

Women's Leadership Initiative: Leadership Concepts and Competencies

FALL 2020 SYLLABUS

Interim Director	Dr. Amy Lorek Assistant Teaching Professor College of Health and Human Development Office: 404 Biobehavioral Health Building; Via Zoom Phone: 814-863-7903 Email: ael13@psu.edu	
Curriculum Advisor	Ms. Darlene Clark Assistant Teaching Professor College of Nursing Office Location: 205B Nursing Sciences Building Phone: 814-863-2234 Email: dac128@psu.edu	
Administrative Assistant	Ms. Pamela Baier Office Location: 322 Health and Human Development Building Phone: 814-863-0546 Email: pab38@psu.edu	
WLI Internal Advisory Board Representatives	Academic Adviser Representative	Natasha Dinsmore nvd9@psu.edu
	Student Representatives	Amari McDuffie apm5856@psu.edu
		Natalie Campbell npc5219@psu.edu
	Biobehavioral Health	Dr. Sheree Logue sul459@psu.edu
	Communication Sciences and Disorders	Dr. Ji Min Lee jxl91@psu.edu
	Health Policy and Administration	Maria Dawson mfd108@psu.edu
	Human Development and Family Studies	Dr. Jennifer Crissman Ishler jxc51@psu.edu
	Hospitality Management	Dr. Marja Verbeeten mjv13@psu.edu
	Kinesiology	Lori Gravish Hurtack lag138@psu.edu
	Nursing	Darlene Clark dac128@psu.edu

Nutritional Sciences

Natasha Dinsmore

nvd9@psu.edu

Recreation, Park and Tourism
Management

Kristin Thomas

klt16@psu.edu

Course Description

HHD 401 is the first semester of the year-long required course for students selected to participate in the Women's Leadership Initiative. It is specifically designed to work in concert with WLI activities to support students in their development of the foundational values, knowledge, skills, and confidence to realize their potential as effective, life-long leaders. This course is 2 credits.

Student Learning Objectives

By the end of the 2020-21 academic year each student will:

1. Develop a deeper knowledge of herself and others
2. Be able to define and critically assess leadership concepts
3. Develop leadership skills
4. Practice leadership through service

Course Philosophy and Expectations of Students

You were selected to participate in WLI because of your potential to become an outstanding lifelong leader. To be successful in this course, and to realize your potential, you are expected to be an active and collaborative partner in your learning and development. We have designed this course – and the WLI program as a whole – to guide and support your journey, but you are responsible for your learning and for being a full, collaborative partner in the process.

You are responsible for:

- **Being completely and fully present during class and all WLI activities**
This means focusing on class and the activities at hand during class – both actively listening and participating. It also means no email, no texting, no phone calls, no other classwork, and no extraneous conversations during class.
- **Your own learning and actively contributing to a collaborative and productive learning environment**
- **Treating each other with respect: your classmates, your instructors, and guests**
This includes listening, considering and respecting each other's views even when different from your own; speaking and writing using a respectful tone; and being completely and fully present (as described above).
- **Learning from mistakes; sharing and celebrating successes**

Course Materials

There are two REQUIRED textbooks for HHD 401:

1. Northouse, P. G. (2019). *Leadership: Theory and Practice, Eighth Edition*. Sage. This text is available from the Penn State Bookstore and will be on reserve at Paterno-Pattee Library.
2. Rath, T. (2007). *Strengths Finder 2.0*. New York, NY: Gallup Press. WLI provides each student with this text.

Additional readings: Any additional readings will be made available through the Canvas course website or electronic library reserves.

Grading Policy and Grades

Scale for final course grade:

93-100%	A
90-92%	A-
87-89%	B+
82-86%	B
80-81%	B-
77-79%	C+
70-76%	C
65-69%	D
<65%	F

Your course grade will be determined as follows:

Written Reflection Assignments	20%
Communication Skills	40%
Class Participation	25%
Leadership Assessments	10%
Service Project	5%

Grading criteria:

All required work is assessed using a grading rubric developed for that particular component. All grading rubrics are provided on the WLI Canvas website. It is highly recommended that, in addition to the assignment instructions, you consult an assignment's grading rubric before you begin an assignment.

Grade appeals:

Contact the instructors to address any questions or concerns you have about an assignment grade. If you decide to submit your assignment to be formally re-graded, the assignment must be accompanied by a clear and specific written explanation of why you would like her to re-grade the assignment. If you submit an assignment to be re-graded, you are accepting the fact that your assignment grade may increase, but it also could decrease or remain the same. All formal requests for re-grading of an assignment must be submitted within one week of receiving the graded assignment.

Attire:

Dress code for Friday Sessions is **business casual**: slacks or skirt (no leggings, jeans, or khakis); blouse, shirt or top with modest neckline; jacket (optional); and shoes (no sneakers or flip-flops) that are comfortable for the business ahead. The professionals with whom you will interact will notice your attire and the messages they receive from you as a result.

Dress code is **business attire**: slacks or skirt, modest top, jacket, business shoes for:

- Kickoff Event
- Etiquette Dining & Discussion
- Celebration Luncheon

Required Work and Policies

A table delineating the required work due dates and times is provided at the end of the syllabus.

1. Readings

Required readings are noted on the class schedule at the end of the syllabus. You are expected to complete these readings before class, since you will be asked to draw on the readings in class and in the assignments. Options to access these readings have been noted in the previous section titled “Course Materials”.

2. Written Reflection Assignments (20% total)

You will complete four reflection papers over the course of the fall semester. These reflections ask you to think deeply and critically about leadership based on course readings, presentations, activities, and your own experiences. The reflections require you to identify, interpret, and synthesize what you are learning over time. Your grade is based on the quality of your thinking and the quality of your presentation of your thinking. Additional instructions for the reflections will be provided on Canvas.

3. Communication Skills (40% total)

a. Mentor Communications (10%)

You are required to complete two specific written communications with your assigned WLI mentor. As always you are encouraged to communicate with your mentor more often!

b. Resume (5%)

You will draft a resume, following the “Resume Writing” session, and submit it to the drop box in Canvas. Your resume will be used for your mock interview during this semester.

c. Thank-you Notes (10%)

You will practice your networking and communication skills through written correspondence. You will write thank-you notes to panelists and guest speakers at the culmination of each class or event. You will also have one other thank you note assignment which will be described during class. Specific instructions are provided on Canvas.

d. Panel Discussion Questions (10%)

In advance of every panel and the Etiquette Dining event, you will submit two questions that you would like the panelists to address. Your questions must be related to leadership and the panel theme. Additional instructions will be provided on Canvas.

e. Expert Lecture Summary and Commentary (5%)

You are required to attend one expert lecture event and submit a brief summary and commentary by noon 7 days after the event. A list of lectures will be provided. If you have a conflict with all of the planned events or are a Nursing student studying in Hershey, you may attend an alternate event with prior approval of Dr. Lorek. Instructions regarding the summary/commentary will be posted on Canvas.

4. Class Participation (25%)

Full participation in class by every student is imperative for learning. You will come to class prepared to actively participate in class discussion and activities. You will receive a class participation grade for every class. The class participation rubric (on Canvas) shows that grading reflects the quality of a student’s participation and effort (e.g., thoughtful questions and comments, active listening and discussion in both small and large group settings, being engaged in class activities, etc.).

5. Leadership Assessments (10%)

a. Myers-Briggs Type Indicator (5%)

You will complete the Myers-Briggs Type Indicator online; you will use your results in class. Ms. Baier will provide you with instructions about how to access this assessment.

b. Strengths Finder (5%)

You will complete the Strengths Finder survey using the unique code provided in your *Strengths Finder* text. You will bring a hard copy of these results to our October class. Instructions to access the survey are provided within the text that WLI provides you.

6. Service Project (5%)

Over the course of the academic year, you will engage in a service project to learn more about yourself, your skills, and effective leadership through an applied experience. In the fall semester, you will identify an organization at which you will conduct service hours. Your grade for the fall semester component of your service project will be based on a brief description of the organization you have identified and the contact you have made with that organization.

In the spring semester, you will devote a minimum of 10 hours of service to the organization you have identified and complete a reflective paper in which you draw from your service project experiences. Instructions for this paper will be posted on Canvas in the fall in order to help you select an appropriate organization and gather the information you need throughout your service hours.

Assignment Submission Policy:

All assignments are due on the day and by the time specified in the syllabus unless you receive explicit permission from the instructors to do otherwise. If events beyond your control will prevent you from turning in an assignment on time, request an extension from Dr. Lorek or Ms. Clark **before** the due date and time. Assignments submitted late without prior approval from the instructor will receive a zero (0) – no exceptions!

There are no extra credit opportunities.

Attendance Policy:

Attendance at all WLI classes and activities is mandatory unless otherwise specified. Only absences that are due to events beyond your control (e.g., illness, family emergency) or another academic activity (e.g., attending a professional conference) will be authorized by Ms. Clark. As soon as you encounter an attendance issue, you must contact Ms. Clark. Since you are responsible for your learning, you must make arrangements to make up the work and learning you miss; the make-up work corresponds to the objectives of the missed class and requires students to devote the equivalent amount of class time missed. Since this course is being taught as a blended course, students are expected to attend in-person (see COVID-19 requirements) OR through the virtual classroom (Zoom information on the Canvas Zoom tab). Please contact Ms. Clark as your situation changes. This class will shift to online instruction when in-person is not safe or when Penn State or other health officials instruct us to do so.

Online/Virtual classroom:

This class, or portions of this class, will be recorded by the instructor for educational purposes. These recordings will be shared only with students enrolled in the course. You will be required to consent to the recording at the beginning of each class session.

Special 2020 COVID-19 Note

COVID-19 Policies and Resources. We know from existing data that wearing a mask in public can help prevent the spread of COVID-19 in the community (Lyu & Wehby, 2020; CDC, 2020; Johns Hopkins Medicine, 2020). In accordance with PA Department of Health regulations and guidance from the Centers for Disease Control and Prevention (CDC), The Pennsylvania State University has determined that everyone will be required to wear a face mask in university buildings, including classrooms. *You MUST wear a mask appropriately (i.e., covering both your mouth and nose) in the building if you are attending class in person.* Masks have been provided for students, instructors, and staff, and everyone is expected to wear one while inside any university building. Clarification from the Environmental Health and Safety Office states “there is evidence that single-layer face coverings, including many neck gaiters, are not as effective in stopping respiratory droplets as multi-layer face coverings. At this time, it is recommended that all faculty, staff, and students wear a multi-layer mask or a procedure mask.

Students who choose not to wear a mask may participate in class remotely, but may not attend in person. This is to protect their health and safety as well as the health and safety of their classmates, instructor, and the university community. Anyone attending class in person without a mask will be asked to put one on or leave. Instructors will end class if anyone present refuses to appropriately wear a mask for the duration of class. Students should also be sure they are situated at least six feet away from their fellow students and seated in a seat that is designated to ensure that distance. (Add other appropriate language specific to the class here.) Students who refuse to wear masks appropriately or adhere to other stated requirements may face disciplinary action for Code of Conduct violations. On a case-by-case basis, students may consult with Student Disability Resources for accommodations if they cannot wear a mask. Students requiring such accommodations may be advised to take advantage of and participate in the course through synchronous remote learning. Finally, students who are experiencing COVID-19 related symptoms should not attend class in person and are encouraged to contact a health care provider. More information at:

- Centers for Disease Control and Prevention. (2020, April 3) Recommendation Regarding the Use of Cloth Face Coverings, Especially in Areas of Significant Community-Based Transmission. <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover.html>
- Johns Hopkins Medicine. (2020, June 17) Coronavirus Face Masks & Protection FAQs. <https://www.hopkinsmedicine.org/health/conditions-and-diseases/coronavirus/coronavirus-facemasks-what-you-need-to-know>
- Lyu, W. and Wehby, G.L. (2020, June 16) Community Use Of Face Masks And COVID-19: Evidence From A Natural Experiment Of State Mandates In The US. Health Affairs. https://www.healthaffairs.org/doi/full/10.1377/hlthaff.2020.00818?url_ver=Z39.88-2003&rft_id=ori%3Arid%3Acrsref.org&rft_dat=cr_pub++0pubmed&

Other relevant Penn State Policies:

1. Academic Integrity (Policy 49-20)

Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at The Pennsylvania State University, and all members of the University community are expected to act in accordance with this principle. Consistent with this expectation, the University's Code of Conduct states that all students should act with personal integrity, respect other students' dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts.

Academic integrity includes a commitment not to engage in or tolerate acts of falsification, misrepresentation or deception. Such acts of dishonesty violate the fundamental ethical principles of the University community and compromise the worth of work completed by others.

Using others' written words without attributing their source is a form of intellectual property theft (i.e., 'plagiarism'), and is taken especially seriously in this course. Most published information belongs, in some sense, to someone. Using others' words is usually acceptable, as long as it is acknowledged as theirs by proper citation. Papers that include inadequate citations or other evidence of plagiarism will be

penalized heavily. For more information about Penn State's expectations about academic integrity and plagiarism, please check <http://tlt.its.psu.edu/plagiarism/links>.

Violations of the University's Academic Integrity Policy include the following:

- **Cheating:** using crib sheets of any kind, preprogrammed calculators or cell phones, use of notes during a closed book exam
- **Copying on tests:** looking at other students' exams, copying with a plan with another student, passing notes during exams; exchanging exams with another student
- **Plagiarism:** fabricating information or citations; copying from the Internet or submitting the work of others from journals, articles and papers, or books; submitting other students' papers as one's own. Any material, regardless of length, that is the work of somebody else and who is not given explicit credit by citation, submitted as one's own, is plagiarized material.
- **Tampering with work:** changing one's own or another student's work; tampering with work either as a prank or to sabotage another's work
- **Acts of aiding and abetting:** Facilitating academically dishonest work by others; unauthorized collaboration on work; permitting another to copy from one's exam; writing a paper for another; inappropriately collaborating on home assignments or exams without permission or when prohibited
- **Unauthorized possession:** Buying or stealing of exams or other materials; failing to return exams on file or reviewed in class; selling exams; photocopying exams; any possession of an exam without the instructor's permission
- **Submitting previous work:** Submitting a paper, case study, lab report, or any assignment that had been submitted for credit in a prior class without the knowledge and permission of the instructor
- **Ghosting or misrepresenting:** Taking a quiz or exam or performing a class assignment in place of another student; having another student do the same in one's place; signing in as present in class for another student or having another student do the same in one's place
- **Altering exams:** Changing incorrect answers and seeking favorable grade changes when instructor returns graded exams for in-class review and then collects them; asserting that the instructor make a mistake in grade. Other forms include changing the letter and/or numerical grade on a test.
- **Computer theft:** Electronic theft of computer programs or other software, data, images, art, or text belonging to another.

The full College of Health and Human Development Statement of Policy on academic integrity is at www.hhdev.psu.edu/policies/academicintegrity/procedures.html#statement. Students in this course are responsible for adhering to this policy.

2. Reporting Bias. Penn State takes great pride to foster a diverse and inclusive environment for students, faculty, and staff. Acts of intolerance, discrimination, or harassment due to age, ancestry, color, disability, gender, gender identity, national origin, race, religious belief, sexual orientation, or veteran status are not tolerated.

Students, faculty, or staff who experience or witness a possible bias motivated incident are urged to report the incident immediately through Educational Equity at the Report Bias webpage: <http://equity.psu.edu/reportbias/>

3. Students with Disabilities. Penn State welcomes students with disabilities into the University's educational programs. Every Penn State campus has an office for students with disabilities. The Student Disability Resources (SDR) website provides contact information for every Penn State campus: <http://equity.psu.edu/sdr/disability-coordinator>. For further information, please visit Student Disability Resources Web site: <http://equity.psu.edu/sdr>.

In order to receive consideration for reasonable accommodations, you must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: <http://equity.psu.edu/sdr/applying-for-services>. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with an accommodation letter. Please share this letter with your instructors and discuss the accommodations with them as early in your courses as possible. You must follow this process for every semester that you request accommodations.

4. Counseling and Psychological Services. Many students at Penn State face personal challenges or have psychological needs that may interfere with their academic progress, social development, or emotional well-being. The university offers a variety of confidential services to help you through difficult times, including individual and group counseling, crisis intervention, consultations, online chats, and mental health screenings. These services are provided by staff who welcome all students and embrace a philosophy respectful of clients' cultural and religious backgrounds, and sensitive to differences in race, ability, gender identity and sexual orientation.

Counseling and Psychological Services (CAPS) (814) 863-0395 or 501 Student Health Center during regular office hours (8 am-5 pm, Monday-Friday)

Penn State Crisis Line (24 hours/7 days/week) (877) 229-6400

Crisis Text Line (24 hours/7 days/week) Text LIONS to 741741

Mental Health Providers (all campuses) <https://elections.psu.edu/caps-cpd/>

For more information on services at CAPS visit <http://studentaffairs.psu.edu/counseling/services/>

To learn how to schedule an appointment at CAPS see this link:

<http://studentaffairs.psu.edu/counseling/appointments.shtml>

If you or someone you know is experiencing a crisis situation, information on resources at CAPS and other local groups that can help is found at <http://studentaffairs.psu.edu/counseling/crisis/>

See next pages for a full schedule of dates, topics, and assignments.

WLI and HHD 401 Class Schedule and Assignments – Fall 2020

Important Note: Due to frequent changing circumstances of the Covid-19 Pandemic, all workshops and locations are subject to change. We will communicate and post changes in Canvas as soon as we know them.

Class Details	Topic	Readings: complete before class on day assigned	Assignments Due
Week 1			
Sat, 8/22 9:00 a.m. – 12:00 noon Virtual setting (Zoom)	WLI Retreat: Get to know your classmates and yourself better	None	None
	<p style="text-align: center;"><i>9:00 a.m. Soft landing with WLI team</i> <i>9:30 a.m. Teambuilding activities with Shaver’s Creek Staff</i> <i>11:30 a.m. Syllabus review</i></p>		
8/24-8/30	No class		

Class Details	Topic	Readings: complete before class on day assigned	Assignments Due
Week 2			
Friday, 8/28 6:00 p.m. Virtual setting (Zoom) Dress Code: Business	Kickoff Event		8/28/20: Hand write a letter to yourself about your goals for the year with WLI. due by 11:59 p.m. (drop off or Canvas). 8/30/20: "What is Leadership?" panel questions due by 11:59 p.m. (Canvas)
Week 3			
8/31-9/6	No class		9/1/20: Complete online MBTI survey by 11:59 pm
Week 4			
Friday, 9/11 2:30 – 7:45 p.m. Friday Session #1 Rm 22 BBH Building Ruth Pike Auditorium Dress Code: Business Casual	Defining leadership; Developing knowledge of Self and others: values Assessment; Developing leadership skills: Conflict resolution	Chapter 1 (Introduction) and Chapter 2 (Trait Approach) of Northouse	9/20/20: Written Reflection #1 due by 11:59 p.m. (Canvas)
	2:30 p.m. Welcome 2:45 p.m. "What is Leadership?" panel discussion 3:45 p.m. Break 4:00 p.m. Myers-Briggs Type Indicator 6:00 p.m. Dinner 6:30 p.m. Values Assessment 7:30 p.m. Service Project Overview 7:45 p.m. Adjourn		

Week 5			
9/14-9/20	No class meeting	None	9/20/20: Kickoff Communication and Etiquette Dining questions due by 11:59 p.m. (Canvas)
Week 6			
9/21-9/27	No class meeting		Complete StrengthsFinder assessment due by 10/2, 11:59 pm (Canvas)

Week 7			
Class Details	Topic	Readings: complete before class on day assigned	Assignments DUE
<p><i>Friday, 10/2, Weekend Workshop</i> 6:00-9:00 p.m. Rm 22, Ruth Pike Auditorium Biobehavioral Health Building Dress code: Business</p>	Etiquette Dining & Discussion	None	
<p><i>Saturday, 10/3, Weekend Workshop</i> 9:00 a.m.-4:00 p.m. Rm 22, Ruth Pike Auditorium Biobehavioral Health Building Dress Code: Business Casual</p>	Developing leadership skills: creativity, professional conduct and communication, team leadership; Developing knowledge of self and others, StrengthsFinder	Chapter 14 (Team Leadership) of Northouse <i>Strengths Finder 2.0: Pages i-30</i>	Bring Strengths Finder assessment results to class
	<p>9:00 a.m. Continental breakfast/Introduction to the Day 9:15 a.m. Mixing, Mingling, and Making Connections 10:45 a.m. Break 11:00 a.m. Emotional Intelligence 12:30 p.m. Lunch 1:00 p.m. Strengths Finder 2:15 p.m. Being Part of a Team 3:15 p.m. Wrap-up/Group Activity/Small Group Discussion 3:30 p.m. Adjourn</p>		
<p><i>Sunday, 10/4 Weekend Workshop</i> 12:00-4:00 p.m. RM 22, Ruth Pike Auditorium Biobehavioral Health Building Dress Code: Business Casual</p>	Developing leadership skills: time management, success principles Practicing leadership skills: t-shirt project		10/11/20: Mentor Communication #1 due by 11:59 p.m. (Canvas)
	<p>12:00 p.m. Lunch/Introduction to the Day 12:30 p.m. Time Management 1:15 p.m. Break 1:30 p.m. T-shirt Project</p>		

	2:15 p.m. <i>Success Principles</i> 3:45 p.m. <i>Adjourn</i>		
Week 8			
10/12-10/18	No class meeting	None	10/18/20: Written Reflection #2 due by 11:59 p.m. (Canvas)
Week 9			
10/19-10/25	No class meeting	None	10/25/20: Risk-Taking and Leadership panel questions due by 11:59 p.m. (Canvas)
Week 10			
Friday, 10/30 2:30-7:45 p.m. Friday Session #2 Rm 22, Ruth Pike Auditorium Biobehavioral Health Building Dress Code: Business Casual	Developing leadership skills: public speaking, conflict resolution	Chapter 3 (Skills Approach) of Northouse	10/29/20: Conflict Styles Assessment due by 11:59 p.m. (Canvas)
	2:30 p.m. <i>Introduction to the Session</i> 2:45 p.m. <i>Public Speaking</i> 4:30 p.m. <i>Creativity and Innovation</i> 6:00 p.m. <i>Dinner</i> 6:30 p.m. <i>Conflict Resolution</i> 7:30 p.m. <i>Wrap-up/Group Activity/Small Group Discussion</i> 7:45 p.m. <i>Adjourn</i>		
			Assignments DUE
			11/1/20: Written Reflection #3 due by 11:59 p.m. (Canvas) AND

			11/3/20: Service Project Planning Assignment due by 11:59 p.m. (Canvas)
Week 11			
Friday, 11/6 Friday Session #3 2:30-7:45 p.m. Rm 22, Ruth Pike Auditorium Biobehavioral Health Building Dress Code: Business Casual	Developing leadership skills: risk-taking, resume writing, cultural competence	Chapter 4 (Behavioral Approach) and Chapter 5 (Situational Approach) of Northouse	11/6 Bring copy of draft resume to class
	<p>2:30 p.m. <i>“Risk-Taking and Leadership” panel discussion</i> 3:30 p.m. <i>Break</i> 3:45 p.m. <i>Resume Writing</i> 5:15 p.m. <i>Dinner</i> 5:45 p.m. <i>Cultural Competence</i> 7:30 p.m. <i>Wrap-up/Group Activity/Small Group Discussion</i> 7:45 p.m. <i>Adjourn</i></p>		
Week 12			
11/9 – 11/15	No class session		11/15 Written Reflection #4 due by 11:59 p.m. (Canvas)
Week 13			
11/16-11/22	No class session		
Class Details	Topic	Readings: complete before class on day assigned	Assignments DUE
THANKSGIVING BREAK (11/23-11/29)			

Week 15			
Friday, 12/4 WLI Session #4 2:30-7:45 p.m. Virtual setting Dress Code: Business Casual	Practicing leadership skills: Interviewing	Chapter 15 (Gender and Leadership) of Northouse	12/6/20: Revised resume due by 11:59 p.m. (Canvas) 12/13/20: Mentor Communication #2 by 11:59 p.m. (Canvas)
	<p><i>2:30 p.m. Interviewing Skills</i> <i>4:00 p.m. Mock Interviews – 30 minutes per student</i> <i>6:45 p.m. Mentor Check-In/Announcements</i> <i>7:00 p.m. The Makers</i> <i>8:00 p.m. Adjourn</i></p>		
Final Exams			
12/14-12/18	No final exam	None	None