

IOWA WESTERN COMMUNITY COLLEGE

COURSE SYLLABUS INFORMATION

HUM 287 OL1D LEADERSHIP DEVELOPMENT STUDIES

TERM: WINTERIM 2017 (DECEMBER 18, 2017 – JANUARY 5, 2018)

I. FACULTY INFORMATION:

Instructor: William Ricketts M.S., L.M.H.P.	Office: Lewis Hall 151
Phone: 712-325-3484	Office Hours: Virtual
E-mail: bricketts@iwcc.edu	

II. COURSE INFORMATION:

Course Prefix/Number	Course Name	Credits	Lecture	Lab
HUM 287 OL01	Leadership Development Studies	3	3	0

****IMPORTANT: SPECIAL NOTE****

HUM 287 Leadership Development Studies is three (3) credit course normally taught over a 16-week semester. You have 19 days (12/18/17 – 1/5/18) to complete the same amount of course work. This course HAS NOT been scaled down because of time restraints. You must be willing to engage this course 3 – 4 hour per day, EVERY DAY, if you want to be successful. Student “attendance/participation” will be recorded on the following dates: 12/19, 12/23, 12/26, 12/29, and 1/2

COURSE DESCRIPTION:

PREREQUISITES:

None

COURSE MEETING TIMES: Daily online course participation, interaction, and completion of activities are expected and verified through bi-weekly course attendance reports.

Course Location: Remote

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)

NOTE: Previous editions will not suffice. The 5th edition has new articles and readings that are required for this course.

Suggested Supplemental Textbooks, References: None

Office 365 Suite is required for many online coursework assignments. To facilitate interaction between classmates, students can download the free version from their ROC Portal Page for use in their online courses.

Materials and Supplies to Be Furnished by Student:

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](#). (Pressing the Control key and clicking “these free options” will take you to a page of resources.)

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 policies are located on the ROC Student Portal Page under the *Technology* menu button FAQ area.)

Course Learning Objectives and Course Competencies:

The Learning Objectives for this course are (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:

Participation Requirements

This 19-day online course requires a clear pattern of daily participation for all students. 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...everyday.

Student “participation” will be recorded on the following dates: **12/19, 12/23, 12/26, 12/29, and 1/2**. The expectation is that students will participate in this on-line course daily.

Standards for Written Work

All written assignments must be written in either [MS Word](#) or [in RTF](#) and submitted via the appropriate dropbox. 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.

Late Papers and Assignments:

Late work is not accepted and strictly enforced. There are no exceptions except for medical emergencies (Doctor's note required) or if deployed in the service of our country. All access and due dates are located in the Course Scheduler located at the end of the syllabus.

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 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.

Extra Credit: None

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.

All course work must be submitted through the ROC LMS. Submitting assignments via email will not be accepted.

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 24 hours of the due date.

INSTRUCTIONAL TECHNIQUES AND PRACTICES

This course will use PPT lectures, film, discussion forums to convey material.

Important Dates

12/18/17	Monday	Winterim Session Begins
1/2/18	Tuesday	Last day to drop course

1/5/18

Friday

Winterim Session Begins

Grading Elements:

1. Syllabus Quiz	50
2. 4 Written Assignments	250
3. 3 Discussion Forums	150
4. 3 Film Critiques	300
5. 5 Exams	<u>250</u>

Total: 1000 Points

Syllabus Quiz: This is given on the first of day of class. It will consist of multiple choice and true/false questions.

Grading Scale:

900 - 1000 points = A

800 - 899 points = B

700 - 799 points = C

600 - 699 points = D

0 - 599 points = F

Viewing Final Grades: Final grades are viewable on ROC the Tuesday after the end of the semester: Self-Services Menu, Students, and Academic Record.

Units will contain the following:

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.

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

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.

Written Assignments: Each unit will have a required written assignment to complete. These can range from worksheets, assigned readings, film study, internet research, and/or any other activity that will enhance your learning experience. *All documents must be written in MSWord or in Rich Text Format (RTF).* As a guide, all written assignment must be **a minimum of 300 words** unless indicated in the assignment's directions.

LATE ASSIGNMENTS ARE NOT ACCEPTED. NO EXCEPTIONS! Pay attention to due dates on the last page of the syllabus.

Film Study: The use of film is a powerful teaching and learning tool. This course utilizes films to enhance the study of chemical dependency. All film links are embedded in the course for easy viewing. Film study will usually require a written assignment to be submitted.

Unit Exams: All exams are multiple choice and/or true/false. Unit exams are the culmination of all assignments, readings, and films from each unit. Students will have 2 hours from the time they enter exam to complete it. **FAILING TO COMPLETE THE EXAM BY THE DUE DATE WILL RESULT IN A ZERO. NO EXCEPTIONS!** Pay attention to all due dates.

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

Grading of Discussion Forums (50 points each):

1. First, each student must answer the original question(s) posed by your instructor. To receive any credit, your first post must be a minimum of **250 words**.
2. Then each student must post a response to at least one other student and be a minimum of **100 words**.
3. These responses must take place during the allot time (See Course Scheduler for access and due dates).
4. Each post is worth up to 25 pts.

Film Critiques: The use of film is a powerful teaching and learning tool. This course utilizes films to enhance the study of chemical dependency. All film links are embedded in the course for easy viewing. **All film critiques must be a minimum of 300-words.** Failure to meet this minimum requirement will receive a zero points.

Unit Exams: The unit exam is the culmination of all the above. You will have ample time to enter and take the exam. Once you enter the exam, you will have 90 minutes to complete it. Exams are true/false, multiple-choice, matching, and fill-in-the-blank. **FAILING TO COMPLETE THE EXAM BY THE DUE DATE WILL RESULT IN A ZERO. NO EXCEPTIONS! Pay attention to due dates on the last page of the syllabus.**

Gradebook: This is where you can review your grades. All grading elements are entered into the gradebook with 24 hours of their respective due dates. Student will also be able to view their “total points to date.”

Important dates: Please see the “Academic Calendar” in ROC. Last day to drop this course is **January 2, 2018.**

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!

PROBLEM RESOLUTION

If you have a conflict with me, concerns about my teaching and/or the course material, please discuss this first with me. If we cannot resolve the difficulty, contact Dean Rick McFayden in Clark Hall 218 or at 712-325-3371

Notice of Campus Situations/Course Interruptions

1. 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.
2. Emergency cancellation of a class session such as for faculty illness – Students will be notified through an announcement on the ROC course page if possible and/or a posted note on the classroom door.

III. INFORMATION/COLLEGE POLICY

Technical Difficulties with ROC:

If you experience technical difficulties, including problems with a login or password, you need to contact the IWCC IT Department at support@iwcc.edu I strongly encourage you to check out all aspects of the class on December 15 so that any issues regarding your login or password can be resolved before College Offices close for winter break on December 19. Technical support will be available throughout the break via support@iwcc.edu When contacting support, please include your name, username, and course number, as well as a description of the issue.

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 can contact the library for assistance with research and citations. Check out our help features on the Cyber Library page in ROC.

For questions about finding information at your campus or center, email cyberlibrary@iwcc.edu or call 712-325-3247 for the Council Bluffs Campus or 712-542-5117 for the Clarinda Campus. You can find the library hours posted on ROC.

ACADEMIC SUPPORT

FREE tutoring and academic assistance are available through the Academic Support Center, located on the second floor of the Student Center on the Council Bluffs campus in a variety of core, general requirement classes. One-on-one assistance is available on a walk-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 or call 712-388-6841. A full tutoring schedule is posted by subject area 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 withdraw online through ROC up to the last day to drop. We recommend that you always talk to your advisor and financial aid 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 educational 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 educational (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 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.

NON-DISCRIMINATION STATEMENT

It is the policy of Iowa Western Community College not to discriminate on the basis of race, creed, color, sexual orientation, gender identity, national origin, sex, disability, religion, or age in its programs, activities, or employment practices as required by the Iowa Code sections 216.9 and 256.10(2), Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681-1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

Individuals having questions or complaints related to compliance with this policy should contact Kim Henry, Dean of Student Life and Student Success, phone number, 712/325-3207 or the Director of the Office for Civil Rights, U.S. Department of Education, Citigroup Center, 500 W. Madison Suite 1475, Chicago, IL 60661, phone number 312/730-1560 fax, 312/730-1576.

EQUAL EDUCATIONAL OPPORTUNITY AND NON-HARASSMENT

Iowa Western Community College is committed to a policy of equal educational opportunity. Therefore the College prohibits discrimination on the basis of unlawful criteria such as 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 admitting students to its programs and facilities and in administering its admissions policies, educational policies, scholarship and loan programs, athletic programs, and other institutionally administered programs or programs made available to students. In keeping with this policy of equal educational opportunity, the College is committed to creating and maintaining an atmosphere free from all forms of harassment.

COURSE TOPICAL OUTLINE AND SCHEDULE

COURSE SCHEDULER

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 25, 2017 (Eight days)

	Access Date	Due Date	Points
Syllabus Quiz	12/18	12/18	50
Unit 1: Developing a Personal Philosophy of Leadership			
U1 Discussion Forum	12/18	12/21	50
U1 Film Critique	12/18	12/21	100
Unit 1 Exam	12/18	12/21	50
Unit 2: Articulating a Vision by Empowering Others			
U2 Discussion Forum	12/21	12/24	50
U2 Assignment	12/18	12/25	50
U2 Film Critique	12/18	12/25	100
Unit 2 Exam	12/18	12/25	50

December 26 – January 1 (Seven Days)

	Access Date	Due Date	Points
Unit 3: Leading with Goals			
U3 Assignment	12/26	12/28	50
U3 Film Critique	12/26	12/28	100
Unit 3 Exam	12/26	12/29	50
Unit 4: Decision Making			
U4 Discussion Forum	12/29	1/1	50
U4 Assignment 4	12/26	1/1	50
Unit 4 Exam	12/26	1/1	50

January 2 – January 5 (Four Days)

	Access Date	Due Date	
Unit 5: Team Building			
U5 Assignment	1/2	1/5	50
Unit 5 Exam	1/2	1/5	50
Total points			1000