

EDAD 1130: Foundations of Leadership for Orientation Leaders

Spring 2014

Wednesdays 3:30-5:00 pm

Instructor

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University Catalogue Entry

Student leadership trainers facilitate class discussion and assist students in identifying the necessary skills for effective leadership in university organizations and in both personal and professional settings. Topics include: leadership vs. management, communication, leadership styles and personality traits, emotionally intelligent leadership, ethical leadership, leadership and change, and diversity and cultural awareness. Opportunities are provided for group problem solving, and team interaction and collaboration.

Course Purpose

The purpose of this course is to assist new Orientation Leaders in becoming knowledgeable and effective leaders and staff members. The course focuses on developing a conceptual framework concerning student development and developing critical skills necessary to be effective in interacting with individual groups and the community as a leader.

Course Objectives

At the conclusion of this course, students will be able to demonstrate:

- Leadership skills and knowledge of how to apply them in everyday situations.
- Their personal leadership style and leadership traits.
- Their preferred conflict management style and how to use the various styles in their OL position.
- Integrating out-group members into the community.
- Balancing tasks and relationships.
- Discover the leadership skills necessary to be a successful Maverick Orientation Leader
- Developing a resume to sell your leadership experiences.
- A knowledge of diversity and its contribution to the community.

Required Materials:

- We will be using the book, Introduction to Leadership: Concepts and Practice by Peter G. Northouse. The required readings from this book, as well as any additional readings, will be provided to you through blackboard.
- Students will be provided with a three ring binder to keep all graded assignments, class information, and/or handouts.
- Students should bring a paper and pen to each class for note-taking and in-class assignments.
- A copy of the course syllabus should be brought to each class.

Attendance, Assignments and Grading

Attendance and Timeliness

This is a one-hour course that meets once a week. Attendance is required and necessary in order for you to fully understand and apply the topics discussed in class. Students may miss a maximum of 2 classes throughout the semester. Missing a third class will result in a failing grade and dismissal from your position as an orientation leader. All absences must be approved before class is missed, unless in the event of an emergency.

In addition, punctuality for class is essential. Students who arrive late to class create a disruption and also miss pertinent information that is shared at the start of each class period. Students are expected to arrive on time and be seated with all assignments turned in and ready for class to begin prior to the course start time.

Assignments

Course assignments are listed in the syllabus and outlined below. Specifically you should note the following:

- Assignments will be collected at the beginning of each class and may not be turned in late. Therefore, for your assignment to be accepted you must arrive on time to class.
- In class assignments and activities may not be made up at a later date.
- All work done outside of class should be typed unless a worksheet or form is provided. Typed assignments may be emailed to us before class or be printed and physically turned in at the start of class on the due date. In cases where work is hand-written, be sure to write legibly. If we cannot read it, we cannot grade it and you may fail the assignment.
- Assignments submitted without a name will not be graded for credit.

Journal Entries- Students will purchase a notebook of any type to use as their Mav OL journal. Topics for journal entries will be given during class and will be due the following week. Journals will be turned in for review periodically during the semester and at the end of the semester for grading.

Blackboard discussions- Discussion questions will be posted on blackboard. Each student has a week to post a response to the discussion question. Please remember that posts should be proofread to ensure readability, proper sentence structure and correct grammar. Posts should be at least one paragraph in length.

Spotlights- Throughout the semester students will be picked at random to answer questions and discuss specific situations regarding class topics. No preparation is necessary.

Definition of Leadership Paper- In two to three, double-spaced pages, students should answer the following questions:

- What does leadership mean to you? What is your definition of leadership?
- What are three to five specific characteristics that you should have as a leader?
- If you believe you have these characteristics, how are you putting them into practice? If you are working towards these characteristics, what are you doing to gain or develop these skills?

Resume Project- It is important for every leader to have a current resume ready for whatever opportunities may arise. Students will have two people review a current copy of their resume. One reviewer should be from the UT Arlington Career Development Center and the other should be a representative from their chosen career field. Students that don't have a resume should schedule an additional meeting with a career development counselor to create one. All drafts, including edited drafts from reviewers will be submitted for grading along with the resume project cover sheet

Involvement and Engagement- Each student will participate/attend two university sponsored activities each month. A list of activities along with a tracking sheet will be available on blackboard. A visual representation of participation will be submitted for grading at the end of the term.

Team Social Connection- It is very important for each orientation leader to build a strong connection with their teammates. These assignments will allow you time to begin making connections. You will send two pictures (at the beginning and end) to either Jessica or Meighan to verify participation and attendance.

Final Group Presentation- Students will be divided into groups to create a presentation on the challenges new students face during their first year at UT Arlington. Each presentation should contain the following:

- Specific challenge new students encounter. Each group will submit issues to instructor for approval. Each group must present on a different challenge. Choices are first-come, first-serve.
- Presentation must include at least two published and two personal resources
- As a group, students should decide ways an orientation leader can respond to the specific challenge
- Based on the possible responses, students should decide which leadership characteristics each orientation leader should have to properly respond to the student's challenge

- All members of the group must contribute to and participate in the presentation
- Presentation format should include a professional visual aid

Mid-Experience Evaluation-Each student will schedule a meeting with instructors during finals week to review their performance thus far as a Mav OL and create goals for the rest of their orientation leader experience. Students should come prepared with challenges they see for the summer and skills they would like to develop during the summer.

Grading

Course assignments will be graded and you will receive an overall score for each assignment. There are a total of 100 points possible in the class. Students must earn 80% (137/170) of the allotted points to earn a passing grade.

Please remember that you are only allowed 2 absences in the course.

Course Assignments/Points

Assignment	Due Date	Points Possible
Journal entries	--	15
Blackboard discussions	--	15
Spotlights	--	10
Involvement and Engagement	2/6	15
Definition of leadership paper	3/6	30
Resume project	3/27	20
Team Social Connection	4/17	15
Final group presentation	4/24 & 5/1	40
Mid-experience evaluation	5/6-5/10	10
TOTAL POINTS POSSIBLE		170

Course Policies

Email Communication with Students

Students are encouraged to use their UTA email account to receive official UTA notifications. We will respond to all email as quickly as possible, but please keep in mind that teaching this class is not our only responsibility.

Classroom Participation Policy

College level behavior, courteousness, and attentiveness are expected from each student. Please turn off all cell phones, laptops, music players and other electronic equipment. Put away newspapers, magazines and assignments from other classes before the beginning of class. An attitude of cooperation, a willingness to contribute ideas and experiences, and openness to new concepts and theories will enhance your collegiate experience.

Disruptions and/or distractions to the learning environment are not acceptable. Students who interfere with learning will be asked to leave class immediately and to schedule an instructor conference to discuss re-admission to class. Students with behavior or attitudes deemed inappropriate to the university setting will be referred to the Office of Student Conduct and could be dismissed from their position as a Maverick Orientation Leader.

Academic Integrity Policy

All students enrolled in this course are expected to adhere to the UT Arlington Honor Code:

I pledge, on my honor, to uphold UT Arlington's tradition of academic integrity, a tradition that values hard work and honest effort in the pursuit of academic excellence.

I promise that I will submit only work that I personally create or contribute to group collaborations, and I will appropriately reference any work from other sources. I will follow the highest standards of integrity and uphold the spirit of the Honor Code.

Students with Disabilities Policy

The University of Texas at Arlington is on record as being committed to both the spirit and letter of federal equal opportunity legislation; reference Public Law 92-112 - The Rehabilitation Act of 1973 as amended. With the passage of new federal legislation entitled Americans with Disabilities Act (ADA), pursuant to section 504 of the Rehabilitation Act, there is renewed focus on providing this population with the same opportunities enjoyed by all citizens.

As a faculty member, I am required by law to provide reasonable accommodations to students with disabilities, so as not to discriminate on the basis of that disability. Student responsibility primarily rests with informing faculty of their need for accommodation and in providing authorized documentation through designated administrative channels. Information regarding specific diagnostic criteria and policies for obtaining academic accommodations can be found at www.uta.edu/disability. Also, you may visit the Office for Students with Disabilities in room 102, University Hall or call them at (817) 272-3364.

Academic Resources

The University of Texas at Arlington provides a variety of resources and programs designed to help students develop academic skills, deal with personal situations, and better understand concepts and information related to their courses. These resources include tutoring, major-based learning centers, developmental education, advising and mentoring, personal counseling and federally funded programs. For individualized referrals to resources for any reason, students may contact the Maverick Resource Hotline at 817-272-6107 or visit www.uta.edu/resources for more information.

Emergency Exit Procedures

Should we experience an emergency event that requires us to vacate the building, students should exit the room and move toward the nearest exit. When exiting the building during an emergency, one should never take an elevator but should use the stairwells. Faculty members and instructional staff will assist students in selecting the safest route for evacuation and will make arrangements to assist handicapped individuals.

EDAD 1130 Class Schedule-Spring 2014

Date	Topic	Readings to be done prior to class:	Assignments Due
Personal Leadership			
1/15 - Week 1	Syllabus Overview Retreat Review		
1/22 - Week 2	Defining Leadership	Northouse, Chapter 1	
1/29 - Week 3	Diversity		JE- Retreat Reflection
2/5 - Week 4	Recognize Your Traits	Northouse, Chapter 2	
2/12 - Week 5	True Colors Guest Speaker: Veronica Guzman		JE- Recognizing your traits
Leadership for Team Development			
2/19 - Week 6	Conflict Management (DPD) NODA Region IV Prep		Defining Leadership Paper BD-Personal Leadership
2/26 - Week 7	Attending to Tasks and Relationships NODA Region IV Review	Northouse, Chapter 4	JE- NODA RIV Conf.
3/5 - Week 8	Setting the Tone	Northouse, Chapter 7	I&E- Mid-Review
3/12 – Week 9	Spring Break- No Class		
Leadership for your Job			
3/19 – Week 10	In group/Out group (DS) *Final presentation topics and groups assigned	Northouse, Chapter 8	BD- Leadership for Team Development
3/26 – Week 11	Developing Leadership Skills	Northouse, Chapter 5	Resume project
4/2 - Week 12	Small Group Facilitation		
4/9 - Week 13	Overcoming Obstacles	Northouse, Chapter 10	JE-Quotes
4/16 – Week 14	Being a Mav OL		I&E- Final Project
4/23 - Week 15	Final Presentations		JE- Being a Mav OL
4/30 - Week 16	Final Presentations		BD-Leadership for your job
5/7 – Week 17	Finals Week – Mid-experience Evaluations		