

GUI 252 – Seminar in Leadership Development

SYLLABUS | FALL 2013

Thursdays | 4:00 – 5:50 pm OR 5:00 – 6:50 pm | Location TBD
Department of Educational Studies, Leadership and Counseling

COURSE INFORMATION

Instructor: James D. Mantooth, Ph.D.

Office: 119 Ordway Hall; 270.809.5344

Office Hours: I am a full-time employee and work each day from 8:00 am – 4:30 pm. Feel free to stop by my office any time, or contact me for an appointment.

Cell Phone: 270.752.0097 (You can text/call and be sure to identify yourself b/c I don't have your cell number entered into my phone yet.)

Work E-mail: JMANTOOTH1@murraystate.edu

Instructor: Ben Stinnett

Office: 123 Ordway Hall; 270.809.2274

Office Hours: I am a full-time employee and work each day from 8:00 am – 4:30 pm. Feel free to stop by my office any time, or contact me for an appointment.

Cell Phone: 270.617.1857 (You can text/call and be sure to identify yourself b/c I don't have your cell number entered into my phone yet.)

Work E-mail: BSTINNETT@murraystate.edu

REQUIRED MATERIALS

- Cohen, H. (2011). *The naked roommate: And 107 other issues you might run into in college* (4th ed.). Naperville, IL: Sourcebooks, Inc.
 - FYL Training Manual
 - Sample, S.B. (2002). *The contrarian's guide to leadership*. San Francisco, CA: Jossey-Bass
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COURSE DESCRIPTION

A course designed to introduce the dynamics and concepts of leadership and its applications. The concepts taught in the class will be applied throughout various FYL activities. Prerequisites: Consent of the instructor. Course may be taken only twice for credit. If taken a third time, the course will be audited and not taken for credit. NOTE: A maximum of six hours of credit can be earned or scheduled from any combination of GUI 251, 252, and 450. There will be no arranged sections. This course is partial fulfillments of the requirements to be a First Year Leader (FYL).

COURSE PURPOSE

To provide a general overview of the development and issues facing college-age students, and to provide a framework of understanding and strategies for working with college-age students

STUDENTS WITH DISABILITIES

Any student needing special accommodations should inform the instructor and/or The Office of Student Disability Services (423 Wells Hall, phone: 270.809.2018) as soon as possible.

NON-DISCRIMINATION POLICY STATEMENT

Murray State University endorses the intent of all federal and state laws created to prohibit discrimination. Murray State University does not discriminate on the basis of race, color, national origin, gender, sexual orientation, religion, age, veteran status, or disability in employment, admissions, or the provision of services and provides, upon request, reasonable accommodation including auxiliary aids and services necessary to afford individuals with disabilities equal access to participate in all programs and activities. For more information, contact the Director of Equal Opportunity, 103 Wells Hall. 270-809-3155 (voice), 270-809-3361 (TDD).

LEARNING OUTCOMES

The First Year Leader serves as a vital link between new students and Murray State University. The First Year Leader serves both as a leader and role model for these students. In order to be an effective leader and role model, you must understand your own leadership style, ability, and capability. With that in mind, during and upon completion of this course, the student will:

- Develop a realistic self-appraisal of one's skills, abilities, strengths, personal values;
- Articulate how realistic self-appraisal influences decision-making;
- Demonstrates understanding of one's leadership style;
- Exhibit evidence of how one's leadership style influences his/her group of first-year students;
- Participate in and positively influence the academic and social responsibility of his/her group of first-year students (e.g. aid students in overcoming obstacles that hamper academic goal achievement; appropriately challenge unfair, unjust or uncivil behavior; etc.);
- Identify personal academic and leadership goals, and use these goals to guide decisions.

COURSE REQUIREMENTS

- Class Attendance and Participation
- Selected Readings
- Journals
- Student Contact Reports
- Final Exam/Project
- MAP-Works Survey
- Completion of College-Head assigned-work/assignments

ATTENDANCE & PARTICIPATION POLICY

Students are expected to adhere to the MSU Attendance Policy outlined in the current *MSU Bulletin*.

Learning cannot take place if the learner is not present. Therefore, the student must come to class on time and be prepared to contribute to the classroom learning experience. It is important to recognize that one should share his/her thoughts and ideas in a thoughtful and respectful way. In order for this to be a positive learning experience for everyone, it is imperative that everyone arrives with an open mind and prepared to engage in classroom discussions and group activities. No more than 3 (three) absences – excused or unexcused – will be allowed. Each absences accrued after 3 (three) will result in dropping one full letter grade.

ACADEMIC HONESTY POLICY

Murray State University takes seriously its moral and educational obligation to maintain high standards of academic honesty and ethical behavior. Instructors are expected to evaluate students' academic achievements accurately, as well as ascertain that work submitted by students is authentic and the result of their own efforts, and consistent with established academic standards. Students are obligated to respect and abide by the basic standards of personal and professional integrity.

Violations of Academic Honesty include:

Cheating - Intentionally using or attempting to use unauthorized information such as books, notes, study aids, or other electronic, online, or digital devices in any academic exercise; as well as unauthorized communication of information by any means to or from others during any academic exercise.

Fabrication and Falsification - Intentional alteration or invention of any information or citation in an academic exercise. Falsification involves changing information whereas fabrication involves inventing or counterfeiting information.

Multiple Submission - The submission of substantial portions of the same academic work, including oral reports, for credit more than once without authorization from the instructor.

Plagiarism - Intentionally or knowingly representing the words, ideas, creative work, or data of someone else as one's own in any academic exercise, without due and proper acknowledgement.

Instructors should outline their expectations that may go beyond the scope of this policy at the beginning of each course and identify such expectations and restrictions in the course syllabus. When an instructor receives evidence, either directly or indirectly, of academic dishonesty, he or she should investigate the instance. The faculty member should then take appropriate disciplinary action.

Disciplinary action may include, but is not limited to the following:

- 1) Requiring the student(s) to repeat the exercise or do additional related exercise(s).
- 2) Lowering the grade or failing the student(s) on the particular exercise(s) involved.
- 3) Lowering the grade or failing the student(s) in the course.

If the disciplinary action results in the awarding of a grade of E in the course, the student(s) may not drop the course.

Faculty reserve the right to invalidate any exercise or other evaluative measures if substantial evidence exists that the integrity of the exercise has been compromised. Faculty also reserve the right to document in the course syllabi further academic honesty policy elements related to the individual disciplines.

A student may appeal the decision of the faculty member with the department chair in writing within five working days. Note: If, at any point in this process, the student alleges that actions have taken place that may be in violation of the Murray State University Non-Discrimination Statement, this process must be suspended and the matter be directed to the Office of Equal Opportunity. Any appeal will be forwarded to the appropriate university committee as determined by the Provost.

GRADING POLICY

<u>Activity</u>	<u>Points Each</u>	<u>% of Final Grade</u>
College Head Assignments	145	36.25%
Student Contacts	5 reports @ 20 pts. Each	25.00%
Journals	5 entries @ 10 pts. each	12.50%
MAP-Works Survey	35 pts	8.75%
Final Exam/Project	70 pts.	17.50%

400 possible points

A final grade of "A" in the course represents excellent quality work throughout the course that has consistently gone above and beyond the course requirements and reflects a deep-level conceptual understanding on the part of the learner. It is possible to earn 90% or above mathematically, and receive a B due to less than excellent attendance and participation.

A = > 360 points	C = 280 – 319.99 points	E = < 240 points
B = 320 – 359.99 points	D = 240 – 279.99 points	

COLLEGE HEAD ASSIGNMENTS (145 PTS)

You will meet with your College Head five (5) times throughout the semester. Residential College Heads will have assignments for you, and those assignment will comprise 36.25% of your final grade. The assignments given you are at the discretion of each College Head. These assignments may include, but are not limited to: attending regularly-scheduled RCC meetings, Move-In, Parents & Family Weekend, and Homecoming.

JOURNAL POLICIES (90 PTS)

You will complete 6 (six) journal entries for the semester. **Each entry must be submitted BEFORE 4:30 pm on its respective date due.** Journal submissions can be e-mailed as an *attachment* to your instructor or handed in during class. No late submissions will be accepted.

Each submission must be no shorter than 400 words in length, and must fully address the assigned topic and/or question(s). There are no specific formatting requirements for the journal submissions. Quoting or borrowing from other sources is *strongly* discouraged; if you do, however, do so sparingly and cite the source appropriately. Submissions will receive full credit provided that they meet the criteria stated here. Failure to meet any one or more of the above criteria may result in receiving half-credit or a grade of 0 (zero) for the assignment. You are encouraged to be candid and honest in your journal entries.

STUDENT CONTACT REPORTS (125 PTS)

A major part of your role as an FYL is maintaining contact with your first-year students. At scheduled times throughout the semester, you will submit a report detailing the following: (1) What kinds and frequency of contact(s) made, (2) Topics covered, (3) General response by your students, and (4) what you learned that you can apply the next time you contact your students.

MAP-WORKS SURVEY (25 PTS)

You will receive notification that the MAP-Works Survey will be available for you to take. You will hear and learn more about MAP-Works as the semester progresses.

FINAL EXAM/PROJECT (70 PTS)

Details TBD

LATE ASSIGNMENTS, MAKE-UP ASSIGNMENTS AND EXAMS, AND EXTRA CREDIT POLICIES

Late work will be evaluated according to the policies established in this syllabus for the particular assignment. Arrangements for make-up assignments and exams must be made in advance unless due to emergency, and will be subject to the policies as outlined in the *Student Life Handbook* and this syllabus. No make-up work will be accepted for unexcused absences.

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Revised 25 February 2013

Week #	Date	Class Topics/Due Dates
1	August 22	Introductions, Syllabus, Course Expectations and Requirements
2	August 29	DUE: Journal 1; Student Contact Report
3	September 5	Meet with your College Head
4	September 12	DUE: Journal 2; Student Contact Report
5	September 19	Meet with your College Head
6	September 26	NO CLASS = FALL BREAK
7	October 3	DUE: Journal 3; Student Contact Report Last day to submit MAP-Works survey proof
8	October 10	Meet with your College Head
9	October 17	DUE: Journal 4
10	October 24	Meet with your College Head
11	October 31	TBD
12	November 7	DUE: Journal 5; Student Contact Report
13	November 14	Meet with your College Head
14	November 21	TBD
15	December 5	Final Exam/Project Due

Please note that this schedule is tentative and is subject to change. Any changes will be announced in class and via e-mail. Students are responsible for being aware of any changes made to this schedule.