

Bellevue College
Student Programs in conjunction with Human Development
Presents an Introduction to Leadership

HD 210
Leadership Today: Creating a Vision for Tomorrow
Section 6030
Fall Quarter 2009
Wednesday, 2:30 – 4:30 pm
Classroom: B242
2 credits

Instructor
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COURSE OVERVIEW AND GOALS:

Chester Barnard, the Functions of the Executive, states that there are three basic classifications of leadership: communications, human resources, and vision. This course offers the theory and real life applications of all three. Desna Wallin states in the Community College Journal “Well planned and executed short-term leadership development programs can help prepare insightful new leaders.” Max De Pree states, “The first responsibility of a leader is to define reality. The last is to say thank you. In between the two, the leader must become a servant...” (De Pree, 1989).

Essential practical leadership skills and tools will be introduced and practiced by students interested in the study of leadership.

The following topics will be covered: fundamentals and assessment of leadership principles, skills, styles; ethical decision making; communication styles; conflict resolution; team building and motivation; global leadership; environmental leadership; creativity and imagination; and other leadership competencies.

Note: This course will utilize instruction, group work, readings, in-class guest speakers, group discussion, class and individual projects, and a final report/presentation.

REQUIREMENTS AND GRADING:

All students begin the course with an A. If the student fulfills the requirements listed below then the student will receive an A at the end of the quarter.

Range	Grade	Points
4.0 – 3.9	A	1100 - 1050
3.8 – 3.5	A-	1049 - 1000
3.4 – 3.2	B+	999 - 950
3.1 – 2.9	B	949 - 900
2.8 – 2.5	B-	899 - 850
2.4 – 2.2	C+	849 - 800
2.1 – 1.9	C	799 - 750
1.8 – 1.5	C-	749 - 700
1.4 – 1.2	D+	699 - 600
1.1 – 0.9	D	599 - 500
0.8 – 0.7	D-	499 - 400
0.6 – 0.0	E (Fail)	399 or below

Breakdown of Grading Criteria

40% - Class Participation and Attendance: All students are expected to show up for class on-time, respecting the time of the instructor and classmates. Points will be deducted for every five minutes being tardy. All students are expected to participate in the class and will be graded on participation. Your interpretation and viewpoint of the class materials is valued, and your voice is important. The instructor will facilitate the opportunity for all students to actively engage in group dialogues. You are required to read class handouts between classes and be prepared to discuss the reading in class. Points will be deducted if you do not complete the assigned reading prior to class. The instructor may cover additional readings which you will be encouraged but not required to read.

10% - Completion of exercises, in-class projects, and in-class writing assignment: After discussion of reading assignments, students will actively participate in individual and group projects that require application of the class topic. Students are graded on participation of in-class exercises. This will involve problem solving, analysis, working cooperatively with other students, and presenting solutions or findings.

20% - Journal - Keep a journal of your thoughts about the leadership topics presented in class, the reading materials provided and chronicle leadership acts that you observe in your life on or off campus.

30% - Leadership Project/Report or Presentation: An individual or team project will be required outside of class. Students choose a project, review with the instructor, participate in the project and report on their leadership role and lessons learned in one of the last two sessions of the class. A project is worth up to 400 points.

OR, you can choose to do a presentation on one or more of the leadership topics studied in the class. Add something to the learning on the topic(s) and reference your sources. A presentation is worth up to 300 points.

15% - Extra Credit: Opportunities to observe leadership in action happen on campus and off in the form of seminars, events, films, videos, discussion forums and volunteer activities. You may choose to attend one or more of these sessions and write a two - three page paper on what you learned and how it pertains to leadership. Each paper will be worth up to an extra 5%.

Missed Class and Incomplete Policy

Missed class policy – If the student knows she/he will be unable to attend a class and informs the instructor before the class, the instructor will provide the reading for that class to the student. The student has the option to read the material and write a two - three page paper on the reading and how it pertains to leadership. The paper is due at the class following the missed class. The paper will be worth a maximum of 50% credit for the missed class. If a student fails to inform the instructor before missing a class the student will receive no points for that class. All students are expected to attend the final two sessions to make their presentation and experience the presentations of your classmates.

Incomplete policy – The student must discuss their reasons for being unable to complete the course with the instructor if the student wishes to take an Incomplete for hardship or other reasons. It is the prerogative of the instructor to grant the Incomplete and set the timeline and requirements for completion of the course material.

Instructors Philosophy on the Right to Dissent and Dialogue vs. Monologue Reaction and Inquiry

We will not always agree with each other or the readings. Each of us has the right to dissent. This means discussion will take place in which we will be discussing each subject or trying to prove a point which others may not agree with. It is important to understand and respect opposing viewpoints. It is an aspect of leadership to encourage a diversity of ideas and viewpoints.

Required Readings: At each session a packet of required and recommended readings will be provided to you. You have one week to read the material and be prepared for the next class.

Students with disabilities: who have accommodation needs are required to meet with the Director of the Disability Resource Center (in Room B132) to establish their eligibility for accommodation. Telephone: (425) 564-2498 or TTY (425) 564-4110. In addition, students are encouraged to review their accommodation requirements with each instructor during the first week of the quarter.

Student Conduct

Cheating, stealing and plagiarizing (using the ideas or words of another as one's own without crediting the source) and inappropriate/disruptive classroom behavior are violations of the Student Code of Conduct at Bellevue Community College. Examples of unacceptable behavior include, but are not limited to: talking out of turn, arriving late or leaving early without a valid reason, allowing cell phones/pagers to ring, and inappropriate behavior toward the instructor or classmates. The instructor can refer any violation of the Student Code of Conduct to the Vice President of Student Services for possible probation or suspension from Bellevue Community College. Specific student rights, responsibilities and appeal procedures are listed in the Student Code of Conduct, available in the office of the Vice President of Student Services.

Learning Outcomes

- Students will learn leadership theory through reading assignments, classroom discussion, and classroom exercises
- Students will take the leadership theory learned in the classroom and apply it to a project outside the classroom or in a leadership presentation
- Students will create a project report and present it to the class
- Leadership concept seeds are planted which will grow as the student pursues further education, reading and practice in real life

COURSE SESSIONS OUTLINE

This session outline is subject to change. Required readings may be added or deleted to those listed below as the quarter progresses. Given the evolutionary nature of this course, your interests may encourage a different or modified direction for the class.

September 23rd, 2:30 – 4:30 pm: Overview, Introductions, Leadership Principles/Skills/Attributes

- Introductions
- Review syllabus, class norms, questions
- Quote for the day
- Ethnocentrism
- Leadership principles, qualities, skills and attributes
- Assess leadership styles: Socio-economic, cultural, religion, ethnic, business, etc.
- Do leadership self-assessment
- Hand out reading for the next class

September 30th, 2:30 – 4:30 pm: Ethical Decision Making

- Quote for the day
- History of ethics and decision making
- Ethical theories
- How do ethical theories help us make decisions
- Compassionate decision making
- Individual, community, national, and global decision making
- Scenario exercises
- Hand out reading for the next class

October 7th, 2:30 – 4:30 pm: Conflict Resolution

- Quote for the day
- Types of conflict: personal, professional, cultural, racial, religious, socio-economic
- Constructive conflict management
- Root causes, listening, UAS, win-win solutions
- Do exercise or guest speaker
- Hand out reading for the next class

October 14th, 2:30 – 4:30 pm: Strategic Leadership

- Quote for the day
- Reading discussion
- Strategy vs. Tactics
- Top down vs. bottom up vs. web of inclusion
- Making strategy a reality
- Class exercise
- Reading for next class

October 21st, 2:30 – 4:30 pm: Imagination, Creativity and Innovation

- Quote for the day
- Reading discussion
- Inclusion in a multi-cultural workplace
- Imagination and creativity exercises
- Turn ideas into solutions
- Innovation exercise
- Hand out reading

October 28th, 2:30 – 4:30 pm: Global Leadership

- Quote for the day
- What does global mean?
- Understanding the world and events
- Working with and in a multi-cultural environment
- Virtual presence
- Hand out reading for the next class

November 4th, 2:30 – 4:30 pm: Team Building and Motivation

- Quote for the day
- Reading discussion
- Understanding your team
- Organization vision, mission → team goals
- Hiring the right people and building a high performance team
- Motivating a team (new, old, dysfunctional, bad apple,,,), recognition
- Team building exercise
- Guest speaker – Jim Wigfall
- Hand out reading for the next class

November 18th, 2:30 – 4:30 pm: Communication Styles

- Quote for the day
- Interpersonal, nonverbal, group, written communication
- Acquiring communication skills
- Communicating for results: who are you communicating with and why?
- Communicating in a multi-cultural world
- Develop communication skills
- Class exercise – four communication types
- Star Rush
- Hand out reading for the next class

November 25th, 2:30 – 4:30 pm: Environmental Leadership

- Environmental Leadership Panel
- Quote for the day
- Reading discussion
- Environment Panel – Steve Gersman & Heidi Siegelbaum
- Leading from the bottom
- Hand out reading for the next class

December 2nd, 2:30 – 4:30 pm: Class reports

- Quote for the day
- Presentations by class members

December 9th, 2:30 – 4:30 pm: Class reports

- Course evaluations
- Quote for the day
- Presentations by class members

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Final Project and Report Assignment (worth up to 400 points):

Learning Outcomes:

- Students will take what they have learned in the leadership classroom and apply it to create and execute a project
- Students will review their experiential learning and identify lessons learned from applying leadership theory to real life
- Students will report to the class on the plan, execution, outcomes, and lessons from their project

Project Requirements:

- Plan and participate in a project that will utilize leadership skills learned in HD 210 and/or 211
- This may be an individual or a team project
- The project may be on campus or off campus
- Review the project with the instructor and gain approval to proceed
- Report on the details of the project, your experience leading a project and your lessons learned
- Reference all sources used in your report when using material not used in the class

Report requirements:

- You will give your report in one of the last two classes
- The schedule will be established by the instructor
- Your report should be 8 – 15 minutes long
- If using PowerPoint your presentation should be 6 – 12 slides, no more than 15
- Your last slide or scene should be “Questions” as there will be a few minutes for Q & A
- You will be graded primarily on the effectiveness, imagination, success and lessons learned of your project
- You will also be graded on the quality of the content of your report, on your presentation skills, your preparation/readiness, and on staying within your time limit
- I suggest you practice your report two or three times before you give it in class
- E-mail your report to the instructor by noon on the day you will make the report in class
- Bring a paper copy of your report to hand in to the instructor
- Bring your report on a flash drive to the class

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Final Presentation Assignment (worth up to 300 points):

- Build a PowerPoint, Video, You Tube, song, poem, mind map or other creative presentation based on the materials presented in the class
- You may go into depth on one topic or you may choose to cover multiple topics covered in the class
- If you choose multiple topics then connect them together as a complimentary group of leadership attributes
- Reference all sources used in your presentation. You may do this as a footnote on each page or in a summary reference page

- You will give your presentation in one of the last two classes
- The schedule will be established by the instructor
- The presentation should be 10 – 15 minutes long
- If using PowerPoint your presentation should be 8 – 12 slides
- Your last slide or scene should be “Questions” to allow a few minutes for Q & A

- You will be graded primarily on the quality of the content of your presentation, secondarily on your presentation skills, thirdly on your preparation/readiness, and fourthly on staying within your time limit
- I suggest you practice your presentation two or three times before you give it in class
- E-mail your presentation to the instructor by noon on the day you will make the presentation in class.
- Bring a paper copy of your presentation to hand in to the instructor
- Bring your presentation on a flash drive to the class