

XIDS 2002 What Do You Know About Leadership GENERAL COURSE INFORMATION AND POLICIES

SPRING 2018

Credit: 2 Semester Hours

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Office Hours: M, W 11 am – 12:30 pm and 2 – 3 pm T, R 1 - 3 pm By appointment

COURSE DESCRIPTION AND OBJECTIVES

This course introduces you to the concept of leadership. We will study leadership from the ways in which you, as a leader, can develop a team from the group assigned to you.

There will be an experiential component in this course. Each XIDS student is required to practice and observe leadership. Each student will maintain a journal devoted to thoughts and experiences of the semester as they relate to leadership and has the option of writing a final paper tying together these experiences and the theories presented in class and the text. (The other option is a project. See below.)

Texts: *Becoming a Peer Leader: A How-To Guide*, by Roth, Marcus, and Goldstein (referred to as RMG) Also, some selections will be taken from *Exploring Leadership: For College Students Who Want to Make a Difference*, by Komives, Lucas and McMahon. These selections will be given as handouts.

EXPECTATIONS, EVALUATION PROCEDURES, AND GRADING POLICY

Expectations: You are expected to attend each leaders' meeting having gone over the assigned workshop material and being prepared to participate actively in activities and discussions. Although the main focus of the leaders' meetings will be on content, you should also be prepared to discuss any issues or insights you have gained as a leader from your experiences in the previous workshop.

This class will use a point system for evaluation. Points will be achieved in the following manner.

Class Work - 30% (up to 2 points each leaders' meeting)

This is scored similar to the scoring you will be doing of the students in your workshop, except that attendance is taken for granted and the two points are divided between preparation and participation.

A. Preparation: 0, ½, or 1 point for preparation, i.e., arriving at the meeting showing evidence of familiarity with the assigned workshop (which normally means with solutions to the problems) AND with suggestions for engaging workshop students in brainstorming promising ways to attack them.

B. Participation: 0, ½, or 1 point for participation in leaders' meetings each week. Participation points will be given for contributing to discussion, taking an active part in the meeting, exuding enthusiasm, and sharing constructive suggestions with the other leaders.

Journal - 30% (up to 2 points each weekly submission)

Each XIDS student will each week write a reflection on his/her workshop experience. Entries may relate to what was learned in training, retreat, or weekly leaders' meetings and should include significant experiences of the past week in or pertaining to workshop. (However, the entries SHOULD NOT JUST be a chronological log of events that happened during a workshop meeting.)

NOTE: Do not confuse the journal entry with the report form on attendance and participation. Reports are to be filled out and turned in ASAP after each workshop – if possible, before you leave the building.

Some guidelines for writing journal entries are as follows.

1. Each week's entry is to be written up as soon after the workshop meeting as possible and placed into the dropbox within the CourseDen for this course. NOTE: It is always advisable to **SAVE A COPY OF YOUR SUBMISSION** in case of electronic problems in the transmission and delivery.
2. Length should be 200-300 words. This is about one page either handwritten or printed double-spaced with 12-point font.
3. Feelings and insights into your work as a leader and your understanding of the concept of leadership should be included. (Optional: include an SII on your performance as a leader that week.)
4. Comments on what you think you might do differently should be included.
5. You may describe your thoughts about the discussions in that week's leaders' meeting, or about any readings (in the RMG text or elsewhere) or other references you run across.
6. Refer to any applications of leadership skills you learned in the training, retreat, leaders' meeting or any readings or other references.
7. The impact you seem to be having in your position as leader, the impact group dynamics/interpersonal relations is exerting in your situation should be described.
8. Each week you will have a particular assignment to address in your journal, in addition to following guidelines 3 to 6 above. These assignments are shown on the next page. Further elaboration or clarification may be sent on each assignment. **CHECK YOUR E-MAIL DAILY.** (It's in your contract.)

Your journal entries will be scored with the above in mind. You may rewrite any journal entries if you are not satisfied with your score. Should your journal entry be unsatisfactory you will be given one week (only) to rewrite and resubmit it for a possible revision of your score.

See the next page for a list of journal assignments.

Student/faculty evaluations - 25%

Up to 25 points, based on evaluations submitted by the members of your workgroup, by course faculty, and on observations and other feedback.

Final Paper or Project - 15%

Up to 15 points for a research-based paper or project appropriate to the content of the course. For a term paper, you will be asked to analyze your semester's progress as a leader and relate it to the theories, concepts presented in the text and in class, and any outside resources you find useful. (You will find a richly descriptive journal to be helpful in remembering the stages through which you will progress this semester, and therefore helpful in preparing your term paper.) If you choose to do a paper it should be 5 - 8 pages, typed, double spaced, no larger than 12 and no smaller than 10 size font.

If you choose to do a project it may be a video, PowerPoint, game, survey analysis, revision of part of workbook, or something else related to improving workshops or leader effectiveness. Collaboration with other new leaders is an option. **Final Paper or Project due by 5 PM on Friday, May 4.**

Grading Scale:

A = 90-100 total points; B = 80-89.5 total points; C = 70-79.5 total points; D = 60-69.5 total points
F = below 60 total points

Each journal entry needs to describe how you applied your leadership skills as you went about leading your group at the most recent session. Also, if any unusual situation arose tell how you handled it (or what in retrospect you might have done differently). If you've had any thoughts or insights from readings in RMG or from discussions at leaders meetings, or any ideas of things to try at the next workshop meeting, put those in the journal entry. In addition (not instead of), please include

- Week 1
1/8-1/12 How well did the training prepare you for the first workshop? Did anything occur that you felt unprepared for? What learning styles did you discover among your workgroup (Ch. 4 of RMG; please cite your work)? Of the techniques demonstrated at the Thursday/Friday practice workshops, or of other possible strategies, which did you apply? Do you plan to use this technique the same way in future or do you think it needs work?
- Week 2
1/16-1/22 Consider the “Big Eight” in diversity: culture, race/ethnicity, gender, sexual orientation, religion, age, disability, and socio-economic status (Ch. 7-8 of RMG). How much of what kind of diversity is apparent among the members of your group? Have there been any incidents that might have made anyone feel marginalized? If so, how did you handle the situation(s) in which this occurred?
- Week 3
1/23-1/29 At this point, what is the prevailing reaction in your group to the “no answer key” policy (p. 5-6 of RMG)? Do your group members seem “on board” with emphasizing concepts rather than algorithms? Aside from this, are any potentially persistent or disruptive problems developing? What are your suggestions for topics to be covered at the “retreat”? (If you are having any problems with your workgroup, handling these could be among the retreat topics suggested.)
- Week 4
1/30-2/5 Report on your observations from sitting in on a veteran leader. (See next page for guidelines on this.) What aspects of the topic on communication from the training session are you finding most useful? Did you pick up any additional communication tips from the veteran leader you observed? Any further suggestions for retreat topics?
- Week 5
2/6-2/12 Are you able to make any judgments about what category of the Perry scheme (Ch. 6 of RMG) applies to various individual members of your group? What can you do to advance those individual’s mental growth?
- Week 6
2/13-2/19 What did you find most helpful about the retreat? (Optional: What did you feel was missing and how could it have been improved?) Of the stages of group development discussed at the initial training, which stage do you conclude your group is in now? Cite specific evidence that supports your conclusion.
- Week 7
2/20-2/26 Report on your observations from sitting in on another new leader. At what stage of group development do you think the group you observed is? What about your own group – has it developed any further in the past two weeks (or has there perhaps been some regression)?
- Week 8
2/27-3/5 It’s the first workshop after midterms! Try a change of pace this week and **do something different** (e.g., meet in a different place, or allow one of the students to be a leader, or have them rate themselves on participation and attitude, or play a new game)
- Week 9
3/6-3/12 Respond to survey comments. Do the comments, on average, correspond with your assessment (cf. previous your j.e.’s) of how the group and the individuals in it are developing?
- Week 10
3/13-3/26 Look at the information on CourseDen on metacognition and on Bloom’s taxonomy. Give some examples of questions you used in this week’s workshop meeting to guide students in thinking about the problems. What stage of Bloom’s taxonomy is represented by each of the questions you cite?
- Week 11
3/27-4/2 What are your beliefs about teaching and learning? Please read Ch. 1-2 of the RMG Handbook and cite your work. What role are you finding yourself playing as a workshop leader (Ch. 2)?
- Week 12 The end of the semester is in sight! Outline your plans for a final paper or project. If you are planning a joint project with other leaders, have you met and begun drafting a plan?
- Week 13 Re-read Chapter 3 of RMG and describe how your group compares with the ideal and how much this differs from what your group was like at the beginning of the semester. Describe how the group progressed through the stages of group development.
- Week 14 Discuss your progress on the final paper or project. If collaborating, with whom and what plans have been made so far? (Note:
- Week 15 How did the “Jeopardy” game go? Also, from the perspective of the entire semester, address the question: If you were a leader again with a similar group, what would you do different and what would you definitely do the same? What advice would you like to pass on to next semester’s new leaders?

Each journal entry is due by the third day following the meeting of the workshop. Each weekend (Saturday and Sunday together) counts as one day. For instance, if your workshop meets on Thursdays, your j.e.'s are due the following Monday. If your workshop meets on Wednesdays your j.e.'s are due by Sunday night. (Actually, if I find it in my mailbox Monday morning all will be well.) Points are deducted for lateness: one-quarter point (out of 2) for each two days late up to a maximum of one point deducted.

Final Paper or Project due by 5 PM on Friday, May 4.

Guidelines for observing other leaders

For your observation assignments, you are to attend two workshops, one led by one of the veteran leaders and one by one of the other new leaders. You do not have to stay for the whole two hours, but if possible try to arrive at the beginning and plan to be there as long as you can (at least 45 minutes).

For Week 4, there will be a list of veteran leaders with their times and places of meeting provided. The same will be done with new leaders for Week 7. If you can, select someone doing the same workshop material that you are (1211, or 1212) and if possible for the same instructor.

Here's what you should do. First, select a WS to observe. It would be nice (but not absolutely required) for you to inform the group leader of your intention to visit that session. When you arrive at the meeting place, introduce yourself casually. Try something like, "Hi, I'm _____ (your name). I'm a leader for another group. I wanted to sit in to compare notes." Then let the discussion proceed as much as possible as though you weren't there. Be a fly on the wall. Right after the group is over, or as soon as possible after you have to leave, write down your impressions so you don't lose the immediacy of what you want to say.

Your **j.e.'s #4 and #7** should include the following about the session you observed.

1. Whose WS did you attend and when did it meet? Did it get started on time?
2. What did you think about the participants' seating arrangement during this session?
3. What happened to help everyone get down to work? Was an appropriate pace maintained throughout the session?
4. What did you observe about group interaction? How much did individual students pay attention to one another?
5. How much "metacognition" was going on? Were students asked to "think about their thinking" and to explain carefully to others how they arrived at their conclusions?
6. When the leader directed questions at the group, or at an individual group member, at what Bloom's taxonomy level were most of the question?
7. If you noticed any subtle clues that one of the group members was not understanding a concept but was hesitant to say anything, did the leader also notice these clues and respond appropriately? And whether or not there was a spoken request for help, what sorts of things happened when someone's understanding broke down?
8. By the time the questions dealing with a particular concept had been completed, how well did the group members seem to understand the concept? What gave you this impression?
9. What was the general atmosphere of the WS? Did the group members seem at ease? Did they participate eagerly? Was there any laughter? Was the leader conveying enthusiasm?
10. What was the very best thing about this WS?
11. Did anything impress you as something you would like to try with your own group?
12. What suggestions do you have for the leader for upcoming sessions?

Add also anything else you feel should be mentioned.

Do not forget that this j.e., as with all of yours, should also include your report on how YOUR OWN GROUP is developing and how YOU are developing as a leader. (See guidelines 3-6 on p. 2)