

EDAD 1130: Foundations of Leadership
Fall 2018

Instructor(s): Dr. Stephen Berg

Office Number: Apartment & Residence Life Suite

Office Telephone Number: (817) 272-2926

Email Address: sberg@uta.edu

Faculty Profile:

Office Hours: By appointment

Section Information: EDAD 1130-003

Time and Place of Class Meetings: Thursdays 3:30pm-4:20pm, Science Hall 330

Description of Course Content: EDAD 1130 is a one-credit hour course, designed to give students an understanding of the fundamentals of leadership. This training will prepare students to become effective leaders and to provide the necessary leadership skills for their professional careers. The course will integrate foundational concepts to 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. This course is an elective only and does not count as part of the professional certification requirements. Pass-Fail grades will be awarded.

Student Learning Outcomes:

At the end of the course, students will be able to:

- Articulate their vision of leadership and how it influences their roles as student leaders.
- Understand some of the basic foundational skills needed to be successful in their roles as student leaders.
- Articulate their leadership style and how it influences their roles as student leaders.

Required Textbooks and Other Course Materials:

- *Introduction to Leadership: Concepts and Practice* by Peter G. Northouse will be the primary text book for this course. The book will be provided for the students to use during the course. At the end of the course students will return the book to the instructors. Please do not write in, highlight, or damage the book. If a book is lost or damaged the student will be responsible for paying the cost of replacement.
- Students need to bring a paper and pen to each class for note-taking and in-class assignments.
- A copy of the course syllabus needs to be brought to each class.

Descriptions of major assignments and examinations:

Assignment	Due Date	Points Possible
Attendance & Participation (10 points per class)	Varies	100
Reading Quizzes (10 points each)	Varies	90
Personal Leadership Style Reflection	10/11	50
1 st Draft of Resume	11/1	20
Out-Group Assignment	11/8	100
Final Draft of Resume	11/15	40
Final Essay	11/29	100
TOTAL POINTS POSSIBLE		500

Descriptions of major assignments and examinations:

- *Reading Quizzes* – students will be required to complete a 10 point quiz on Blackboard over the assigned chapter prior to arriving to class.
- *Personal Leadership Style Reflection* – students will submit a paper reflecting on life experiences that have shaped their preferred leadership style.

- *Resumes* – students will submit a 1st draft of a resume. The draft will be reviewed and feedback will be given. Students will take their resume draft to the Career Center for review and their final draft of their resume will be due two weeks later.
- *Out-Group Assignment* – students will be asked to determine out group members in the community and will develop and implement a plan to reach out to those out-group members.
- *Final Essay* – questions will be provided at the end of the course.

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

- Assignments must be completed before the start of class on the date specified in the syllabus.
- Assignments must be submitted through Blackboard prior to the beginning of each class and may not be turned in late.
- 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. 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.

Attendance: At The University of Texas at Arlington, taking attendance is not required but attendance is a critical indicator in student success. Each faculty member is free to develop his or her own methods of evaluating students' academic performance, which includes establishing course-specific policies on attendance. As the instructor of this section, I have decided that 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 **two classes** throughout the semester. Missing a third class will result in a failing grade. Missed classes will result in the loss of participation and attendance points for that class period.

However, while UT Arlington does not require instructors to take attendance in their courses, the U.S. Department of Education requires that the University have a mechanism in place to mark when Federal Student Aid recipients "begin attendance in a course." UT Arlington instructors will report when students begin attendance in a course as part of the final grading process. Specifically, when assigning a student a grade of F, faculty report the last date a student attended their class based on evidence such as a test, participation in a class project or presentation, or an engagement online via Blackboard. This date is reported to the Department of Education for federal financial aid recipients.

This is a one-hour course that meets once per week. 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. Attendance points are earned each week and should you arrive late to class, you will only receive half of the available attendance points. If a student is late to class by more than 10 minutes it will be counted as an absence. Continued lateness for the class may result in a failing grade.

Grading:

Course assignments will be graded and you will receive an overall score for each assignment. Attendance is also part of the overall points possible for the course. Please remember that you are only allowed two absences in the course.

There are a total of 500 points possible in the class. Students must earn 80% (400 of 500) of the allotted points to earn a passing grade. Failure to earn a passing grade in the course will result in termination from the Resident Assistant position.

Expectations for Out-of-Class Study:

Beyond the time required to attend each class meeting, students enrolled in this course should expect to spend at least an additional 2 hours per week of their own time in course-related activities, including reading required materials, completing assignments, preparing for class activities/projects, etc.

Drop Policy: Students may drop or swap (adding and dropping a class concurrently) classes through self-service in MyMav from the beginning of the registration period through the late registration period. After the late registration period, students must see their academic advisor to drop a class or withdraw. Undeclared students must see an advisor in the University Advising Center. Drops can continue through a point two-thirds of the way through the term or session. It is the student's responsibility to officially withdraw if they do not plan to attend after registering. **Students will not be automatically dropped for non-attendance.** Repayment of certain types of financial aid administered through the University may be required as the result of dropping classes or withdrawing. For more information, contact the Office of Financial Aid and Scholarships (<http://www.uta.edu/aao/fao/>).

Disability Accommodations: UT Arlington is on record as being committed to both the spirit and letter of all federal equal opportunity legislation, including *The Americans with Disabilities Act (ADA)*, *The Americans with Disabilities Amendments Act (ADAAA)*, and *Section 504 of the Rehabilitation Act*. All instructors at UT Arlington are required by law to provide “reasonable accommodations” to students with disabilities, so as not to discriminate on the basis of disability. Students are responsible for providing the instructor with official notification in the form of a **letter certified** by the Office for Students with Disabilities (OSD). Only those students who have officially documented a need for an accommodation will have their request honored. Students experiencing a range of conditions (Physical, Learning, Chronic Health, Mental Health, and Sensory) that may cause diminished academic performance or other barriers to learning may seek services and/or accommodations by contacting: **The Office for Students with Disabilities, (OSD)** <http://www.uta.edu/disability/> or calling 817-272-3364. Information regarding diagnostic criteria and policies for obtaining disability-based academic accommodations can be found at www.uta.edu/disability.

Counseling and Psychological Services (CAPS) www.uta.edu/caps/ or calling 817-272-3671 is also available to all students to help increase their understanding of personal issues, address mental and behavioral health problems and make positive changes in their lives.

Non-Discrimination Policy: The University of Texas at Arlington does not discriminate on the basis of race, color, national origin, religion, age, gender, sexual orientation, disabilities, genetic information, and/or veteran status in its educational programs or activities it operates. For more information, visit uta.edu/eos.

Title IX Policy: The University of Texas at Arlington (“University”) is committed to maintaining a learning and working environment that is free from discrimination based on sex in accordance with Title IX of the Higher Education Amendments of 1972 (Title IX), which prohibits discrimination on the basis of sex in educational programs or activities; Title VII of the Civil Rights Act of 1964 (Title VII), which prohibits sex discrimination in employment; and the Campus Sexual Violence Elimination Act (SaVE Act). Sexual misconduct is a form of sex discrimination and will not be tolerated. *For information regarding Title IX, visit www.uta.edu/titleIX or contact Ms. Michelle Willbanks, Title IX Coordinator at (817) 272-4585 or titleix@uta.edu*

Academic Integrity: Students enrolled all UT Arlington courses 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.

UT Arlington faculty members may employ the Honor Code in their courses by having students acknowledge the honor code as part of an examination or requiring students to incorporate the honor code into any work submitted. Per UT System *Regents’ Rule* 50101, §2.2, suspected violations of university’s standards for academic integrity (including the Honor Code) will be referred to the Office of Student Conduct. Violators will be disciplined in accordance with University policy, which may result in

the student's suspension or expulsion from the University. Additional information is available at <https://www.uta.edu/conduct/>. Faculty are encouraged to discuss plagiarism and share the following library tutorials <http://libguides.uta.edu/copyright/plagiarism> and <http://library.uta.edu/plagiarism/>

Electronic Communication: UT Arlington has adopted MavMail as its official means to communicate with students about important deadlines and events, as well as to transact university-related business regarding financial aid, tuition, grades, graduation, etc. All students are assigned a MavMail account and are responsible for checking the inbox regularly. There is no additional charge to students for using this account, which remains active even after graduation. Information about activating and using MavMail is available at <http://www.uta.edu/oit/cs/email/mavmail.php>.

Campus Carry: Effective August 1, 2016, the Campus Carry law (Senate Bill 11) allows those licensed individuals to carry a concealed handgun in buildings on public university campuses, except in locations the University establishes as prohibited. Under the new law, openly carrying handguns is not allowed on college campuses. For more information, visit <http://www.uta.edu/news/info/campus-carry/>

Student Feedback Survey: At the end of each term, students enrolled in face-to-face and online classes categorized as "lecture," "seminar," or "laboratory" are directed to complete an online Student Feedback Survey (SFS). Instructions on how to access the SFS for this course will be sent directly to each student through MavMail approximately 10 days before the end of the term. Each student's feedback via the SFS database is aggregated with that of other students enrolled in the course. Students' anonymity will be protected to the extent that the law allows. UT Arlington's effort to solicit, gather, tabulate, and publish student feedback is required by state law and aggregate results are posted online. Data from SFS is also used for faculty and program evaluations. For more information, visit <http://www.uta.edu/sfs>.

Final Review Week: for semester-long courses, a period of five class days prior to the first day of final examinations in the long sessions shall be designated as Final Review Week. The purpose of this week is to allow students sufficient time to prepare for final examinations. During this week, there shall be no scheduled activities such as required field trips or performances; and no instructor shall assign any themes, research problems or exercises of similar scope that have a completion date during or following this week *unless specified in the class syllabus*. During Final Review Week, an instructor shall not give any examinations constituting 10% or more of the final grade, except makeup tests and laboratory examinations. In addition, no instructor shall give any portion of the final examination during Final Review Week. During this week, classes are held as scheduled. In addition, instructors are not required to limit content to topics that have been previously covered; they may introduce new concepts as appropriate.

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, which is located **to the left and an immediate right or turn right and walk straight to the other 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 individuals with disabilities.

[As you see, this section requires faculty members to be fully aware of the exits nearest their classrooms, even before the semester begins. Evacuation plans may be found at http://www.uta.edu/campus-ops/ehs/fire/Evac_Maps_Buildings.php. In the case that you are unable to ascertain this information in time for your syllabus, you must be sure to explain to your students on day one how best to exit the building. Inclusion of this verbiage as well as a brief discussion on the matter with your students at the beginning of the term is mandated by UT Arlington Procedure 7-6: Emergency/Fire Evacuation Procedures (http://www.uta.edu/police/Evacuation_Procedures.pdf)

Students are encouraged to subscribe to the MavAlert system that will send information in case of an emergency to their cell phones or email accounts. Anyone can subscribe at <https://mavalert.uta.edu/> or <https://mavalert.uta.edu/register.php>

Student Support Services: UT 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. Resources include [tutoring](#), [major-based learning centers](#),

developmental education, [advising and mentoring](#), personal counseling, and [federally funded programs](#). For individualized referrals, students may visit the reception desk at University College (Ransom Hall), call the Maverick Resource Hotline at 817-272-6107, send a message to resources@uta.edu, or view the information at <http://www.uta.edu/studentsuccess/success-programs/programs/resource-hotline.php>

The IDEAS Center (2nd Floor of Central Library) offers **FREE** tutoring to all students with a focus on transfer students, sophomores, veterans and others undergoing a transition to UT Arlington. Students can drop in, or check the schedule of available peer tutors at www.uta.edu/IDEAS, or call (817) 272-6593.

The English Writing Center (411LIBR): [Optional.] The Writing Center offers **FREE** tutoring in 15-, 30-, 45-, and 60-minute face-to-face and online sessions to all UTA students on any phase of their UTA coursework. Register and make appointments online at <https://uta.mywconline.com>. Classroom visits, workshops, and specialized services for graduate students and faculty are also available. Please see www.uta.edu/owl for detailed information on all our programs and services.

The Library's 2nd floor Academic Plaza offers students a central hub of support services, including IDEAS Center, University Advising Services, Transfer UTA and various college/school advising hours. Services are available during the library's hours of operation. <http://library.uta.edu/academic-plaza>

Course Schedule

Date	Topic	Reading/Assignments
Week 1: 8/23	Syllabus Overview Course Expectations Being A Leader	Optional: Northouse Chapter 1 will be discussed in class
Week 2: 8/30	Setting the Tone	<i>Reading to be Done Prior to Class</i> <i>Reading: Northouse, Chapter 7</i> DUE by 3:00pm: Ch. 7 Quiz
Week 3: 9/6	Creating a Vision <i>Guest Presenter J.C. Stoner</i>	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 6</i> DUE by 3:00pm: Ch. 6 Quiz
Week 4: 9/13	No Class	<i>Reading to be Done Prior to Class</i> <i>time: Northouse, Chapter 2</i> DUE by 3:00pm: Ch. 2 Quiz
Week 5: 9/20	Recognizing your Style and Philosophy of Leadership	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 3</i> DUE by 3:00pm: Ch. 3 Quiz
Week 6: 9/27	Handling Conflict	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 9</i> DUE by 3:00pm: Ch. 9 Quiz
Week 7: 10/4	No Class: Leadership Retreat Week	
Week 8: 10/11	Listening to Out-Group Members	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 8</i> DUE by 3:00pm: Ch. 8 Quiz and Personal Leadership Style Reflection
Week 9: 10/18	Overcoming Obstacles <i>Guest Presenter: Brandi Bowen</i>	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 10</i> DUE by 3:00pm: Ch. 10 Quiz
Week 10: 10/25	Resumes and Cover Letters Selling your RA Experience <i>Guest Presenter: Delcenia Collins</i>	
Week 11: 11/1	Developing Leadership Skills	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 5</i> DUE by 3:00pm: Ch. 5 Quiz and 1st Draft of Resume
Week 12: 11/8	No Class: Homecoming	DUE: Out Group
Week 13: 11/15	Addressing Ethics in Leadership	<i>Reading to be Done Prior to Class:</i> <i>Northouse, Chapter 11</i> DUE by 3:00pm: Ch. 11 Quiz Assignment and Final Draft of Resume
Week 14: 11/22	No Class: Thanksgiving Break	
Week 15: 11/29	No Class	DUE: Final Essay
Week 16: 12/6	No Class	

As the instructor for this course, I reserve the right to adjust this schedule in any way that serves the educational needs of the students enrolled in this course. – Dr. Stephen Berg

Emergency Phone Numbers: In case of an on-campus emergency, call the UT Arlington Police Department at **817-272-3003** (non-campus phone), **2-3003** (campus phone). You may also dial 911. Non-emergency number 817-272-3381

Stop. Think. Protect Yourself. You Have Choices.

The safety and security of our campus is the responsibility of everyone in our community. Each of us has an obligation to be prepared to appropriately respond to threats to our campus, such as an active aggressor.

This graphic provides each member of the UTA community with information and options for responding to an active threat. These options are not chronological, but are designed to address dynamic situations. Assess the situation (your location, the location of the threat, type of threat, etc.), identify and weigh your options, develop a plan of action and commit to it.

YOUR OPTIONS TO AN ACTIVE THREAT

You Have Choices!

A V O I D	<ul style="list-style-type: none">• AVOID the situation. <u>Stay away</u> from the area and campus.• If you can safely leave the area, RUN.• Get others to leave the area, if possible.• Prevent others from entering the area.	<ul style="list-style-type: none">• Know your exit and escape options.• If in a parking lot, get to your car and leave.• If in an unaffected area, stay where you are.• When you are safe, call UTA PD at 817.272.3003 or 911 with information you have.
D E N Y	<p>If you can't leave the area safely, DENY or slow entry to the intruder:</p> <ul style="list-style-type: none">• Lock/barricade doors with heavy items.• Turn off lights/projectors/equipment.• Close blinds and block windows.• Stay away from doors and windows.	<ul style="list-style-type: none">• Silence phones and remain quiet. <u>Don't let your phone give you away.</u>• HIDE and take cover to protect yourself.• Be prepared to run or defend yourself.
D E F E N D	<p>If you can't AVOID or DENY entry to the intruder, DEFEND your location:</p> <ul style="list-style-type: none">• As a last resort, <u>FIGHT for your life.</u>• Use physical force and any weapons available - fire extinguishers, books, chairs, belts, umbrellas, pens/scissors, hot coffee/drinks, trash cans, etc.	<ul style="list-style-type: none">• Use the element of surprise.• Work together as a team. Develop a plan. Commit to your actions. Your life depends on it.• Be aggressive, loud, and determined in your actions.

Follow ALL instructions.

For more information, go to: police.uta.edu/activeshooter



Emergency: 817.272.3003
Non-Emergency: 817.272.3381
police.uta.edu

Additional information for active threat and other emergency situations can be found through the links below:

police.uta.edu/activeshooter

police.uta.edu/em