EDL 297A: Topics in Leadership
Theories and Practices in Organizations (2 credits)
Spring 2012 Course Syllabus
Fridays 9:00-10:50
SUMC- Santa Cruz Room (3rd floor, across from the South Ballroom)

Instructor:
TBA
Phone: TBD
E-mail: cegan@email.arizona.edu
Office Location: Old Main 202
Office Hours: By Appointment

Graduate Assistant:
Jenifer Fox
M.A. Candidate, Higher Education
Graduate Coordinator, Professional Internship Program
Phone: 398-4127
E-mail: jeniferfox@email.arizona.edu
Office Location: SUMC, Office 337
Office Hours: Mondays 3-4 pm, Wednesdays 1-2 pm

Course Description:
EDL 297A is a required component of the Professional Internship Program. The purpose of this course is to introduce student employees to the value of attitude and innovation in a business setting. Students will be exposed to a number of different leadership topics including: organization, team building, morale management, performance management, ethical decision-making, budgeting, business writing, and public speaking. Moreover, the course will provide the opportunity for students to apply these leadership skills to semester-long group projects, all intended to enhance the services of Student Affairs at The University of Arizona.

Course Objectives:
Students will:
- Relate experiences as a student-employee and a student-customer to the day-to-day management of the Student Affairs department.
- Attain an understanding of innovative practices and the effects of attitude in a business setting.
- Evaluate team aptitude and attitude within Student Affairs.
- Apply common business theories and practices to their PIP positions.
- Become familiar with critical issues facing Student Affairs at The University of Arizona and work towards possible resolutions.
- Develop the knowledge and skills required to monitor project progress.
- Enhance their written and oral communication skills through reflective discussion and class presentations.

Course Policies:
To ensure a classroom environment and workplace that is respectful and professional, students are expected to:
- Arrive, ON TIME, for every class session and project meeting. See attendance section for further details.
- Turn off all electronic devices upon entering class. Cell phones should not interrupt class discussion. Additionally, if a student is caught texting, "Facebooking," listening to an iPod, or using any unauthorized technology during class the student will be asked to leave class and will not receive credit for any in-class assignments completed that day.
- Hand in all assignments ON TIME! Deadlines are critical in all forms of business today; students should be prepared to manage time effectively upon completion of this program. Therefore, no late assignments will be accepted for any reason. Assignments may be handed in early if an excused absence is unavoidable. See attendance section for details.
- Participate! This class is the definition of experiential learning; participating is the only way to learn in this course. Students are expected to actively participate and contribute to all class sessions and project meetings.
Attendance:
Participation is crucial to a student’s success in this program. In order to actively participate, one must be present. Therefore, a student is expected to attend every class session. No exceptions!

Total participation points constitute 30 points, or 30% of the final grade. Each class offers an opportunity to earn 2 points. Therefore, every absence results in a 0/2 participation grade and drops your final grade by 2%. Do not be absent!

Punctuality is critical in the workplace. Time is an invaluable resource for businesses and people alike; to be late (or to leave early) indicates a lack of concern or conscientiousness for your job and your colleagues. The same is true in a classroom setting. Arriving late and/or leaving early demonstrates to the instructor that you place little value on the class. Additionally, it is an unwelcome disruption to other students. Therefore, punctuality will be monitored. Two late arrivals or early departures will equal one absence. Do not be late, and do not leave early!

Excused absences in college courses are extremely rare. Excused absences must be pre-approved by the UA Dean of Students (or Dean’s Designee). Absence for religious observation must be discussed with the instructor at least two weeks in advance of the absence.

Readings:


Grade Breakdown:
Participation: 30 points
Points will be awarded based on contributions to class discussions

Quizzes and Reading Responses: 25 points
Short quizzes and reading responses will be given to test the students’ knowledge of the concepts and theories from readings and class discussions. Quizzes missed due to tardiness or absence may not be made up.

Resume and Business Letter: 5 points

Enhancement Project: 40 points
See below for explanation and point distribution.

TOTAL 100 points

Grades will not be curved. You should be able to calculate your grade at any time. Since the sum of all possible points is 100, simply add the points you have earned. This number will be equal to your percentage. To determine your letter grade, see the grading scale below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>90-100%</td>
</tr>
<tr>
<td>B</td>
<td>80-89.9%</td>
</tr>
<tr>
<td>C</td>
<td>70-79.9%</td>
</tr>
<tr>
<td>D</td>
<td>60-69.9%</td>
</tr>
<tr>
<td>E</td>
<td>&lt; 60%</td>
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</tbody>
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The PIP Project:
As a critical component of the Professional Internship Program, this group project provides an opportunity to: learn the steps in developing a formal business proposal, apply classroom theory in a practical setting, and work towards the enrichment of Student Life at the University of Arizona.

Project Components:

Idea Pitch: 4 points
Each student will submit a written idea proposal. This one-page proposal should fully explain the idea and the rationale behind it. What should we do, and why? This written assignment will then be used as a guide when ‘pitching’ the idea to the rest of the class.

Project Overview and Objectives: 3 points
After projects have been chosen, the development teams will work together to expand the idea(s) and define clear objectives. Only one document will be submitted per group.

Initial Implementation Plan: 5 points
Each student will submit a plan for implementing the proposed idea. This should include a projected timeline, information on necessary resources (supplies, staffing, the physical space, etc.), potential partnerships, and how you will reduce any possible risks.

Revised Implementation Plan: 4 points
After receiving the necessary feedback, the development team will combine the individual plans and submit a revised plan. Only one document will be submitted per group.

Assessment Plan: 2 points
Each team will submit a plan for measuring their idea’s success. How will you know if you’ve met your objectives? Only one document will be submitted per group.

Budget: 2 points
Each group will submit a budget that outlines the cost of implementing the idea. This may also include projected revenue generation. If this may apply, please see the instructor or GA.

Formal Project Proposal: 10 points
The formal proposal will include revised versions of the project overview, objectives, implementation plan, assessment plan, and budget. This should be worked on collaboratively! Only one document will be submitted per group.

Final Presentation: 10 points
The final presentation is the formal proposal to Student Affairs administrators. This is your opportunity to have your project considered for implementation!

PROJECT TOTAL 40 points

Reasonable Accommodations:
If you anticipate issues related to the format or requirements of this course, please meet with me. I would like us to discuss ways to ensure your full participation in the course. If you determine that formal, disability-related accommodations are necessary, it is very important that you be registered with Disability Resources (621-3268; drc.arizona.edu) and notify me of your eligibility for reasonable accommodations. We can then plan how best to coordinate your accommodations.
Threatening Behavior:

Threatening Behavior is prohibited. “Threatening behavior,” means any statement, communication, conduct, or gesture, including those in written form, directed toward any member of the University community that causes a reasonable apprehension of physical harm to a person or property. A student can be guilty of threatening behavior even if the person who is the object of the threat does not observe or receive it, so long as a reasonable person would interpret the maker’s statement, communication, conduct or gesture as a serious expression of intent to physically harm.

Academic Dishonesty:

The University of Arizona observes a Code of Academic Integrity, which demands that all material submitted by a student is the student’s own work. Plagiarism, cheating of any kind, falsification of papers, non-sanctioned collaboration, and illegal use of published or unpublished materials, are all violations of academic honesty and will not be tolerated. Failure to comply with this code will result in disciplinary sanctions. A complete copy of this code is available from the Office of the Dean of Students or the Committee on Academic Integrity.

Course Outline:

(Note: The instructor reserves the right to adjust the schedule throughout the semester based on class progression.)

Meeting One: (Jan. 13)
Topics Covered: Syllabus Review, Course Expectations, Meet and Greet, Questions, Comments, and Concerns.
Assignment(s) Due: Signed Syllabus
Assignment(s): Prepare Project Idea Proposal & Read “Rethinking the Values of Higher Education...”

Meeting Two: (Jan. 20)
Topics Covered: Presentations and Feedback
Assignment(s) Due: Project Idea Proposal
Assignment(s): Read Surrounded by Geniuses Preface – Chapter 2

Meeting Three: (Jan. 27)
Topics Covered: Project Selection.
Assignment(s) Due: --
Assignment(s): Read Surrounded by Geniuses Chapters 3-4

Meeting Four: (Feb. 3)
Topics Covered: Project Development In-Class Meeting.
Assignment(s) Due: In-Class: Journal Entry on project direction and team dynamics/roles
Assignment(s): Project Overview and Objectives (1 per group) & Read Surrounded by Geniuses Chapters 5-6

Meeting Five: (Feb. 10)
Topics Covered: Context of Successful Business
Assignment(s) Due: Project Overview and Objectives
Assignment(s): Personal Implementation Plan & Read Surrounded by Geniuses Chapters 7-8

Meeting Six: (Feb. 17)
Topics Covered: Creativity and Communication in the Business World
Assignment(s) Due: Personal Implementation Plan
Assignment(s): Read Surrounded by Geniuses Chapters 9-10

Meeting Seven: (Feb. 24)
Topics Covered: Productivity and Time Management
Assignment(s) Due: --
Assignment(s): Group Implementation Plan (1 per group) & Read Surrounded by Geniuses Chapters 11-12
Meeting Eight: (March 2)
  Topics Covered: Assessment with Guest Speaker, Jennifer Myers Pickard
  Assignment(s) Due: Group Implementation Plan & In-Class: Assessment Plan
  Assignment(s): Read *Surrounded by Geniuses* Chapters 13-14

Meeting Nine: (March 9)
  Topics Covered: Field Work
  Assignment(s) Due: --
  Assignment(s): Read *Surrounded by Geniuses* Chapters 15-16

** Spring Break **

Meeting Ten: (March 23)
  Topics Covered: Budgeting.
  Assignment(s) Due: --
  Assignment(s): Read *Surrounded by Geniuses* Chapter 17 – Conclusion, Résumé, & Project Budget (1 per group)

Meeting Eleven: (March 30)
  Topics Covered: Résumés. Cover Letters and Business Writing with Guest Speaker, Kem Blanchard
  Assignment(s) Due: Résumé & Project Budget (1 per group)
  Assignment(s): Revised Résumé & Business Letter

Meeting Twelve: (April 6)
  Topics Covered: Public Speaking.
  Assignment(s) Due: Revised Résumé & Business Letter
  Assignment(s): Continue working on Project Proposal

Meeting Thirteen: (April 13)
  Topics Covered: Business Ethics
  Assignment(s) Due: --
  Assignment(s): Finish Project Proposals

Meeting Fourteen: (April 20)
  Topics Covered: PRESENTATIONS!

Meeting Fifteen: (April 27)
  Topics Covered: Presentations (Continued) & Reflections

** Final: Monday, May 7, 10:30am – 12:30pm **
A Syllabus is a legal contract. This page is to be signed and handed in on the first day of class. We will cover the syllabus during our first meeting. It is the student's responsibility to know and understand the contents of the course syllabus. You should treat your syllabus like any other legally binding contract. This means: Understand it before you sign in and don't lose it!

Please read the syllabus entirely and ask any questions you may have. When you are confident you understand it, please sign below. If you neglect to sign this page, you are still legally bound by this syllabus and its contents because you have enrolled in this course.

I understand that, in the state of Arizona, a syllabus is an implicit agreement between professors and students. My signature below serves as verification that I have read and understand this syllabus for EDL 297A: "Topics in Leadership."

Student’s Signature

Date

Student’s Name (Please Print)

Please indicate your current standing (Optional):

☐ First-Year Student
☐ Sophomore
☐ Junior
☐ Senior