CR COLLEGE OF THE REDWOODS — GUID 47 Leadership Devleopment

Course	GUID 47 Leadership Development
Semester/Year	Fall 2021
Section #	V2249
Course Dates	Aug. 21 – Dec. 17
Location	Online
Transfers to	California State University
Instructor	April Klingonsmith
Number of Units	2

Instructor Contact Information	Office Hours	Tuesdays 9:00-11:00 by cell phone
	Contact Info.	Message in Canvas inbox – anytime – preferred method Email april-klingonsmith@redwoods.edu Phone or text message 10:00-5:00pm

Catalog Description	In this course, students embark on paths of personal leadership development by learning and applying leadership skills in a hands-on practical way. Students will become familiar with different techniques of exercising leadership, their own strengths, and weaknesses, and how they can best work with others in a leadership context. This course analyzes and evaluates the role of leadership in history and today's society and how it applies in real world contexts.

Course Learning Outcomes	1. Define the characteristics of effective leaders and leadership. 2. Analyze and evaluate the role of leadership in history and today's society. 3. Understand and develop the skills needed to lead successfully. 4. Create a Personal Leadership Plan.

Textbook Information	**The Leadership Challenge**, (Kouzes & Posner) 6th Ed. ISBN: 978-1-119-27896-2 • CR bookstore • EOPS (textbook voucher) • CR Eureka & Del Norte library (2-hr check-out) • Veteran's Resource Center • Multicultural and Diversity Center • HumCo Library • Online

Course Evaluation & Grading Policy

Student Academic Commitment

This two-unit CSU transferrable course requires about 1+ hours of your time daily. You will need to log into Canvas, work on assignments, and turn things in each Sunday. Students need to regularly participate in the course and turn in assignments on time following the grading rubrics. Class attendance, conscientiousness, attention to details, reading, writing, and study skills are critical for success.

Points

There are 550 points available to earn in this course. You can access your grade in the Canvas "Gradebook" at any point. Grades are based on the points that you earn and will be assigned based on a traditional percentage scale. Grading criteria is posted for each assignment in Canvas at the bottom of each assignment description. All work is graded as it submitted except for Discussions, which are graded after the due date to allow ample time for students to post responses.

12 Journal Entries	25 pts each	55%	300
6 Discussion Forums	25 pts each	27%	150
Personal Leadership Plan	100 pts	18%	100
		100%	550 points

Grading Scale

A=93% and above, **A-**=90-92%, **B+**=88-89%, **B**=83-87, **B-**=80-82%,
C+=78-79%, **C**=65-77%, **D**=60-64%, **F**=59% and below

Late Work

All assignments may be turned in late for a point deduction until the last day of class, except for quizzes which cannot be submitted late. See grading rubrics for point deduction details.

Proctored Exams

There are no proctored exams for this course.

Assignments

Journal Entries:

The journals provide opportunities to learn more about leadership and apply the techniques and strategies to enhance your leadership style and skills in your own life. Responses must be at least 250 words. Journal directions and grading criteria are posted in Canvas under "Modules."

Discussion Forums:

The discussions are a chance to self-reflect on your leadership style and skills and share your experiences with your classmates at the end of each module. You are asked to post an original discussion thread by Thursday. Then respond to 2 other classmate's posts by Sunday. Original post should be minimally 250 words. Response to a classmate post should be minimally 100 words. Extra credit points are available for responding to an additional classmate. The grading rubric is posted for each discussion in Canvas.

Personal Leadership Plan:

This 1,000-word personal leadership development plan is designed to represent where you are now and where you hope to go. You will define the characteristics of effective leaders and leadership and understand and develop the skills needed to lead successfully.
You will include the following topics in your leadership plan:
       What generally makes a good leader
       The results of your personality self-assessments
       Your core values
       Your personal vision statement
       Your analysis of what others think of you
       Your current and lacking leadership skills.
       Your current goals
       Your SMART goals and your plan for achieving these goals

Online Considerations

Instructor Accessibility

The instructor works hard to be accessible and available to her students. April accesses the class website regularly and responds to email and the Canvas inbox typically within 48 hours. If she cannot access Canvas or reply to email within that time frame, she will notify the class in an announcement, then will announce when she's returned. The instructor initiates frequent interactions with all students, both individually and collectively, and students have frequent opportunities to regularly interact with each other. She sends regular announcements and Canvas messages to students who fall behind or need support. April reads the discussion posts and participates when appropriate. To offer support, general questions (like raising a hand in class) are posted in Discussions in "Q & A" forum. Reach out to her anytime with a message in the Canvas Inbox for support.

Inclusive Language in the Classroom

College of the Redwoods aspires to create an in-person and online learning environment in which all people feel comfortable in contributing their perspectives to classroom discussions. It therefore encourages instructors and students to use language that is inclusive and respectful.

Course Accessibility

Students will have access to online course materials that comply with the Americans with Disabilities Act of 1990 (ADA), Section 508 of the Rehabilitation Act of 1973, and College of the Redwoods policies. Students who discover access issues with this class should contact the instructor. College of the Redwoods is also committed to making reasonable accommodations for qualified students with disabilities. If you have a disability or believe you might benefit from disability-related services and accommodations, please contact your instructor or Disability Services and Programs for Students (DSPS) During COVID-19, approved accommodations for distance education classes will be emailed to the instructor by DSPS. Students may make requests for alternative media by contacting DSPS based on their campus location:

- Eureka: 707-476-4280, student services building, 1st floor
- Del Norte: 707-465-2324, main building near library
- Klamath-Trinity: 530-625-4821 Ext 103

Support for Online Learners During COVID-19

In response to COVID-19, College of the Redwoods moved most of its courses online to protect health and safety. As the faculty and students adjust to this change, clear communication about student needs will help everyone be successful. Please let me know about any specific challenges or technology limitations that might affect your participation in class. I want every student to thrive.

Technology: Equipment, Skills, Requirements, and Support

Technology Equipment - Technology equipment is required for student success, and of equal importance as required textbooks and materials. Students can obtain a free Office 365 license (includes Word, Excel, PowerPoint and more) with a valid CR email.

Technology Skills - Online courses require adequate computer skills. You should be able to navigate the course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to the class website. It is your responsibility to meet the technological demands of the course.

Technology Requirements - You should be able to navigate Canvas, course websites, open and download files, use a word processor with Microsoft word (.docx) or be able to convert files to rich text format (.rtf) or portable document format (.pdf), and submit files to Canvas. It is your responsibility to meet the technological demands.

Technology Support - Before contacting Technical Support please visit the Online Support Page. For password issues with Canvas, Web Advisor or your mycr.redwoods.edu email, contact its@redwoods.edu or call 707-476-4160 or 800-641-0400 ext. 4160 between 8:00 A.M. and 4:00 P.M., Monday through Friday.

Institutional Policies

Academic Dishonesty

In the academic community, the high value placed on truth implies a corresponding intolerance of scholastic dishonesty. In cases involving academic dishonesty, determination of the grade and of the student's status in the course is left primarily to the discretion of the faculty member. In such cases, where the instructor determines that a student has demonstrated academic dishonesty, the student may receive a failing grade for the assignment and/or exam and may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information about the rights and responsibilities of students, Board policies, and administrative procedures is located in the College Catalog and on the College of the Redwoods website.

CR Emergency Alert System

CR has implemented an emergency alert system called Everbridge. In the event of an emergency on campus ,you will receive an alert through your personal email and/or phone. Registration is not necessary in order to receive emergency alerts. Check to make sure your contact information is up-to-date by logging into Web Advisor and selecting 'Students' then 'Academic Profile' then 'Current Information Update.' Please contact Public Safety at 707-476-4112 or security@redwoods.edu if you have any questions. For more information see the Redwoods Public Safety Page.

Disruptive Behavior

Student behavior or speech that disrupts the instructional setting will not be tolerated. Disruptive conduct may include but is not limited to: unwarranted interruptions; failure to adhere to instructor's directions; vulgar or obscene language; slurs or other forms of intimidation; and physically or verbally abusive behavior. In such cases where the instructor determines that a student has disrupted the educational process, a disruptive student may be temporarily removed from class. In addition, the student may be reported to the Chief Student Services Officer or designee. The Student Code of Conduct (AP 5500) is available on the College of the Redwoods website. Additional information is located in the College Catalog and on the College of the Redwoods website.

Withdrawing from this Course

Students may withdraw themselves and instructors can withdraw students from class for non-participation or excessive absences. The instructor will drop students who do not have at least a 60% in the Gradebook very early in the course. You will be given plenty of notice and support in advance. There are no exceptions if you have less than a 60% by the census date. If you choose to drop this course, use Web Advisor or Admissions & Records.

Canvas Assistance

Canvas Login Directions

Log into Canvas at https://redwoods.instructure.com
Password is your 8 digit birth date
For tech help, email its@redwoods.edu or call 707-476-4160
Canvas Help for students: https://www.redwoods.edu/online/Help-Student
Canvas online orientation workshop

Using the Canvas Inbox

The Canvas Inbox is best way to contact April. In Canvas, click on the "Inbox" link on the left dark grey bar to view your Canvas email. Click on the person icon in the "To:" address bar. Choose the course, student or teacher, and then the person that you would like to email. Click on this course, and for teacher choose, April Klingonsmith. Type in a subject and message and click send.

Setting Your Preferred Name in Canvas

Students have the ability to have an alternate first name and pronouns to appear in Canvas. Contact Admissions & Records to request a change to your preferred first name and pronoun. Your Preferred Name will only be listed in Canvas. It does not change your legal name in our records. See the Student Information Update form.

Student Support

Community College Student Health and Wellness

Resources, tools, and trainings regarding health, mental health, wellness, basic needs and more designed for California community college students, faculty, staff are available on the California Community Colleges Health & Wellness website. Wellness Central is a free online health and wellness resource that is available 24/7 in your space at your pace. Students seeking to request a counseling appointment for academic or general counseling can email counseling@redwoods.edu.

Student Support Services

The following online resources are available to support your success as a student:
- CR-Online (Comprehensive information for online students)
- Library Articles & Databases
- Canvas help and tutorials
- Online Student Handbook

Counseling offers assistance to students in need of professional counseling services in a crisis.

Learning Resource Center includes the following resources for students

- Academic Support Center for instructional support, tutoring, learning resources, and proctored exams. Includes the Math Lab & Drop-in Writing Center
- Library Services to promote information literacy and provide organized information resources.
- Multicultural & Diversity Center

Special programs are also available for eligible students include

- Extended Opportunity Programs & Services (EOPS) provides financial assistance, support and encouragement for eligible income disadvantaged students at all CR locations.
- The TRiO Student Success Program provides eligible students with a variety of services including trips to 4-year universities, career assessments, and peer mentoring. Students can apply for the program in Eureka or in Del Norte
- The Veteran's Resource Center supports and facilitates academic success for Active Duty Military, Veterans and Dependents attending CR through relational advising, mentorship, transitional assistance, and coordination of military and Veteran-specific resources.
- Klamath-Trinity students can contact the CR KT Office for specific information about student support services at 530-625-4821.

Course Calendar

Date	Module	Assignments Due
8/29	Module 1–What leaders do and what constituents expect	Discussion 1–Introductions Journal 1-When leaders are at their best
9/5	Module 1–What leaders do and what constituents expect	Journal 2-Credibility is the foundation
9/12	Module 2 –Model the way	Journal 3-Clarify values Journal 4-Set the example
9/19	Module 2 –Model the way	Discussion 2–Leading by example
9/26	Module 3-Inspire a shared vision	Journal 5- Envision the future Journal 6- Enlist others
10/3	Module 3-Inspire a shared vision	Discussion 3 – Leadership interview
10/10	Module 4–Challenge the process	Journal 7-Search for opportunities Journal 8-Experiment and take risks
10/17	Module 4–Challenge the process	Discussion 4–Movie/TV series leadership review
10/24	Module 5 – Enable others to act	Journal 9-Foster collaboration
10/31	Module 5 – Enable others to act	Journal 10-Strengthen others
11/7	Module 5 – Enable others to act	Discussion 5 – Local leadership
11/14	Module 6 – Encourage the heart	Journal 11-Recognize contributions
11/21	Module 6 – Encourage the heart	Journal 12-Celebrate the values
12/5	Module 6 – Encourage the heart	Discussion 6–Historical leader analysis
12/12	Module 6 – Encourage the heart Class ends	Personal Leadership Plan Presentation