulating a Vision by Empowering Others</b>			
Discussion Forum 2	12/22	12/26	50
Assignment 2	12/22	12/26	100
Unit 2 Exam	12/22	12/26	50

### December 26 – January 3 (Nine Days)

	<b>Access Date</b>	<b>Due Date</b>	<b>Points</b>
<b>Unit 3: Leading with Goals</b>			
Discussion Forum 3	12/26	12/30	50
Assignment 3	12/26	12/30	100
Unit 3 Exam	12/26	12/30	50
<b>Unit 4: Decision Making</b>			
Discussion Forum 4	12/30	1/3	50
Assignment 4	12/30	1/3	100
Unit 4 Exam	12/30	1/3	50

### January 3 – January 7 (Five Days)

	<b>Access Date</b>	<b>Due Date</b>	
<b>Unit 5: Team Building</b>			
Discussion Forum 5	1/3	1/7	50
Assignment 5	1/3	1/7	50
Unit 5 Exam	1/3	1/7	50
		<b>Total points</b>	<b>1000</b>