

HHD 401
Women's Leadership Initiative: Leadership Concepts and Competencies

FALL 2017 SYLLABUS

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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 2017-18 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 401:

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 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:

- 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 (20% total)

You will complete four reflection papers over the course of the spring 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. LiveIt E-Portfolio Posts (5%)

You will create an account on LiveIt and submit at least two entries: one pertaining to the retreat, and another of your choosing that is related to a fall semester course topic. Both entries will be graded together at the end of the semester.

c. 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 in your LiveIt e-portfolio and for your mock interview in the spring semester.

d. 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 Canvas. Subsequently, you will write thank-you notes to panelists and guest speakers at the culmination of each class or event. Additional instructions will be provided on Canvas.

e. Panel Discussion Questions (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 Canvas.

f. 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 (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 class on October 8. Instructions to access the survey are provided in 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. Diehl 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 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. 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/>

WLI and HHD 401 Class Schedule and Assignments – Fall 2017

Class Details	Topic	Readings: complete before class on day assigned	Assignments Due
Week 1			
Sat, 8/19 7:15 a.m. – 5:15 p.m. Civil Engineering Lodge, 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 Stone Valley Recreation Area</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. Walk to ropes course</i> <i>12:30 p.m. Ropes course</i> <i>4:30 p.m. Depart for campus</i>		
Friday, 8/25 6:00 p.m. Boardroom, Nittany Lion Inn Dress Code: Business	WLI Kickoff Dinner	None	1. 8/27/17: Kickoff Communication due by noon (Canvas)
Week 2			
8/28-9/3			1. 8/30/17: "What is Leadership?" panel questions due by noon (Canvas) 2. 9/1/17: Complete online MBTI survey by noon

Class Details	Topic	Readings: complete before class on day assigned	Assignments Due
Week 3			
Friday, 9/8 2:30-7:45 p.m. Friday Session #1 Bennett Pierce Living Center 110 Henderson Building 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	None
	<p>2:30 p.m. <i>Course Orientation</i></p> <p>2:45 p.m. <i>"What is Leadership?" panel discussion</i></p> <p>4:15 p.m. <i>Break</i></p> <p>4:30 p.m. <i>Values Assessment</i></p> <p>5:30 p.m. <i>Dinner</i></p> <p>6:00 p.m. <i>Conflict Resolution</i></p> <p>7:30 p.m. <i>Overview of Livelt platform</i></p> <p>7:45 p.m. <i>Adjourn</i></p>		
Week 4			
9/11-9/17	No class meeting	None	<ol style="list-style-type: none"> 1. 9/15/17: First Livelt entry due 2. 9/15/17: Written Reflection #1 due

Class Details	Topic	Readings: complete before class on day assigned	Assignments Due
Week 5			
Friday, 9/22 Friday Session #2 2:30-7:45 p.m. Bank of America Career Services Building Dress Code: Business Casual	Practicing leadership skills: resume writing Developing knowledge of self and others: MBTI	Chapter 16 (Culture and Leadership) of Northouse	<ol style="list-style-type: none"> 9/22/17: Create a draft resume and bring a hard copy or electronic version on your laptop to class. 9/22/17: Mentor Communication #1 due by noon (Canvas)
<p style="text-align: center;"> <i>2:30 p.m. Resume Writing</i> <i>4:00 p.m. Break</i> <i>4:15 p.m. Myers-Briggs Type Indicator</i> <i>5:15 p.m. Dinner</i> <i>5:45 p.m. Myers-Briggs, continued</i> <i>6:45 p.m. Walk to Thomas Building</i> <i>7:00 p.m. Special presentation by WLI alumna Kenya Crawford and colleagues</i> <i>7:45 p.m. Adjourn</i> </p>			
Week 6			
9/25-10/1	No class meeting	None	<ol style="list-style-type: none"> 9/29/17: Written Reflection #2 due by noon (Canvas)
Week 7			
Friday, 10/6 Weekend Workshop 6:00-9:00 p.m. Mt. Nittany Room, Nittany Lion Inn Dress code: Business	Etiquette Dinner	None	None

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week, 7, continued			
Sat, 10/7 Weekend Workshop 9:00 a.m.-4:00 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Developing leadership skills: professional conduct and communication, team leadership, creativity	Chapter 14 (Team Leadership) of Northouse	None
	<p> <i>9:00 a.m. Continental breakfast/Introduction to the Day</i> <i>9:15 a.m. Mixing, Mingling, and Making Connections</i> <i>10:45 a.m. Break</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. Time Management</i> <i>3:15 p.m. Service Project Overview</i> <i>3:30 p.m. Adjourn</i> </p>		
Sun, 10/8 Weekend Workshop 12:00-4:15 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Developing knowledge of self and others: StrengthsFinder; Developing Leadership Skills: Success Principles	Chapter 3 (Skills Approach) of Northouse and <i>Strengths Finder 2.0: Pages i-30</i>	1. 10/8/17: Complete StrengthsFinder Assessment and bring a hard copy of your results to class.
	<p> <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>2:15 p.m. Success Principles</i> <i>3:30 p.m. T-shirt Project</i> <i>4:00 p.m. Adjourn</i> </p>		

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 8			
10/9-10/15	No class meeting	None	1. 10/15/17: Written Reflection #3 due by noon (Canvas)
Week 9			
10/16-10/22	No class meeting	None	1. 10/20/17: Risk-Taking and Leadership panel questions due by noon (Canvas)
Week 10			
10/23-10/29	No class meeting	None	1. 10/27/17: Service Project Planning Assignment due by noon (Canvas)
Week 11			
Friday, 11/3 Friday Session #3 2:30-7:45 p.m. Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Developing leadership skills: risk-taking, public speaking, cultural competence	Chapter 4 (Behavioral Approach) and Chapter 5 (Situational Approach) of Northouse	None
	<i>2:30 p.m. Risk-Taking and Leadership panel discussion</i> <i>4:00 p.m. Break</i> <i>4:15 p.m. Public Speaking</i> <i>5:45 p.m. Dinner</i> <i>6:15 p.m. Cultural Competence</i> <i>7:45 p.m. Adjourn</i>		
Week 12			
11/6-11/12	No class meeting	None	1. 11/10/17: Written Reflection #4 due by noon (Canvas)

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 13			
11/13-11/19	No class meeting	None	1. 11/17/17: Revised resume due by noon (Canvas)
THANKSGIVING BREAK (11/20-11/26)			
Week 14			
11/27-12/3	No class meeting	None	1. 12/1/17: Second LiveIt entry due
Week 15			
Friday, 12/8 WLI Session #4 2:30-7:30 p.m. Bank of America Career Services Building Dress Code: Business Casual	Developing leadership skills: interviewing	Chapter 15 (Gender and Leadership) of Northouse	1. 12/8/17: Mentor Communication #2 by noon (Canvas)
	2:30 p.m. <i>Interviewing Skills</i> 4:00 p.m. <i>Mock Interviews – 30 minutes per student</i> 6:45 p.m. <i>Mentor Check-In/Announcements</i> 7:00 p.m. <i>The Makers</i> 8:00 p.m. <i>Adjourn</i>		
Final Exam Week			
12/11-12/15	No class meeting	None	None