

**CSUS 322**

**Leadership for Community Sustainability**

3 Credits, Fall 2018

Mondays & Wednesdays, 3:00-4:20PM, Berkey 213

Course Syllabus

<b>Instructor</b>	Dr. Aaron McKim Department of Community Sustainability Michigan State University 480 Wilson Road Room 331B Natural Resources Building Telephone: 517-432-0318 Email: amckim@msu.edu
<b>Office Hours</b>	Available by email request.
<b>Class Materials</b>	All Class Materials Available on D2L, No Textbook Required
<b>Course Description</b>	Leadership theory, practice, and reflection. Individual and team leadership in the context of community sustainability.

**Course Learning Objectives**

By the end of this course, students will be able to:

1. Identify their baseline leadership qualities.
2. Describe personal leadership attributes.
3. Determine personal leadership traits.
4. Determine personal leadership styles.
5. State their personal position on leadership through a reflective process.
6. Demonstrate dialogue and presentation techniques that support positive leadership practice.
7. Apply transformational, servant, authentic, and team leadership to a mini-practicum.
8. Apply leadership approaches and theories in the context of sustainable community development.
9. Apply leadership concepts that foster change in people and communities.
10. Apply organizational leadership needed to build strong working relationships.
11. Develop coalitions where effective communication and responsive leadership occur among a variety of audiences.
12. Analyze effective and responsive leadership practices related to ones personal leadership path as it intersects with people and places around them.

Course Outline – Subject to Change

Week	Monday	Wednesday	Assignments
Foundations	1 9.2 <b>Labor Day – No Class</b>	<b>Introductions</b> – A review of the syllabus and introduction of instructor and peers.	Content Quiz 1 (Due Sept. 8)
	2 9.9 <b>Leadership Theory</b> – A historical review of leadership theory.	<b>Leadership Styles</b> – An introduction to different styles of leadership and their utility.	Content Quiz 2 (Due Sept. 15)
	3 9.16 <b>Locus of Control and Growth Mindset</b> – Introduction and identifying your approach.	<b>Leading a Meeting</b> – Fundamental principles of getting the most out of a meeting.	Content Quiz 3 (Due Sept. 22)
	4 9.23 <b>Decision Making</b> – Dissecting the decision-making process as a leader.	<b>Evaluating Decisions</b> – Identifying the consequences of your decisions.	Content Quiz 4 (Due Sept. 29)
	5 9.30 <b>Emotional Intelligence</b> – Understanding emotional intelligence’s role in leadership.	<b>Image Management</b> – Leveraging emotional intelligence to improve your image as a leader.	Content Quiz 5 (Due Oct. 6)
	6 10.7 <b>Conflict Management</b> – Understanding conflict and managing conflict when leading.	<b>Defense Mechanisms</b> – Identifying your defense mechanisms and those used by others.	Content Quiz 6 (Due Oct. 13)
	7 10.14 <b>Creativity and Innovation</b> – The often-forgotten aspect, how to foster innovation.	<b>Midterm Exam</b> – An evaluation of content through Defense Mechanisms.	
Teams	8 10.21 <b>Team Development</b> – Reviewing the stages teams experience as they develop.	<b>Team Design: Fostering Success</b> – Identifying how to lead teams to successful outcomes.	Content Quiz 7 (Due Oct. 27)
	9 10.28 <b>Member Roles</b> – Identifying critical roles in teams and what role(s) you typically play.	<b>Out-Group Membership</b> – Identifying out-group members and what to do about them.	Comm. Leader Report
	10 11.4 <b>Project Management</b> – How to successfully lead a project from ideation to evaluation.	<b>Evaluating Teams</b> – Beyond the product of the group, how you evaluate group processes.	Content Quiz 8 (Due Nov. 10)
Communication	11 11.11 <b>Influence</b> – Evaluating methods for influencing others; reviewing affordances and constraints.	<b>Leadership &amp; Conversations</b> – Dissecting conversations as the cornerstone of leadership.	Content Quiz 9 (Due Dec. 17)
	12 11.18 <b>Conversational Management</b> – Identifying how to manage conversations for the better.	<b>Four C’s of Conversation</b> – Exploring the structure of high-quality conversations.	Content Quiz 10 (Due Nov. 24)
	13 11.25 <b>Conversational Transitions</b> – Transitioning conversations to the domain of possibility.	<b>Thanksgiving – No Class</b>	
	14 12.2 <b>Difficult Conversations</b> – How to engage in, and resolve, difficult conversations.	<b>Managing Your Listening</b> – Ending the course with an essential skill, listening.	Leader Reflection
<b>December 9 - Final Exam (3PM - 5PM; Berkey 213)</b>			

## Course Requirements

**Attendance:** Your attendance is critical to your success in this course. Each week, we will discuss important topics in leadership and sustainability. Your contributions to these discussions will help direct the conversation to address your needs as a learner as well as contribute to the learning of your peers.

**Participation:** Not only are you expected to attend class, you are expected to engage in the activities facilitated within class. Each week, we will be engaged in immersive activities (e.g., self-reflections, leadership skill assessments, team activities) that will expand our growth and understanding of leadership. Your active participation in these activities is critical.

**Content Quizzes:** For ten out of the thirteen weeks we are together, you will be assigned a leadership quiz. This quiz will evaluate your understanding of the content for that week as well as prepare you to be successful on the midterm and final exams. Quizzes are due by 11:59PM the Sunday after the course in which that content was covered (see schedule for complete list). Quizzes will be posted by noon on Thursday.

**Midterm Exam:** Evaluating your knowledge is an important mechanism within educational institutions. The midterm will be a multiple-choice exam covering all course content up to, and including, defense mechanisms.

**Community Leader Interview and Report:** A separate description and rubric have been created for this assignment and uploaded to D2L. Please refer to these documents for insights into this assignment.

**Leader Reflection:** A separate description and rubric have been created for this assignment and uploaded to D2L. Please refer to these documents for insights into this assignment.

**Final Exam:** The cumulative final will be a multiple-choice exam covering all course content – approximately 80% of the exam will cover content *after* defense mechanisms with the remaining 20% being content covered before, and including, defense mechanisms.

## Student Evaluation

Assignment	Points	Due Date
Attendance	50	Weekly
Participation	100	Weekly
Content Quizzes	300 (30 per Quiz)	See Calendar
Midterm Exam	150	October 16
Community Leader Interview and Report	100	November 3
Leader Reflection	100	December 8
Final Exam	200	December 9
<b>Total</b>	<b>1,000</b>	

## **Grading Scale**

<b>Grade</b>	<b>Points Earned</b>
4.0	1000-920
3.5	919-880
3.0	879-820
2.5	819-780
2.0	779-720
1.5	719-680
1.0	680-600
0	< 600

## **Assignments**

Assignments will be turned in electronically in D2L. Assignments should be written in Times New Roman or Arial (12 point) font. With the exception of content quizzes, which are due Sunday at 11:59PM on the assigned week, assignments are due at 11:59PM on the posted date. Late assignment will be accepted, but with a 10% deduction per business day.

## **D2L & Turn It In Use**

CSUS 322 uses Desire 2 Learn (D2L) as its learning management platform. Within D2L, you will find files relevant to your success in this course. It is recommended that you check D2L daily to review upcoming assignments, resources, and opportunities.

Consistent with MSU's efforts to enhance student learning, foster honesty, and maintain integrity in our academic processes, I have chosen to use a tool called Turnitin to compare your papers with multiple sources. The tool will compare each paper you submit to an extensive database of prior publications and papers, providing links to possible matches and a 'similarity score.' The tool does not determine whether plagiarism has occurred or not. Instead, I will make a complete assessment and judge the originality of your work. All submissions to this course may be checked using this tool. You should submit papers to Turnitin Dropboxes without identifying information included in the paper (e.g., name or student number), the D2L system will automatically show this information to me when I view the submission, but the information will not be retained by Turnitin. If you forget and submit your paper with your identifying information on it, it will be retained in the Turnitin repository.

## **Spartan Code of Honor**

“As a Spartan, I will strive to uphold values of the highest ethical standard. I will practice honesty in my work, foster honesty in my peers, and take pride in knowing that honor in

ownership is worth more than grades. I will carry these values beyond my time as a student at Michigan State University, continuing the endeavor to build personal integrity in all that I do.”

### **Limits to Confidentiality**

Michigan State University is committed to fostering a culture of caring and respect that is free of relationship violence and sexual misconduct, and to ensuring that all affected individuals have access to services. For information on reporting options, confidential advocacy and support resources, university policies and procedures, or how to make a difference on campus, visit the Title IX website at [www.titleix.msu.edu](http://www.titleix.msu.edu).

### **Accommodations**

Michigan State University is committed to providing equal opportunity for participation in all programs, services and activities. Requests for accommodations by persons with disabilities may be made by contacting the Resource Center for Persons with Disabilities at 517-884-RCPD or on the web at [rcpd.msu.edu](http://rcpd.msu.edu). Once your eligibility for an accommodation has been determined, you will be issued a verified individual services accommodation ("RISA") form. Please present this form to Dr. McKim at the start of the semester and/or two weeks prior to the accommodation date (test, project, etc.). Requests received after this date will be honored whenever possible.

### **Attendance**

Students whose names do not appear on the official class list for this course may not attend this class. Students who fail to attend the first four class sessions or class by the fifth day of the semester, whichever occurs first, may be dropped from the course. This course follows the General University Attendance Policy. If you miss a class due to a Special Consideration Absence as defined by University Policy, your class participation grade for those excused absences days will be the average of your earned participation grades.