The Emerging Leader

Spring Semester 2017, 2 credits

Instructor Information:
Ramona L. J. Caswell
Office: S401

Office Phone: 218-736-1597
Lab Phone: 218-736-1691
Email: ramona.caswell@minnesota.edu

Office/Open Lab Hours:
MWF 10:00am-11:00am
T 1:00pm-3:00pm
or by appointment

Class Times:
Lecture: M 3:30-4:20pm (C330)
Lab: TBD with community leader (~2.5 hrs/wk or 30 hr/semester)

Overview:
The emerging leader course allows students to understand leadership concepts, strategies and skills in a workplace setting. The student will practice workplace skills and self-reflection in preparation for a leadership position in a workplace or a community. The student will be assigned a business mentor and will spend 30 hours in a business or non-profit environment and 15 hours in the classroom. This course is designed to enhance the student's ability to function as an effective community leader.

Learning Outcomes:

- Describe the components of effective leadership in the workplace.
- Demonstrate appropriate workplace behaviors.
- Differentiate between effective and ineffective leadership strategies.
- Describe the importance of leadership in workplace and community effectiveness.
- Increase self-awareness through the exploration of leadership values and beliefs.
- Understand individual strengths and how they apply in team, leadership and community settings.

Required Materials:

- Northouse, Peter G. (2010). Leadership: Theory and Practice (5th edition). SAGE Publications, Inc.

Grading:
Your grade will be based off the following weightings. You can keep track of your grade on the D2L BrightSpace website.

Journal	5 %
Reflective Essays	45 %
Class Discussions	15 %
Mentor Evaluation	35 %

90-100 %	A
80-89 %	B
70-79 %	C
60-69 %	D
59 % & below	F

Journal:
You are required to keep a journal or notebook that I will collect periodically. The main purpose for this notebook is to help you make connections between the class material and the personal experiences and observations you have with your business mentor. The second reason is to help you work on your final essay. It is a doodle or brainstorming place to keep your thoughts together. This is not the place to write personal missives about the person in some other class because Ms. Caswell (and perhaps your mentor) will read these. The journal should have:

- Entries with notes regarding each topic covered in class
- Entries regarding personal reflection about your own leadership style and strengths.
- A date with each entry.

Reflective essays:
You will be required to write five short reflections (250-350 words) on the leadership models we will be discussing in class. There will also be one longer final essay.

Participation:
Attendance in class is very important for you to do well in this course. Your participation in class discussions is vital. Please read the assigned material prior to class.

Your participation in the events and activities with your business mentor is also critical. Please be respectful and contact them in case of illness or emergency that may prevent you from being present.

- You will be actively learning in a business or other professional environment when with your business mentor. Discuss early with your mentor the expectations in terms of dress code, cell phone etiquette, contact preferences in case of emergency, etc.

Late Work: No late work will be accepted except under extenuating circumstances. Contact your instructor immediately if emergencies arise.

Academic Integrity and Plagiarism: Plagiarism and cheating on exams, assignments, projects, etc., are antithetical to academic integrity and will not be tolerated. Furthermore, not only is plagiarism simply dishonest, it is illegal in the sense that you are stealing another person's intellectual property. Therefore, plagiarism and other forms of cheating are serious offenses, not only to academia in general, but to your own education as well. Students can fail this course if caught plagiarizing or cheating on course work and/or exams. All material which is derived from other sources (including paraphrased statements, ideas, and direct quotations) must be cited, with in the text of the written work, and/or using an accepted form of footnotes, endnotes, or parenthetical citations as required.
<u>Examples of Academic Dishonesty:</u>
Cheating – Using or attempting to use unauthorized materials for one's own academic benefit.
Plagiarism – Intentionally or unintentionally presenting as one's own words the ideas, words, or information of another without citing the reference, using American Psychological Association (APA) guidelines.
Reusing an assignment – Using an assignment previously submitted to another instructor without prior approval from both instructors.
Fabrication/falsification – Inventing or knowingly altering information.
Facilitating academic misconduct – Assisting another in committing actions considered academically dishonest.

Tentative Schedule: This is subject to change as we go through the semester.

1/9 – Overview of class.

Assignment:

1. Review business leader bios on D2L BrightSpace.
2. Determine your top 3 choices (submit by 1/18)
3. Write a short list of questions to ask during the Speed Networking. (submit by 1/23)

1/16 – Martin Luther King Jr. Holiday

1/23 – Speed Networking with community leaders

Assignment: Read chapters 2 & 3. Complete the Leadership Trait Questionnaire and the Skills Inventory

1/30 – Community mentors finalized. Class discussion on "Traits and Skills" approach to leadership.

Assignment: Reflective essay 1 (due 2/3)

Read chapters 4 & 5. Complete the Style and the Situational Leadership Questionnaires

2/6 – Class discussion on Style Approach and Situational Approach to leadership.

Assignment: Reflective essay 2 (due 2/10)

Read chapter 7. Complete the Path-Goal Leadership Questionnaire.

2/13 – Class discussion on Path-Goal Theory of Leadership.

Assignment: Read chapter 8. Complete the LMX 7 Questionnaire.

2/20 – President's Day Holiday

2/27 – Class discussion on Leader-Member Exchange Theory of Leadership.

Assignment: Reflective essay 3 (due 3/3)

Read chapter 9. Complete the Multifactor Leadership Questionnaire.

3/6 – Class discussion on Transformational Leadership.

Assignment: Read chapter 10. Complete the Authentic Leadership Self-Assessment.

3/13 – 3/17 – Spring Break

3/20 – Class discussion on Authentic Leadership.

Assignment: Reflective essay 4 (due 3/24)

Read chapter 11. Complete the Team Excellence & Collaborative Team Leader Questionnaire.

3/27 – Class discussion on Team Leadership.

Assignment: Read chapter 12. Psychodynamic Approach Survey.

4/3 – Class discussion on Authentic Leadership.

Assignment: Reflective essay 5 (due 4/7)

Read chapter 13. Complete the Gender-Leader Implicit Association Test.

4/10 – Class discussion on Authentic Leadership.

Assignment: Read chapter 14. Complete the Dimensions of Culture Questionnaire.

4/17 – Class discussion on Authentic Leadership.

Assignment: Final Essay. (due 4/24)

Read chapter 15. Complete the Perceived Leader Integrity Scale Questionnaire.

4/24 – Class discussion Leadership Ethics. Possible gathering of mentors for end of semester.