

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

SYLLABUS FALL 2013

WLI Leadership Team

Course Instructors

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Student Representatives

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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 2013-14 school 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 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 full, collaborative partners 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 class work, 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 any guests.**
This includes listening, considering and respecting each other's views even when different from our own; speaking and writing using a respectful tone; and being completely and fully present (as described above). Disrespect of the instructor, your classmates, or guests will not be tolerated.
- **Learning from our mistakes; sharing and celebrating our successes**

Course Materials

There are two REQUIRED textbooks for HHD 497a:

1. Northouse, P. G. (2012). *Leadership: Theory and Practice, Sixth 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 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 Reflections	25%
Communication Skills	25%
Class Participation	25%
Exit Ticket Exercises	10%
MBTI	5%
Strengths Finder	5%
Service Project	5%

Grading criteria:

All required work is assessed using a grading rubric developed for that particular component. All grading rubrics will be 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 Dr. Mittler 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 Dr. Mittler 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.

Required Work and Policies

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

1. Readings

The 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 Reflections (25% total; 5% each)

You will complete five written reflections over the course of the fall semester. The first four reflection assignments follow an in-person class meeting or activity and will be related to that classwork. The fifth written reflection will occur at the end of the last class of the semester on December 6th; this reflection will ask you to synthesize your learning and experiences across the entire fall semester (i.e. like a final exam would).

All of the reflection assignments ask you to think deeply and critically about leadership based on course readings, presentations, activities and your own experiences. These reflections are short in length, but 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 (25%; 5% each)**a. Communication with Mentor**

You are required to complete four assigned written communications with your mentor (but you are welcome to communicate with your mentor more often!). You will submit a copy of the assigned communication to the dropbox online (a copy of the email or the handwritten note). Your grade is based on the quality of your submission, not whether your mentor responds or how she responds. Instructions for each communication will be provided on ANGEL.

b. Kick-Off Dinner Correspondence and Thank You Notes

You will practice your networking and communication skills through correspondence. Your first assignment is to write to one guest you met at the Kick-Off dinner in a note card or by email. You will submit a copy of this note to a dropbox on ANGEL. Subsequently, you are responsible for writing thank you notes to three guest speakers from class in the fall semester; you will sign up for dates at the beginning of the semester. WLI will provide you with notecards for your thank you note, you will drop off this note for grading, and then a selection of these cards will be sent by WLI to the guest. Additional instructions will be posted on ANGEL.

c. Questions for Panel Speakers

You will submit two to three questions to pose to each of the two panels held during class on September 27th and December 6th. Your questions will be due roughly one week before the panel. Instructions for this assignment will be posted on ANGEL.

d. Resume

On November 8th we will spend class time on resume writing. You must come to class with a draft resume, and then based on what you learned, revise your resume and submit it on November 14th by 9 pm. Additional instructions will be posted on ANGEL.

e. Forum Summary and Commentary

You are required to attend one Forum event in the fall and submit a brief summary and commentary no later than 7 days after the event. Ms. Baier will contact you with the

Forum options and ask you to commit to one of the events at the beginning of the fall semester. If you have a conflict with all the Forum events, an alternate event must be approved by Dr. Mittler and Dr. Diehl. Assignment instructions 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 both the quantity and 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. Exit Ticket Exercises (10%)

As part of each class, you will complete an "exit ticket" exercise. Completion of the assigned task will be your "exit ticket" to the next agenda item. If you complete your required work and pay attention in class, you will be prepared for the exit ticket exercises.

6. MBTI (5%)

Your individual results from the MBTI survey are a critical component of the September 27th class. Thus, you must complete the MBTI assessment online by September 18th at 9 pm. Ms. Baier will provide you with instructions about how to access the MBTI.

7. Strengths Finder (5%)

Your individual results from the Strengths Finder survey are an integral part of the October 4th class. You must complete the Strengths Finder survey and bring a hard copy of the results of this survey to class on October 4th. Instructions to access the survey are provided in the Strengths Finder 2.0 text that WLI provides you.

8. Service Project (5%)

Over the course of the academic year, each of 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 a service project and spend at least 10 hours in service. Your grade for the fall component of your service project will be based on a brief update/summary of your selected project mid-way through the semester and completion of the 10 hours by the last week of classes. Instructions will be posted online and discussed in class on September 27th. In addition, Dr. Diehl and Ms. Baier can provide guidance on resources for service project options.

In *the spring semester* you will spend a minimum of 10 additional hours in service and complete a reflective paper in which you draw from your service project experiences in the fall and spring to explore three of WLI's key themes: deeper knowledge of self and others; definitions and assessment of leadership concepts; and development of leadership skills. Instructions for this service project paper will be posted on ANGEL in the fall so that you can be sure to gather the information you need throughout your service project.

Assignment Submission Policy:

All assignments are due on the day and by the time specified by Dr. Mittler unless you receive explicit permission from Dr. Mittler to do otherwise. If you have events beyond your control that will prevent you from turning in an assignment on time, let Dr. Mittler know *before* the due date so that we can agree on a permissible extension. Papers delivered late without prior approval from the instructor will automatically

have half a grade deducted for each day (24 hours) late up to 2 days. No assignments will be accepted after 2 days (48 hours) from the original due date and time unless authorized by Dr. Mittler.

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 will be authorized by Dr. Mittler and Dr. Diehl. As soon as you encounter an attendance issue, you must contact Dr. Mittler and Dr. Diehl. Since you are responsible for your learning, all students will make arrangements with Dr. Mittler to make-up the work and learning she missed; the make-up work corresponds to the objectives of the missed class and requires the student to devote the equivalent amount of class time missed.

Penn State Policies

1. Academic Integrity (Policy 49-20)

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>

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.

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 made 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 <http://www.hhdev.psu.edu/policies/academicintegrity/procedures.html#statement>. You 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. This course abides by the University's statements on affirmative action: see web site at <http://www.worldcampus.psu.edu/affirmativeaction/index.shtml>

3. Students with Disabilities

Penn State welcomes students with disabilities into the University's educational programs. If you have a disability-related need for reasonable academic adjustments in this course, contact the Office for Disability Services (ODS) at 814-863-1807 (V/TTY). For further information regarding ODS, please visit the Office for Disability Services Web site at <http://equity.psu.edu/ods/>.

In order to receive consideration for course accommodations, you must contact ODS and provide documentation (see the documentation guidelines at <http://equity.psu.edu/ods/guidelines/documentation-guidelines>). If the documentation supports the need for academic adjustments, ODS will provide a letter identifying appropriate academic adjustments. Please share this letter and discuss the adjustments with your instructor as early in the course as possible. You must contact ODS and request academic adjustment letters at the beginning of each semester.

WLI and HHD 497A Class Schedule and Assignments – Fall 2013

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 1			
Sat, 8/24 7:15 am – 5:15 pm Shaver’s Creek and Stone Valley Recreation Area Transportation provided Dress code: Casual (but still modest!)	WLI Retreat: Get to know your classmates and yourself better	None	1. 8/30/13: Written Reflection #1 due by 9 pm (dropbox)
Week 2			
Friday, 9/6 6:00 pm Nittany Lion Inn Dress Code: Business Formal	WLI Kick-off Dinner	None	1. 9/2/13: Mentor Communication #1 (dropbox)
Week 3			
9/9- 9/15	No class meeting	None	1. 9/11/13: Kick-off Communication due by 9 pm (dropbox) 2. 9/15/13: Questions for Leadership Panel due by 9 pm (dropbox)
9/16-9/20	No class meeting	None	1. 9/18/13: Complete online MBTI survey by 9pm

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Week 5			
Friday, 9/27 WLI #1 2:30-8:00 pm 116 Biobehavioral Health Building Dress Code: Business Casual	Defining Leadership (PANEL #1) and Building Self-Awareness using the MBTI tool	Chapter 1 (Introduction) and Chapter 2 (Trait Approach) of Northouse	None
Week 6			
Friday, 10/4 WLI #2 2:30-8:00 pm 116 Biobehavioral Health Building Dress Code: Business Casual	Developing awareness through values assessment and Strengths Finders; building time management skills; and practicing leadership activities	<i>Strengths Finder 2.0</i> : Pages TBA and Chapter 11 (Authentic Leadership) of Northouse	<ol style="list-style-type: none"> 1. 10/3/13: Written Reflection #2 due by 9 pm (dropbox) 2. 10/4/13: Complete Strengths Finder Assessment and bring a copy of your Strengths Finder Results to class
Week 7			
10/7- 10/13	No class meeting	None	<ol style="list-style-type: none"> 1. 10/11/13: Written Reflection #3 due by 9 pm (dropbox) 2. 10/15/13: Mentor Communication #2 by 9 pm (dropbox) 3. 10/15/13: Submit Service Learning Update and Summary by 9 pm (dropbox)
Week 8			
Friday, 10/18 Weekend Workshop #1 6:00-9:00 pm Nittany Lion Inn Dress code: Formal Business	Professional Conduct: Etiquette Dinner	None	

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Assignments DUE
Sat, 10/19 Weekend Workshop #1 9:00 - 4:00 pm Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Professional Conduct and Communication; Team Leadership and Conflict Resolution	Chapter 12 (Team Leadership) of Northouse	None
Sun, 10/20 Weekend Workshop #1 12:00-4:30 pm Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Professional Conduct and Diversity and Culture; Power and Privilege	Chapter 15 (Culture and Leadership) of Northouse	None
Week 9			
10/21-10/27	No class meeting	None	1. 10/25/13: Written Reflection #4 due by 9 pm (dropbox)
Week10			
10/28- 11/3	No class meeting	None	1. 10/29/13: Mentor communication #3 by 9 pm
Week 11			
Friday, 11/8 WLI #3 2:30-8:00 pm Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Skills Development: Interviewing, public speaking, resume writing	Chapter 3 (Skills Approach) and Chapter 4 (Style Approach) of Northouse	1. 11/8/13: Create a draft resume and bring a hard copy and electronic version to class.

Date, Time, Place and Dress Code	Topic	Readings: complete before class on day assigned	Date, Time, Place and Dress Code
Week 12			
11/11-11/17	No class meeting	None	1. 11/14/13: Panel Questions due by 9 pm (dropbox) 2. 11/14/13: Revised Resume due by 9 pm (drop box)
Week 13			
11/18-11/22	No class meeting	None	None
THANKSGIVING BREAK (11/25-11/29)			
Week 14			
Friday, 12/6 WLI Session #4 2:30-8:00 pm Bennett Pierce Living Center 110 Henderson Building Dress Code: Business Casual	Risk Taking and Leadership (PANEL #2); Semester synthesis	Chapter 14 (Women and Leadership) of Northouse	1. Written Reflection #5 – completed in class
Week 15			
12/9-12/15	No class meeting	None	1. 12/9/13: Mentor Communication #4 due by 9 pm (dropbox) 2. 12/15/13: 10 hours of service must be complete and reported (dropbox)
Final Exam Week			
12/16-12/20	No class		