CSRF 6335
Leadership Applications
Summer I 2020

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Office: CHP 102
Office Hours: By appointment

Course Information

Course Description
This course is designed to give individuals a working knowledge of the many aspects of Leadership. Successful leadership often is related to one’s experiences, preparation, and knowledge. This course is designed to improve each of these areas.

Course Credits
Three Semester Credit Hours (3-0-0)

Prerequisite and Co-requisite Courses
None

Prerequisite Skills
Accessing Internet websites, using ASU Library resources, and proficiency with Microsoft Word and/or PowerPoint are expectations of the CSRF Program and CSRF 6335.

Program Outcomes
Upon completion of the program of study for the CSRF Program, the graduate will be prepared to:
### Student Learning Outcomes

<table>
<thead>
<tr>
<th>Student Learning Outcome</th>
<th>Assignment(s) or activity(ies) validating outcome achievement:</th>
<th>Mapping to Program Outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acquire a basic understanding leadership and define leadership in objective terminology.</td>
<td>Reading textbook, Reading two books pertaining to leadership and a leader, Interview a Leader</td>
<td></td>
</tr>
<tr>
<td>Exchange thoughts and opinions relating to the practical, intellectual, philosophical, and moral issues involved in leadership.</td>
<td>Watch Leadership Videos participate in Class Discussion Board, and Mentor a student</td>
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<tr>
<td>Utilize research to understand components of leadership and to improve writing and speaking skills.</td>
<td>Write a paper on leadership and present information related to what learned through readings and research, Complete leadership assessments.</td>
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<tr>
<td>Learn, develop, and improve in relation to career goals and the expectations of the real world.</td>
<td>Interview a Leader, Portfolio, complete leadership assessments.</td>
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</table>

### Course Delivery

This is an online course offering. The course will be delivered via the Blackboard Learning Management System. The course site can be accessed at ASU's Blackboard Learning Management System.

### Required Texts and Materials


One of four leadership books and one book of a biography of a leader.

### Recommended Texts and Materials

Books on Leadership
Technology Requirements

To successfully complete this course, students need to be able to video your presentation and upload into Blackboard. Also should have the capabilities to view other videos via blackboard. Utilize Techsmith’s Knowmia software online as well as Techsmith’s FUSE App to capture video.

To participate in one of ASU’s distance education programs, you need this technology:

- A computer capable of running Windows 7 or later, or Mac OSX 10.8 or later
- The latest version of one of these web browsers: internet Explorer, Firefox, or Safari
- Microsoft Office Suite or a compatible Open Office Suite
- Adobe Acrobat Reader
- High Speed Internet Access
- Ethernet adapter cable required (wireless connections can drop during tests and Collaborate sessions)
- Webcam

Refer to Angelo State University’s Distance Education website for further technology requirements: Angelo State University's Distance Education Website

Topic Outline

Week one: Chapter 1-5 Scott Textbook - Leadership Assessments, Authentic Leaders, Effective Time Management, Emotional Intelligent Leaders, Values in Leading
Week two: Chapters 6-8 Scott Textbook – Mentoring, Leading Change, Problem Solving
Week three: Chapters 9-11 Scott Textbook- Personal SWOT Analysis, Power of Vulnerability
Week four: Topic Paper Due – Virtual Internships, Will of a Leader, Seven Decisions of a Leader
Week five: Presentation on Leadership and Portfolio

Communication

Faculty will respond to email and/or telephone messages within 24 hours during working hours Monday through Friday. Weekend messages may not be returned until Monday.

Written communication via email: All private communication will be done exclusively through your ASU email address. Check frequently for announcements and policy changes. In your emails to faculty, include the course name and section number in your subject line.

Virtual communication: Office hours and/or advising may be done with the assistance of the telephone, Collaborate, Skype, etc.
Grading

Evaluation and Grades
Course grades will be determined as indicated in the table below.

<table>
<thead>
<tr>
<th>Assessment</th>
<th>Percent/Points of Total Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mentoring, Interview, Assessments</td>
<td>25</td>
</tr>
<tr>
<td>Written paper</td>
<td>20</td>
</tr>
<tr>
<td>Oral presentation</td>
<td>20</td>
</tr>
<tr>
<td>Discussion Board Activities/Assignments</td>
<td>25</td>
</tr>
<tr>
<td>Professional Development/Time Mgmt/Portfolio</td>
<td>10</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
</tr>
</tbody>
</table>

Grading System
Course grades will be dependent upon completing course requirements and meeting the student learning outcomes.

The following grading scale is in use for this course:

- A = 90.00-100 points
- B = 80.00-89.99 points
- C = 70.00-79.99 points
- D = 60.00-69.99 points
- F = 0-59.99 points (Grades are not rounded up)

Teaching Strategies
Students are expected to be “active learners.” It is a basic assumption of the instructor that students will be involved (beyond the materials and lectures presented in the course) discovering, processing, and applying the course information using peer-review journal articles, researching additional information and examples on the Internet, and discussing course material and clinical experiences with their peers.
Assignment and Activity Descriptions

*Please note: Rubrics for all assignments and activities are located at the end of this syllabus.

Discussion Board Activities: Discussion Boards provide an avenue for synthesis of material/information. A Discussion Board is provided in this course as a way to help students’ process course materials, express thoughts, and engage others’ opinions and ideas in a healthy and productive learning environment. Students are expected to respond to all discussion board assessments using the “Online Discussion Rubric” to support individual answers to the assigned questions throughout this course.

Assignment Submission

All assignments MUST be submitted through the Assignments link in the Blackboard site. This is for grading, documenting, and archiving purposes. Issues with technology use arise from time to time. If a technology issue does occur regarding an assignment submission, email me at veronica.snow@angelo.edu and attach a copy of what you are trying to submit. Please contact the IT Service Center at (325) 942-2911 or go to your Technology Support tab to report the issue. This lets your faculty know you completed the assignment on time and are just having problems with the online submission feature in Blackboard. Once the problem is resolved, submit your assignment through the appropriate link. This process will document the problem and establish a timeline. Be sure to keep a backup of all work.

Late Work orMissed Assignments Policy

Late Work Policy

The course is set up on weekly modules. The week begins on Monday and ends on Sunday. Assignment due dates are shown on the calendar/schedule or posted within Blackboard. Late assignments are not accepted without prior approval of faculty. Faculty reserve the right to deduct points for late assignments that are accepted past the original due date.

General Policies Related to This Course

All students are required to follow the policies and procedures presented in these documents:

- Angelo State University Student Handbook
- Angelo State University Catalog

Student Responsibility and Attendance

Online: This class is asynchronous, meaning you do not have to be on-line at a certain time. There are readings which you will have to complete to be able to adequately participate in individual and group assignments. In order to complete this course successfully, you do have to participate in all course activities i.e. discussion boards, course projects, reflective logs, etc. Students are expected to engage in course activities and submit work by due dates and times. The hope is that students will make substantive contributions which reflect integration of assigned materials as well as any outside readings as appropriate. Scholarly contribution is an
expectation. For planning purposes, this class will probably require a minimum of 6-9 study hours per week on average.

**Academic Integrity**
Students are expected to maintain complete honesty and integrity in all work. Any student found guilty of any form of dishonesty in academic work is subject of disciplinary action and possible expulsion from ASU.

The College of Health and Human Services adheres to the university’s [Statement of Academic Integrity](#).3

**Accommodations for Students with Disabilities**
ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation.

Student Disability Services is located in the Office of Student Affairs, and is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability. It is the student’s responsibility to initiate such a request by contacting an employee of the Office of Student Affairs, in the Houston Harte University Center, Room 112, or contacting the department via email at ADA@angelo.edu. For more information about the application process and requirements, visit the [Student Disability Services website](#).4 The employee charged with the responsibility of reviewing and authorizing accommodation requests is:

Dallas Swafford  
Director of Student Disability Services  
Office of Student Affairs  
325-942-2047  
dallas.swafford@angelo.edu  
Houston Harte University Center, Room 112

**Incomplete Grade Policy**
It is policy that incomplete grades be reserved for student illness or personal misfortune. Please contact faculty if you have serious illness or a personal misfortune that would keep you from completing course work. Documentation may be required. See ASU Operating Policy 10.11 [Grading Procedures](#) for more information.
Plagiarism
Plagiarism is a serious topic covered in ASU’s Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else’s work, idea, etc., and passing it off as one’s own. Plagiarism is literary theft.

In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality. Resources to help you understand this policy better are available at the ASU Writing Center.

Student Absence for Observance of Religious Holy Days
A student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. See ASU Operating Policy 10.19 Student Absence for Observance of Religious Holy Day for more information.

Copyright Policy
Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

Syllabus Changes
The faculty member reserves the option to make changes as necessary to this syllabus and the course content. If changes become necessary during this course, the faculty will notify students of such changes by email, course announcements and/or via a discussion board announcement. It is the student’s responsibility to look for such communications about the course on a daily basis.

Title IX at Angelo State University
Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. In accordance with Title VII, Title IX, the Violence Against Women Act (VAWA), the Campus Sexual Violence Elimination Act (SaVE), and other federal and state laws, the University prohibits discrimination based on sex, which includes pregnancy, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination and unwelcome behavior of a sexual nature. The
term includes sexual harassment, nonconsensual sexual contact, nonconsensual sexual intercourse, sexual assault, sexual exploitation, stalking, public indecency, interpersonal violence (domestic violence or dating violence), sexual violence, and any other misconduct based on sex.

You are encouraged to report any incidents involving sexual misconduct to the Office of Title IX Compliance and the Director of Title IX Compliance/Title IX Coordinator, Michelle Boone, J.D. You may submit reports in the following manner:

Online: www.angelo.edu/incident-form
Face to face: Mayer Administration Building, Room 210
Phone: 325-942-2022
Email: michelle.boone@angelo.edu

Note, as a faculty member at Angelo State, I am a mandatory reporter and must report incidents involving sexual misconduct to the Title IX Coordinator. Should you wish to speak to someone in confidence about an issue, you may contact the University Counseling Center (325-942-2371), the 24-Hour Crisis Helpline (325-486-6345), or the University Health Clinic (325-942-2171).

For more information about resources related to sexual misconduct, Title IX, or Angelo State’s policy please visit: www.angelo.edu/title-ix.
## Course Schedule

### CSRF 6335 Leadership Applications Course Calendar
**Summer I, June 1 – July 1, 2020**

<table>
<thead>
<tr>
<th>WEEK</th>
<th>DATES</th>
<th>CHAPTERS/ TOPICS</th>
<th>ASSIGNMENTS/ACTIVITIES/DUE Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>June 1-7, 2020</td>
<td>Orientation &amp; Week 1 Module 1&lt;br&gt;Read: Chapters 1-5 in Textbook&lt;br&gt;Read: 10 Things Authentic Leaders Do&lt;br&gt;Read: Effective Time Management&lt;br&gt;Read: Emotional Intelligence</td>
<td>DUE June 7th by 11:59 PM CST*&lt;br&gt;• Review START HERE page&lt;br&gt;• Review Course Syllabus, ASU Honor Code. Select “Marked Reviewed” to agree to terms to the course and ASU’s policies and access course content&lt;br&gt;• <strong>Original Posting:</strong> Self-Introduction in Discussions tab&lt;br&gt;• Complete two <strong>Leadership Assessments</strong>.&lt;br&gt;1) <a href="http://www.yourleadershiplegacy.com/assessment.html">http://www.yourleadershiplegacy.com/assessment.html</a>&lt;br&gt;2) <a href="https://high5test.com/">https://high5test.com/</a>&lt;br&gt;3) <a href="https://leadershipcircle.com/en/products/leadership-circle-profile/">https://leadershipcircle.com/en/products/leadership-circle-profile/</a>&lt;br&gt;• Complete Professional Development <strong>Time Management Assignment</strong>&lt;br&gt;• Select and start reading Two Books: One on Leadership (One within Group) and one Biography of a Leader – get prior approval from Dr. Snow&lt;br&gt;• Read Chapters 1-5 in Textbook and Take Quiz.&lt;br&gt;• Post in Discussion Board: Complete Values Activity - Follow Values Powerpoint.&lt;br&gt;• <strong>Choose a leader to Interview</strong> – get approval from Dr. Snow</td>
</tr>
</tbody>
</table>
|   | June 8-14, 2020 | Read: Chapters 6-8 Textbook  
Read: Successful Mentoring and Watch PPT on Mentoring  
Read: 8 Stages of Leading Change  
Read: Problem Solving | DUE June 14th by 11:59 PM CST*  
- Read Chapters 6-8 in Textbook Take Quiz  
- Watch Video on Leadership “How Great Leaders Inspire Action”.  
  o Post in Discussion Board information about Video and respond to classmates.  
- Contact Person who may be a Mentor to you and engage in conversation related to their Leadership style and your own leadership ideas  
- Choose a Leader to Interview - you do not know personally that is a leader in an organization you are interested in knowing more about that appears to have exceptional leadership. (NOT ASU personnel) |
|---|---|---|
| 3 | 6/15/2020  
6/21/2020 | Read: Chapters 9-11 Textbook  
Read: SWOT Analysis  
Read Tebow Leadership Quote  
Read: The Greatest Leader  
Read: TLC Research Article | DUE June 21th by 11:59 PM CST*  
- Watch Video on Leadership,  
  o Complete Discussion Board Posts Due June 18th and Response on TED Talk.  
- Read chapters 9-11 Textbook and take quiz  
- Create outline and rough draft of leadership paper.  
- Create outline of leadership video presentation. |
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Completion Details</th>
<th>Assignments Due</th>
</tr>
</thead>
</table>
| 4    | June 22-28, 2020 | Complete Reading Two books  
Read: 7 Decisions Poster  
Read: Virtual Internship Article  
Read: Will of a Leader | **DUE June 28th by 11:59 PM CST**  
• Watch Videos on Leadership: Andy Andrews Seven Decisions  
1. Responsible Decision [https://youtu.be/lKAoRqLMuvI](https://youtu.be/lKAoRqLMuvI)  
4. Express Gratitude [https://youtu.be/_DclCkC-lZM](https://youtu.be/_DclCkC-lZM)  
5. Choose to be happy [https://youtu.be/_DclCkC-lZM](https://youtu.be/_DclCkC-lZM)  
• Complete Discussions Questions Due June 25  
• Responses Due June 28  
• Submit your Topic Paper on Leadership: |  
| 5    | June 29-July 1, 2020 |  | **DUE June 29 by 11:59 PM CST**  
• Oral Presentation Video assignment  
**DUE July 1 by 11:59 PM CST**  
• Watch Each classmates video and respond in Blackboard  
**DUE July 1st by 11:59 PM CST**  
• Final digital portfolio PDF |

*All due times are 11:59 PM CST unless otherwise specified*
Student Evaluation of Faculty and Course

Students in all programs are given the opportunity to evaluate their courses and the faculty who teach them. Evaluations are most helpful when they are honest, fair, constructive, and pertinent to the class, clinical experience, or course. Faculty value student evaluations, and use student suggestions in making modifications in courses, labs and clinical experiences.

Angelo State University uses the IDEA (Individual Development and Educational Assessment) system administered through Kansas State University for all course evaluations. The Office of Institutional Research and Assessment administers IDEA for the entire university, online and has established a policy whereby students can complete course evaluations free from coercion.

1. Gaining a basic understanding of the subject (e.g., factual knowledge, methods, principles, generalizations, theories)
2. Learning to apply course material (to improve thinking, problem solving, and decisions)
3. Developing specific skills, competencies, and points of view needed by professionals in the field most closely related to this course
4. Developing skill in expressing oneself orally or in writing
5. Developing ethical reasoning and/or ethical decision making
6. Learning to analyze and critically evaluate ideas, arguments, and points of view

End of Syllabus