LDR 3263  
Community Leadership Practicum  
University of South Florida Sarasota-Manatee  
Fall 2015

Course Prefix and Number: LDR 3263  
Course Title: Community Leadership Practicum  
Instructor Information: Toni Ripo  
tripo@sar.usf.edu  
Office Phone: 941 359 4703  
Office Hours: by appointment only

Course Prerequisites: None

Course Description:  
The community leadership practicum involves the transference of leadership theories into practice. It provides a practical forum for students to examine and develop personal leadership skills outside of the classroom in an applied setting. The course at USFSM is the capstone course and is used to measure learning outcomes for students in the BSAS leadership concentration.

Course Objectives: At the end of the course the student should be able to do the following:

1) Interpret leadership in a variety of situations  
2) Apply ethics in a variety of leadership situations  
3) Apply leadership theories to address real-life problems  
4) Analyze leadership theory and apply the theories to followers and leaders  
5) Write effectively on the subject of leadership

Textbooks


Method of Instruction:  
This is an online course using Canvas. There will be no class meetings. Online instruction is designed with written assignments, online discussion. The instructor will be available by email, telephone or by appointment. All USFSM courses are supported by CANVAS to some degree; therefore, instructors should be familiar with the tools it provides. For assistance, please contact Carlos Montoya | cmmontoya@sar.usf.edu | 941-359-4295

The USF Tampa IT Helpdesk provides 24 hour support for CANVAS. Please call 813-974-1222 or email: help@usf.edu if you need assistance outside of USFSM’s E-Learning hours.
Grades are based on a 100 point scale and plus/minus will be awarded.

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<tr>
<th>Grade</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>A+</td>
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<td>A</td>
<td>4.00</td>
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<td>A-</td>
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<td>B-</td>
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<td>59</td>
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Course Assignments and Requirements: Please note that all assignments are expected to be submitted on time on Wednesdays at 11:59PM. All submissions can be turned in 1 day late for -1 point, or 2 days late for -2 points. No assignments can be submitted more than two days late unless approved by the instructor.

Total of 100 points.

1. **Discussion/Reading Reviews. 20 points.** Student will participate in ten discussions of the readings using format displayed in Canvas. The format will focus on the learning objectives for the course. Students may refer back and use notes from previous leadership courses. **See course calendar for due dates.**
   a. **Quality Discussion Points:** Discussions will be evaluated based on thoughtful and meaningful contributions. Contributions engage others to think about a topic critically or in a new and different way. Rather think about how the information can be used. How it is related to course topics. What are different or opposite perspectives? How can the information be used on the job? Does the writer have a bias?
   b. **Civility in Discussion:** You are to be respectful to other’s points of view. The best writings and discussion is not from a personal perspective. Rather the writings and discussion are supported by research. Points are assigned by using quotes and citations to support your writings.

2. **Leadership Project and Practicum Plan. 20 points.** The student will select a leadership project after consultation with the instructor and complete the Leadership Project Practicum Plan. During this project a mentor will provide guidance for and evaluation of the student, including a formal written evaluation of the student’s performance at the conclusion of the project. The instructor will meet with the agency mentor at least twice during the semester. The first meeting will be to clarify the assignment and expectations. The second meeting, at the conclusion of the course, will be to evaluate the program as well as to discuss the student’s performance. In addition, the instructor will be available for coaching throughout the semester and will meet with the student for a final debriefing before grades are assigned. The student, instructor, and sponsor will complete the community practicum agreement by **January 16, 2015.**
3. **Journal. 35 points.** Students will journal 7 entries of experiences throughout the leadership project. The journal will include but not be limited to consideration of a variety of leadership situations, ethics in leadership, real-life problems for leaders, and application of leadership theories.

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<th>Journal Grading Scale</th>
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<td><strong>A</strong></td>
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<td>• Demonstrates reflection on the topic and addresses the questions.</td>
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<td>• Well thought out &amp; structured writing.</td>
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<td>• Shows a relationship to personal experience &amp; observation.</td>
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<td>• 1 page of writing</td>
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<td>• No spelling, grammar or punctuation errors</td>
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4. **Final Examination. 25 points.** The final examination will be in essay format.
## COURSE CALENDAR

<table>
<thead>
<tr>
<th>Week</th>
<th>Assignments and Due Date</th>
<th>Readings:</th>
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| **Week 1 – January** | Canvas Discussion | Introduction, Course Overview and Review of Syllabus  
Assignment: Introduce yourself to the class in your discussion this week. Tell us about your community involvement.  
All assignments are due at 11:59PM on Wednesdays | Overview of assignments. |
| **Week 2 –** | Canvas Discussion Question 1  
Meet with the Instructor | Kouzes & Posner: Chapter 1 - Leadership is a Relationship  
Loeb: Chapter 1 - Making Our Lives Count |
| **Week 3** | Canvas Discussion Question 2  
Practicum Plan Due | Kouzes & Posner: Chapter 2 – Credibility Makes a Difference  
Loeb: Chapter 2 – We Don’t Have to be Saints |
| **Week 4** | Canvas Discussion Question 3 | Kouzes & Posner: Chapter 3 – Discover Your Self  
Loeb: Chapter 3: One Step at a Time |
| **Week 5** | Canvas Discussion | Kouzes & Posner: Chapter 4 – Appreciate Constituents  
Loeb: Chapter 4 - The Cynical Smirk |
| **Week 6** | Canvas Discussion  
Journal Assignment | Kouzes & Posner: Chapter 5 – Affirm Shared Values  
Loeb: Chapter 5 - Unforeseen Fruits |
| **Week 7** | No assignments. Take time to get ahead on your work. | Kouzes & Posner: Chapter 6 – Develop Capacity  
Loeb: Chapter 6 - The Call of Stories |
| **Week 8** | Canvas Discussion  
Journal Assignment | Kouzes & Posner: Chapter 7 – Serve a Purpose  
Loeb: Chapter 7 - Values, Work, and Family |
| **Week 9** | Spring Break  
Take time to get ahead on your work. | Kouzes & Posner: Chapter 8 – Sustain Hope  
Loeb: Chapter 8 - Village Politics |
<p>| <strong>Week 10</strong> | Canvas Discussion | Kouzes &amp; Posner: Chapter 9 – The |</p>
<table>
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<tr>
<th>Week</th>
<th>Journal Assignment</th>
<th>Struggle to be Human</th>
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<tbody>
<tr>
<td>11</td>
<td>Canvas Discussion</td>
<td>Loeb: Chapter 9 - Widening the Circle</td>
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<td></td>
<td>Journal Assignment</td>
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<tr>
<td>12</td>
<td>Canvas Discussion</td>
<td>Loeb: Chapter 10 - Pieces of a Vision</td>
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<td>Journal Assignment</td>
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<tr>
<td>13</td>
<td>Journal Assignment</td>
<td>Loeb: Chapter 11 - Coping with Burnout</td>
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<tr>
<td>14</td>
<td>Journal Assignment</td>
<td>See Review topics in Module for Week 14 in Canvas</td>
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<tr>
<td>15</td>
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<td>See Review topics in Module for Week 15 in Canvas</td>
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<tr>
<td>16</td>
<td>May 6, 2015</td>
<td>Final Examination</td>
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<td>Outcomes Survey</td>
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USFSM AND USF SYSTEM POLICIES

A. Academic Dishonesty: The University considers any form of plagiarism or cheating on exams, projects, or papers to be unacceptable behavior. Please be sure to review the university’s policy in the USFSM Catalog, the USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

B. Academic Disruption: The University does not tolerate behavior that disrupts the learning process. The policy for addressing academic disruption is included with Academic Dishonesty in the USFSM Catalog, USF System Academic Integrity of Students, and the USF System Student Code of Conduct.

C. Contingency Plans: In the event of an emergency, it may be necessary for USFSM to suspend normal operations. During this time, USFSM may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. It’s the responsibility of the student to monitor Canvas site for each class for course specific communication, and the main USFSM and College websites, emails, and MoBull messages for important general information. The USF hotline at 1 (800) 992-4231 is updated with pre-recorded information during an emergency. See the Campus Police Website for further information.

D. Disabilities Accommodation: Students are responsible for registering with the Office of Students with Disabilities Services (SDS) in order to receive academic accommodations. Reasonable notice must be given to the SDS office (typically 5 working days) for accommodations to be arranged. It is the responsibility of the student to provide each instructor with a copy of the official Memo of Accommodation. Contact Information: Disability Coordinator, 941-359-4714, disabilityservices@sar.usf.edu, http://usfsm.edu/disability-services/

E. Fire Alarm Instructions: At the beginning of each semester please note the emergency exit maps posted in each classroom. These signs are marked with the primary evacuation route (red) and secondary evacuation route (orange) in case the building needs to be evacuated. See Emergency Evacuation Procedures.

F. Religious Observances: USFSM recognizes the right of students and faculty to observe major religious holidays. Students who anticipate the necessity of being absent from class for a major religious observance must provide notice of the date(s) to the instructor, in writing, by the second week of classes. Instructors canceling class for a religious observance should have this stated in the syllabus with an appropriate alternative assignment.

G. Sexual Misconduct/Sexual Harassment Reporting: USFSM is committed to providing an environment free from sex discrimination, including sexual harassment and sexual violence (USF System Policy 0-004). The Counseling and Wellness Center is a confidential resource where you can talk about incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. This confidential resource can help you without having to report your situation to either the Office of Student Rights and Responsibilities (OSSR) or the Office of Diversity, Inclusion, and Equal Opportunity (DIEO), unless you request that they make a report.

Please be aware that in compliance with Title IX and under the USF System Policy, educators must report incidents of sexual harassment and gender-based crimes including sexual assault, stalking, and domestic/relationship violence. If you disclose any of these situations in class, in papers, or to me personally, I am required to report it to OSSR or DIEO for investigation. The Deputy Coordinator for USFSM is Mary Beth Wallace, AVP for Student Enrollment, Engagement and Success, 941-359-4330 or marybeth@sar.usf.edu.

Counseling Center and Wellness Center 941-487-4254 Victim Advocate (24/7) 941-504-8599

List of off-campus resources:
Hope of Manatee: 941-755-6805
Safe Place & Rape Crisis Center (SPARCC) – Sarasota: 941-365-1976
First Call for Help- Manatee: 941-708-6488, Sarasota & North Port 941-366-5025
H. **Web Portal Information:** Every newly enrolled USF student receives an official USF e-mail account. Students receive official USF correspondence and Canvas course information via that address.

I. **Last day to drop** with a “W”; no refund & no academic penalty. Saturday, March 21, 2015

J. **Information Commons** provides students with individual and group study spaces, computers, printers, and various media equipment for temporary use. Information Commons is staffed with a librarian, learning support faculty, tutors, and technology and e-learning specialists. Students challenged by the rigors of academic writing, mathematics, or other course content are urged to contact their professors early in the semester to chart out a plan for academic success, and/or regularly use the tutoring services provided by the Learning Support Services, which are provided at no cost to students.