

## HHD 497B

### Women's Leadership Initiative: Leadership Concepts and Competencies

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#### SPRING 2016 SYLLABUS

**Course Instructors** Dr. Abigail Diehl  
Assistant Dean for Alumni Relations and Special Projects  
Director, Women's Leadership Initiative  
Office Location: 323 Health and Human Development Building  
Phone: 814-863-2207  
Email: [abbyd@psu.edu](mailto:abbyd@psu.edu)

Ms. Darlene Clark  
Senior Lecturer  
College of Nursing  
Office Location: 205B Nursing Sciences Building  
Phone: 814-863-2234  
Email: [dac128@psu.edu](mailto:dac128@psu.edu)

**Assistant to the Director of WLI** Ms. Pamela Baier  
Office Location: 322 Health and Human Development Building  
Phone: 814-863-0546  
Email: [pab38@psu.edu](mailto:pab38@psu.edu)

#### WLI Internal Advisory Board Representatives

Academic Adviser Representative

Shawnee Kelly  
[smc28@psu.edu](mailto:smc28@psu.edu)

Student Representatives

Anna Chen  
[aec5346@psu.edu](mailto:aec5346@psu.edu)  
Amy Ketcham  
[aek224@psu.edu](mailto:aek224@psu.edu)

Biobehavioral Health

Dr. Jennifer Graham-Engeland  
[jeg32@psu.edu](mailto:jeg32@psu.edu)

Communication Sciences and Disorders

Dr. Krista Wilkinson  
[kmw22@psu.edu](mailto:kmw22@psu.edu)

Health Policy and Administration

Maria Dawson  
[mfd108@psu.edu](mailto:mfd108@psu.edu)

Human Development and Family Studies

Dr. Jennifer Crissman Ishler  
[jxc51@psu.edu](mailto:jxc51@psu.edu)

Hospitality Management

Dr. Breffni Noone  
[bmn2@psu.edu](mailto:bmn2@psu.edu)

Kinesiology

Lori Gravish Hurtack  
[lag138@psu.edu](mailto:lag138@psu.edu)

Nursing

Darlene Clark  
[dac128@psu.edu](mailto:dac128@psu.edu)

Nutritional Sciences

Dr. Alison Gernand  
[adg14@psu.edu](mailto:adg14@psu.edu)

Recreation, Park and Tourism Management

Stephanie (Stevie) Swords Lovell  
[ssl1@psu.edu](mailto:ssl1@psu.edu)

### **Course Description**

HHD 497B is the second 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 is one REQUIRED textbook for HHD 497B:

1. Northouse, P. G. (2016). *Leadership: Theory and Practice, Seventh Edition*. Sage. This text is available from the Penn State Bookstore **and is on reserve** at Paterno-Pattee Library.

Additional readings: Any additional readings will be made available through the Canvas 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	20%
Communication Skills	25%
Class Participation	20%
Leadership Assessments and Exercises	10%
Service Project and Paper	15%
Leadership Philosophy	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 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 and the Saturday session on March 19 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, business shoes for:

- Forum Lunch (business casual may be permissible for substitute lectures)
- Mock Interviews
- Harrisburg Field Trip
- 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 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 Canvas.

#### **3. Communication Skills (25% 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 (5%)**

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 Canvas.

##### **c. Questions for Panel Discussions (5%)**

You will submit two questions in advance of every panel 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.

##### **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 Canvas.

#### **4. Class Participation (20%)**

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%)**

You will complete the Interpersonal Leadership Styles assessment; you will use your results in class. Ms. Baier will provide you with instructions about how to access the ILS.

**6. Service Project Paper (15%)**

You will spend a minimum of 15 hours of service during the spring semester and complete a reflective paper in which you draw from your service project experiences to explore WLI's key themes: deeper knowledge of self and others; development of your leadership philosophy; and development of leadership skills. Instructions for this service project paper were posted on CANVAS during the fall semester and will be posted on CANVAS again this semester.

**7. Personal Leadership Philosophy (10%)**

You will develop a written statement of your leadership philosophy. There are three assignments, equally weighted. First, 10 questions about your leadership philosophy. The second and third assignments are a written statement of your personal leadership philosophy. Additional instructions will be posted on CANVAS.

**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](http://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.

### HHD 497B Class Schedule and Assignments – Spring 2016

Date, Time, Place, Attire	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 1			
1/11-1/17	No class meeting		1/17: OPTIONAL – Revised resume for mock interviews due in dropbox on Canvas by noon 1/17: OPTIONAL – Pink Zone game
Week 2			
Friday, 1/22 WLI Friday Session #1 2:30-8:00 p.m. <b>Room 103B Bank of America Career Services Building</b> Attire: Business	Interviewing Skills	Northouse Chapter 6 (Path-Goal Theory): pp.115-124 and p. 135 Northouse Chapter 7 (Leader-Member Exchange Theory): pp. 137-148 and 157-158	1/22: Personal leadership philosophy 10 questions exercise due by noon
	<p>2:30 p.m.     <i>Introduction to session</i></p> <p>2:45 p.m.     <i>Interviewing Skills</i></p> <p>3:45 p.m.     <i>Break</i></p> <p>4:00 p.m.     <i>Mock Interviews – 30 minutes per student</i></p> <p>6:30 p.m.     <i>Dinner and Celebration Lunch introduction</i></p> <p>7:15 p.m.     <i>Syllabus review</i></p> <p>7:45 p.m.     <i>Mentor Check-In/Reminders</i></p> <p>8:00 p.m.     <i>Adjourn</i></p>		
Week 3			
1/25-1/31	No class meeting	None	1/29: Written Reflection #1 due by noon 1/29: Panel questions (Leadership and Philanthropy) due by noon



Date, Time, Place, Attire	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 4			
2/1-2/7	No class meeting	None	2/6: Mentor Communication #1 due by noon
Week 5			
Friday, 2/12 WLI Friday Session #2 2:30-8:00 p.m. 110 Henderson Building Attire: Business Casual	Self-awareness, practicing leadership via philanthropy	Northouse Chapter 8 (Transformational Leadership): pp. 161-180 and p. 190	2/12: Bring draft of personal leadership philosophy to class
	2:30 p.m. <i>Introduction to session</i> 3:00 p.m. <i>Conflict Resolution</i> 4:00 p.m. <i>Break</i> 4:15 p.m. <i>Panel Discussion: Leadership and Philanthropy</i> 5:45 p.m. <i>Dinner</i> 6:15 p.m. <i>Peer Review of Leadership Philosophy</i> 6:45 p.m. <i>Service Project Check-In</i> 7:00 p.m. <i>Celebration Lunch planning</i> 7:30 p.m. <i>Announcements/Adjourn</i>		
Week 6			
2/15-2/21	No class meeting		2/19: Written Reflection #2 due by noon

Date, Time, Place, Attire	Topics	Readings: complete before class on day assigned	Assignments DUE		
Week 7					
Friday, 2/26 WLI Friday Session #3 2:30-8:00 p.m. 110 Henderson Building Attire: Business Casual	Philanthropy, Ethical Leadership	Northouse Chapter 13 (Leadership Ethics): pp. 329-349 and pp. 359-360	2/26: Personal leadership philosophy #1 due by noon		
<table border="0" style="width: 100%;"> <tr> <td style="width: 20%; vertical-align: top;"> <i>2:30 p.m.</i>  <i>2:45 p.m.</i>  <i>4:45 p.m.</i>  <i>5:00 p.m.</i>  <i>5:45 p.m.</i>  <i>6:15 p.m.</i>  <i>7:00 p.m.</i>  <i>8:00 p.m.</i> </td> <td style="vertical-align: top;"> <i>Introduction to Session</i>  <i>Networking</i>  <i>Break</i>  <i>Introduction to Ethical Leadership</i>  <i>Dinner</i>  <i>Celebration Lunch planning</i>  <i>Pennsylvania Government: An Overview</i>  <i>Adjourn</i> </td> </tr> </table>				<i>2:30 p.m.</i> <i>2:45 p.m.</i> <i>4:45 p.m.</i> <i>5:00 p.m.</i> <i>5:45 p.m.</i> <i>6:15 p.m.</i> <i>7:00 p.m.</i> <i>8:00 p.m.</i>	<i>Introduction to Session</i> <i>Networking</i> <i>Break</i> <i>Introduction to Ethical Leadership</i> <i>Dinner</i> <i>Celebration Lunch planning</i> <i>Pennsylvania Government: An Overview</i> <i>Adjourn</i>
<i>2:30 p.m.</i> <i>2:45 p.m.</i> <i>4:45 p.m.</i> <i>5:00 p.m.</i> <i>5:45 p.m.</i> <i>6:15 p.m.</i> <i>7:00 p.m.</i> <i>8:00 p.m.</i>	<i>Introduction to Session</i> <i>Networking</i> <i>Break</i> <i>Introduction to Ethical Leadership</i> <i>Dinner</i> <i>Celebration Lunch planning</i> <i>Pennsylvania Government: An Overview</i> <i>Adjourn</i>				
Week 8					
2/29-3/6	No class meeting	None	2/29: Panel Questions (Harrisburg) due by noon 3/4: Written Reflection #3 due by noon		
<b>SPRING BREAK (3/7-3/11)</b>					

Date, Time, Place, Attire	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 9			
Friday, 3/18 (6:45 a.m.-6 p.m.) Field Trip, Harrisburg, PA and Saturday, 3/19 (9 a.m.-3 p.m.) Weekend Workshop 110 Henderson Building Dress Code: Business (Friday); Business Casual (Saturday)	Leadership in the Public Sector, Ethical Leadership	Northouse Chapter 10 (Servant Leadership): pp. 225-241, pp. 253-254	
	<p><b>Friday:</b>                      6:45 a.m.      <i>Bus departs HUB (Pollock Road entrance) for Harrisburg</i>                      9:00 a.m.      <i>Program begins (you will receive a separate agenda)</i>                      4:00 p.m.      <i>Depart for State College</i>                      6:00 p.m.      <i>Arrive State College</i></p> <p><b>Saturday:</b>                      9:00 a.m.      <i>Harrisburg Debrief (bring leadership reflection diaries from Harrisburg)</i>                      9:45 a.m.      <i>Introduction to Session</i>                      10:00 a.m.     <i>Panel Discussion: Issues Facing Young Leaders</i>                      11:30 a.m.     <i>Fun Activity</i>                      12:00 p.m.     <i>Lunch</i>                      12:30 p.m.     <i>Celebration Lunch planning</i>                      1:00 p.m.      <i>SAFE training (self-defense)</i>                      3:00 p.m.      <i>Adjourn</i></p>		
Week 10			
3/21-3/27	No class meeting	None	3/25: Panel questions (Couples Panel) due by noon 3/26: Written Reflection #4 due by noon

Date, Time, Place, Attire	Topics	Readings: complete before class on day assigned	Assignments DUE
Week 11			
3/28-4/3	No class meeting	None	
Week 12			
Friday, 4/8 WLI Friday Session #4 2:30-8:00 p.m. 110 Henderson Building Attire: Business Casual	Work/Life Balance, Financial Health, Service	<i>See links in Canvas:</i> Slaughter, A. (2012, June 13). Why Women Still Can't Have It All  Slaughter, A. (2012, July 2). The 'Having It All' Debate Convinced Me to Stop Saying 'Having It All'  Adams, S. (2013, March 4). 10 Things Sheryl Sandberg Gets Exactly Right in 'Lean In'  Marche, S. (2013, June 9). Home Economics: The Link Between Work-Life Balance and Income Equality.	4/9: Service Project Paper due by noon
	2:30 p.m. <i>Introduction to Session</i> 2:45 p.m. <i>The Role of Work/Life Balance in Leadership</i> 3:45 p.m. <i>Break</i> 4:00 p.m. <i>Panel Discussion: Couples Panel</i> 5:00 p.m. <i>Dinner</i> 5:30 p.m. <i>Financial Health</i> 6:30 p.m. <i>Service Project Presentations</i> 7:30 p.m. <i>End-of-Year Survey</i> 7:45 p.m. <i>Adjourn</i>		

<b>Date, Time, Place, Attire</b>	<b>Topic</b>	<b>Readings: complete before class on day assigned</b>	<b>Assignments DUE</b>
<b>Week 13</b>			
4/11-17	No class meeting	None	4/17: Personal leadership philosophy #2 due by noon
<b>Week 14</b>			
Saturday, 4/23 Celebration Luncheon 11:30 a.m.-2:00 p.m. Ballroom, The Nittany Lion Inn Attire: Business		None	4/23: Celebration Luncheon
<b>Week 15</b>			
4/25-5/1	No class meeting	None	4/29: Mentor Communication #2 due by noon
<b>Final Exam Week</b>			
5/2-5/6	No final exam		