

HHD 497A
Women's Leadership Initiative: Leadership Concepts and Competencies

FALL 2015 SYLLABUS

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Course Description

HHD 497a 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 2015-16 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 our mistakes; sharing and celebrating our successes**

Course Materials

There are two **REQUIRED** textbooks for HHD 497A:

1. Northouse, P. G. (2016). *Leadership: Theory and Practice, Seventh 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 ANGEL course website or electronic library reserves.

i-Clickers: An i-clicker is required for this course. For more information about how to purchase and register your clicker, please visit <http://clickers.psu.edu/students>.

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	25%
Communication Skills	30%
Class Participation	25%
Leadership Assessments	10%
Service Project	10%

Grading criteria:

All required work is assessed using a grading rubric developed for that particular component. All grading rubrics are provided on the WLI ANGEL 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:

- Forum Lunch (business casual may be permissible for substitute lectures)
- Kickoff Dinner
- Etiquette Dinner

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 (25% total)

You will complete five reflection papers over the course of the spring semester (5% each). 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 ANGEL.

3. Communication Skills (30% total)**a. Mentor Communications (10%)**

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

b. Thank-you Notes (10%)

You will practice your networking and communication skills through written correspondence. Your first assignment is to write to one guest whom you met at the Kickoff Dinner. You will submit a copy of this note to the drop box on ANGEL. Subsequently, you will write thank-you notes to panelists and guest speakers at the culmination of each class or event. WLI will provide you with notecards for your thank-you note and then a selection of these cards will be sent by WLI to the guest. Additional instructions will be provided on ANGEL.

c. Questions for Panel Discussions (5%)

In advance of every panel, 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 ANGEL.

d. Forum Summary and Commentary (5%)

You are required to attend one Penn State Forum Speaker Series event and submit a brief summary and commentary by noon 7 days after the event. If you have a conflict with all of the Forum events, you may attend an alternate event with prior approval of Dr. Diehl. Instructions regarding the summary/commentary will be posted on ANGEL.

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 ANGEL) 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 class on October 25. Instructions to access the survey are provided in the text that WLI provides you.

6. Service Project (10%)

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 ANGEL 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. Diehl or Ms. Clark *before* the due date and time. Papers submitted late without prior approval from the instructor will automatically have half a letter grade deducted for each day (24 hours) late up to 2 days (e.g., an A would become an A-, an A- would become a B+). No assignments will be accepted after 2 days (48 hours) from the original due date and time unless previously authorized by one of the instructors.

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) will be authorized by Dr. Diehl or Ms. Clark. As soon as you encounter an attendance issue, you must contact Dr. Diehl or 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.

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. Non-discrimination

With our focus on the improvement of the quality of individuals' lives within their families and communities, the College of Health and Human Development naturally places the understanding of diversity in a central position in both its mission and vision. Through teaching, research, and outreach programs, we strive to communicate the importance of diversity to both College and community members. "Diversity" is broadly defined by the College as "human differences," including differences in age, social class, disability, race, ethnicity, immigrant status, gender, gender expression, religion, veteran status, and sexual orientation.

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 Office for Disability Services (ODS) Web site provides contact information for every Penn State campus: <http://equity.psu.edu/ods/disability-coordinator>. For further information, please visit the Office for Disability Services Web site: <http://equity.psu.edu/ods>.

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/ods/guidelines>. 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.

WLI and HHD 497A Class Schedule and Assignments – Fall 2015

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 1			
Sat, 8/22 7:15 a.m. – 5:15 p.m. Shaver’s Creek and Stone Valley Recreation Area Transportation provided Dress code: Casual/Athletic Attire	WLI Retreat: Get to know your classmates and yourself better	None	
	<i>7:15 a.m. Transportation by bus to Shaver’s Creek</i> <i>8:00 a.m. Team building exercises</i> <i>11:00 a.m. Syllabus Review and Greetings from the Dean</i> <i>11:30 a.m. Lunch</i> <i>12:00 p.m. Transportation to Stone Valley</i> <i>12:30 p.m. Ropes course</i> <i>4:30 p.m. Depart for campus</i>		
Friday, 8/28 6:00 p.m. Boardroom, Nittany Lion Inn Dress Code: Business	WLI Kickoff Dinner	None	1. 8/29/15: Written Reflection #1 due by noon (drop box)
Week 2			
8/31-9/6			1. 8/31/15: Kickoff Communication due by noon 2. 9/3/15: Complete online MBTI survey by noon 3. 9/4/15: “What is Leadership?” panel questions due by noon (drop box)

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 3			
Friday, 9/11 2:30-8:00 p.m. Friday Session #1 Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Defining leadership; Developing self-awareness	Chapter 1 (Introduction) and Chapter 2 (Trait Approach) of Northouse	
	2:30 p.m. <i>Course Orientation</i> 3:00 p.m. <i>“What is Leadership?” Panel Discussion</i> 4:30 p.m. <i>Myers-Briggs Type Indicator</i> 5:30 p.m. <i>Dinner</i> 6:00 p.m. <i>Myers-Briggs, continued</i> 7:00 p.m. <i>Service Project overview</i> 7:30 p.m. <i>Fun Activity</i> 8:00 p.m. <i>Adjourn</i>		
Week 4			
9/14-9/20	No class meeting	None	1. 9/18/15: Written Reflection #2 due by noon (drop box)
Week 5			
9/21-9/27	No class meeting	None	1. 9/25/15: Mentor Communication #1 due by noon (drop box)

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 6			
Friday, 10/2 Friday Session #2 2:30-7:45 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Developing self-awareness; practicing leadership skills	Chapter 3 (Skills Approach) and Chapter 4 (Behavioral Approach) of Northouse	1. 10/2/15: Create a draft resume and bring a hard copy to class.
<p style="text-align: center;"> <i>2:30 p.m. Introduction to session and questions</i> <i>2:45 p.m. Time Management</i> <i>3:30 p.m. Resume Writing</i> <i>5:00 p.m. Dinner</i> <i>5:45 p.m. Values Assessment</i> <i>7:00 p.m. T-Shirt project</i> <i>7:45 p.m. Adjourn</i> </p>			
Week 7			
10/5-10/11	No class meeting	None	1. 10/9/15: Written Reflection #3 due by noon (drop box)
Week 8			
10/12-10/18	No class meeting	None	1. 10/16/15: Mentor Communication #2 by noon (drop box)
Week 9			
Friday, 10/23 Weekend Workshop 6:00-9:00 p.m. Penn State Room, Nittany Lion Inn Dress code: Business	Etiquette Dinner	None	

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 9, continued			
Sat, 10/24 Weekend Workshop 9:00 a.m.-4:00 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Professional conduct and communication; team leadership; conflict resolution	Chapter 14 (Team Leadership) of Northouse	None
	<i>9:00 a.m. Continental breakfast</i> <i>9:15 p.m. Introduction to the day</i> <i>9:30 a.m. Business etiquette</i> <i>11:00 a.m. Being part of a team</i> <i>12:30 p.m. Lunch</i> <i>1:00 p.m. Creativity and innovation</i> <i>2:30 p.m. Conflict resolution</i> <i>4:00 p.m. Adjourn</i>		
Sun, 10/25 Weekend Workshop 12:00-4:15 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Developing self-awareness; diversity and culture	Chapter 16 (Culture and Leadership) of Northouse and <i>Strengths Finder 2.0</i> : Pages TBA	10/25: Complete Strengths Finder Assessment and bring a hard copy of your results to class
	<i>12:00 p.m. Lunch/Introduction to the day</i> <i>12:30 p.m. Strengths Finder</i> <i>2:00 p.m. Break</i> <i>2:30 p.m. Cultural Competence</i> <i>4:15 p.m. Adjourn</i>		

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 10			
10/26-11/1	No class meeting	None	1. 11/1/15: Written Reflection #4 due by noon (drop box)
Week 11			
11/2-11/8	No class meeting	None	1. 11/6/15: Submit Service Project Planning Assignment by noon (drop box)
Week 12			
Friday, 11/13 Friday Session #3 2:30-7:45 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Power and privilege; practicing leadership skills	Chapter 5 (Situational Approach) of Northouse	1. 11/14/15: “Risk-Taking and Leadership” panel questions due by noon (drop box)
	2:30 p.m. Introduction to session and questions 2:45 p.m. Informational Interviews – Your Key to Unlocking Opportunity 4:00 p.m. Break 4:10 p.m. Public speaking 5:45 p.m. Dinner 6:15 p.m. Star Power 7:45 p.m. Adjourn		

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 13			
11/16-11/22	No class meeting	None	1. 11/20/15: Written Reflection #5 due by noon (drop box)
THANKSGIVING BREAK (11/22-11/28)			
Week 14			
Friday, 12/4 WLI Session #4 2:30-7:30 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Risk Taking and Leadership; Women and Leadership	Chapter 15 (Gender and Leadership) of Northouse	1. 12/4/15: Revised resume due by noon (drop box)
	<p>2:30 p.m. <i>Introduction to session and questions</i> 2:45 p.m. <i>Risk-Taking and Leadership” panel discussion</i> 4:15 p.m. <i>Break</i> 4:30p.m. <i>“The Makers” film and preliminary discussion</i> 5:45 p.m. <i>Dinner</i> 6:15 p.m. <i>“The Makers” group discussion/exercise</i> 7:00 p.m. <i>Mid-Year Survey/Semester Wrap-Up</i> 7:30 p.m. <i>Adjourn</i></p>		
Week 15			
12/7-12/13	No class meeting	None	
Final Exam Week			
12/14-12/20	No class		