



# FIRST YEAR LEADERSHIP CLASSES

Fall 2014-Monday/Wednesday & Tuesday/Thursday  
(August 25 – December 5, 2014)

*“What would you attempt to do if you knew you could not fail?”*  
**-Dr. Robert Schuller**

Class Meeting Time: **M/W OR T/TH 11:00-12:15**

Class Meeting Place: Whitley Classroom

Instructor: Lauren Krznarich

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Office Hours: Wednesdays 1:00-2:00 or by appt

## **Textbooks (required):**

One leadership text chosen for the Leadership Book Group Project—more details will be given in class

Articles that can be found on eCollege.

## **Class Description:**

The purpose of this course is designed to provide valuable academic, social and leadership skills to ensure a successful first year in college. Concepts studied include communication, time management, goal setting, and professional development. As such, the course focuses not only on the significance of leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which leadership will be put into action.

## **Learning Objectives:**

- Demonstrate a fundamental understanding of leadership and the skills necessary for effective leadership
- Describe their own personal leadership orientation and philosophy
- Outline the importance of setting goals
- Exhibit effective team skills and identify team building skills
- Increase awareness of opportunities for campus and community involvement
- Recognize the various types of conflict and ways to manage
- Communicate effectively through both oral and written presentations

## Evaluation

**Active learning involves more than just attending class and completing course assignments--it requires that you engage in the critical reflection of readings and class discussions, question unclear concepts and ideas, formulate individual perspectives on the issues raised in the course, and actively participate in the exchange of ideas with peers.**

## **Grading Policy:**

Grades will be earned and assigned at the semester end based on the scale below:

**A= 90 and above**

**B= 80-89.9**

**C= 70-79.9**

**D= 60-69.9**

**F= 59.9 and below**

NOTHING can be done to change your final grade once it is assigned. (NO extra credit, extra assignments, retaking tests, etc). Multiple opportunities are given to students to earn their course grade, and I suggest you take advantage of every opportunity early.

## Attendance

**Class attendance is expected.** For each unexcused absence, 3 points will be deducted from the final grade. An "excused absence" is defined as a documented university approved activity. The instructor reserves the right to change the content or format of all make-up work. The student is responsible for making up missed work.

Excused absences must meet the guidelines below, and you MUST provide written documentation WITHIN ONE WEEK of the absence (a copy of the documentation that I can keep) to make up work. Please notify me ahead of time if you know you will be absent.

- Participation in an activity appearing on the University's authorized activity list
- Death or major illness in a student's immediate family
- Illness of a dependent family member
- Participation in legal proceedings or administrative procedures that require your presence
- Religious Holy Day
- Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician)
- Required participation in military duty

Students are expected to be in class, ready to participate, on time. One point will be deducted from the final grade for each tardy up to 10 minutes after the start of class. After 10 minutes, the student will be considered absent.

## Use of eCollege

eCollege is an online course management system that will be used to enhance this course.. You will find the syllabus, articles, and several other resources on eCollege. All papers will submitted via a dropbox on eCollege. If you have any issues with eCollege, be sure to address them right away, so that it does not affect any assignment deadlines. Contact information is provided via eCollege for addressing issues with the system.

### **Late Assignments Policy**

Class assignments will not be accepted after the due date. The due dates listed for assignments are the LAST chance to submit them. Any student missing an exam or assignment without prior arrangement will receive a score of zero.

### **Essay Formatting & Presentation Guidelines**

We will use APA formatting for all papers in this course. For detailed information, view additional resources on eCollege. General paper guidelines: typed, double spaced, 1" margins, and 12 point font. Find tips and advice on giving an effective presentation on eCollege. Use these resources when preparing your group project and individual final presentation for the course.

### **A Note on Spelling and Grammar**

Professionals throughout the world state that one of the most important skills that they need to be successful is the ability to write well. Sentence structure, spelling, and grammar will be examined when determining a grade for any written project.

### **Communication**

Email will be the official form of communication for this course outside of class time. You MUST check your UNIVERSITY e-mail regularly in case I need to communicate anything regarding the course with you. I will not e-mail you junk, and I request that you do the same for me.

### **Instructor Availability**

If you have a question or concern, TALK to me. I am here to help you become successful students and leaders. I maintain an open door policy whenever I am available in my office. I encourage you to stop by office hours, make an appointment outside of office hours, or drop in whenever my door is open.

### **Use of Electronic Devices in the Classroom**

Cell phones and all other electronic devices must be turned off and out of sight. This is a zero-tolerance policy. If you use a cell phone, iPod, etc. in class (or if your phone rings) and you were not asked to do so for an in-class activity, you will lose 1 point per incident (off your final grade).

### **Statement on Student Behavior**

All students enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student's Guide Handbook). Proper student conduct also includes maintaining a standard of academic honesty. "Academic dishonesty" includes, but is not limited to, plagiarism, cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material.

### **ADA Statement**

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

## Assignment Requirements

**A brief description of each requirement is listed here.**

**Detailed information about each assignment is provided on eCollege.**

### One Word Project 10%

One word. A single word can be a powerful thing. It can change everything and help you focus on what you want to accomplish and who you want to be over the next year, four years, and your lifetime. The project includes: (1) choosing your word, (2) writing a well-constructed and in-depth 300-500 word essay about what the significance of the word is to you and how you would describe its meaning, and (3) setting up a time to take a professional photo of you and how you would interpret your word in its simplest terms. This essay will be posted with your picture on our website, in the classroom, and given back to you with a copy of your photo to be placed somewhere as a reminder throughout the year.

### Assignments 10%

FLC has a few requirements to complete during the fall semester: StrengthsQuest assessment, GPA assignment, GCAA Assessment, two grade checks, and joining a club or organization. Throughout the semester, we will also have a number of visitors to class to speak about various topics. Following these meetings, you will need to complete an assignment. These assignments are revising your resume and completing a mock interview with Career Development.

### Event Papers 5% Each, 15% Total

Critically observe, assess, and/or evaluate 3 Texas A&M University-Commerce events (1 Athletic Event, 1 Diversity Event, 1 Special Event). Use this assignment to learn about various offerings on campus. These papers will assist you in improving your critically thinking skills and to have you analyze university sponsored events. Each paper is a *minimum of 500 words and maximum of 700 words* and should address the individual paper questions found on eCollege.

### Leadership Book Group Project 20%

Leadership is a vast subject that covers many disciplines. In order to learn more about leadership in multiple contexts, you will read one leadership text and develop a group presentation for the rest of the class. Each group will have an entire class period to facilitate a presentation, activity, and discussion about the book. Each group will read a different text. Groups will be decided based on which text you choose in class based on the available options.

### Discussions 15%

Every other Sunday by 5 pm, students are required to post their discussions on the e-College learning management system. These discussions include reflecting on weekly events, drawing connections between activities both outside and inside of class, responding to the prompts provided within each discussion, and responding to at least two other classmates' posts each reflection week.

### Final Presentation 15%

The last class sessions will be dedicated to students presenting on their semester in FLC to the class. Each presentation will last approximately 10 minutes. This is not an overview of the entire FLC class by day or topic. While everyone might be in the same class covering the same topics, each topic will affect you all in a different way. This presentation is a way for you to highlight your most meaningful experiences in the course, identify how you have incorporated some of the topics into your everyday life, illustrate how you live your strengths, and reflect on what you have learned and gained halfway through the FLC program. Be creative in how you choose to present to the class, and be sure to engage your audience in some way.

Participation 15%

Active participation is a very important piece of the learning process in this course and takes on many different forms. Active participation requires preparation. You are expected to be prepared for each class session and actively participate in class discussions and activities. Participation includes:

Article Readings—come to class prepared to make connections between the readings and your own lived experiences.

Class Discussions—discussions are opportunities for you to enhance your critical thinking skills, gain new insights and understanding from your peers, and find ways to effectively communicate what you have learned from reading and reflecting on course material. I encourage you to bring to class your comments and questions that offer different perspectives, contribute to moving the discussion and analysis forward, build on other comments and insights made by others in the class, and moves beyond the typical “I feel” or “I think” statements that are not grounded in a deeper reflection on why we have had a particular reaction to course material. The course instructors do not have all the answers in these discussions, and you are encouraged to talk to each other and ask each other questions as we process the material together.

Participate in one of the FLC program committees (to be discussed further in class).

Other participation activities as discussed throughout the semester.

**Outside of Class Time Expectations**

Two One on One Meetings— during the weeks of Sept 15-19 and Oct 13-24

FLC Etiquette Dinner- mid-November—final date will be announced soon

Veterans Vigil Volunteering- around November 11 (various time slots)

Guest Speaker(s)- as scheduled

**Please note that the syllabus serves as a guideline  
for the course and is subject to change as necessary.**