First Year Leadership Class
Fall 2012-Monday/Wednesday
(August 27 - December 14, 2012)

“What would you attempt to do if you knew you could not fail?”
- Dr. Robert Schuller

Class Meeting Time: M/W 1:00-2:15pm
Class Meeting Place: Whitley Classroom
Instructor: Danielle Davis
E-mail: Danielle.davis@tamuc.edu
Office: SRSC 262
Office Phone: 903-886-5816
Cell Phone: 708-288-9649
Office Fax: 903-886-5891
Office hours: Friday 10:00-11:30am or via appointment

TA: Kyle Hickman
E-mail: Kyle.Hickman@tamuc.edu
Office: SRSC 269
Office Phone: 903-886-5984
Cell Phone: 248-462-4107
Office Fax: 903-886-5891
Office hours: Wednesday 11:00-12:00pm

Textbooks (required):
Covey, S. Seven Habits of Highly Effective People. New York, NY: Simon & Schuster.

Additional readings will be provided throughout the semester.

Class Description: The purpose of this course is designed to provide valuable academic, social and leadership skills to ensure a successful first year in college. Concepts studied include communication, time management, goal setting and professional development. As such, the course focuses not only on significance of leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential and learning opportunities in which leadership will be put into action.
Learning Objectives:

- Demonstrate a fundamental understanding of leadership and the skills necessary for effective leadership
- Describe their own personal leadership orientation and philosophy
- Outline the importance of setting goals
- Exhibit effective team skills and identify team building skills
- Increase your awareness of opportunities for campus and community involvement
- Recognize the various types of conflict and ways to manage and/or create it
- Interpret and evaluate the servant-leader's role in leadership
- Communicate effectively through both oral and written presentations

Evaluation:

Active learning involves more than just attending class and completing course assignments--it requires that you engage in the critical reflection of readings and class discussions, question unclear concepts and ideas, formulate individual perspectives on the issues raised in the course, and actively participate in the exchange of ideas with peers.

My grading policy:

At the end of the semester, I will assign your earned letter grade according to the schedule below:

- **A** = 90 and above
- **B** = 80-89.9
- **C** = 70-79.9
- **D** = 60-69.9
- **F** = 59.9 and below

NOTHING can be done to change your final grade once it is assigned. (no extra credit, extra assignments, retaking tests, etc). Multiple opportunities are given to students to earn their course grade, and I suggest that you take advantage of every opportunity early.

Assignment Requirements

- 4 Event Papers (5% Each) 20%
- Personalized Leadership Journal 20%
- Portfolio Presentation 15%
- Class Participation 15%
- Covey Assignments 10%
- Resume and Interview 10%
- GPA Assignment 10%
Event Papers – Each student is required to critically observe, assess, and/or evaluate 4 Texas A&M University – Commerce events (1 Athletic Event, 1 Diversity Event, 1 Special Event, 1 of your choice). Use this assignment to learn about various offerings on campus. These are to improve your critical thinking skills and to have you analyze University sponsored events.

Your Athletic Event should include: What can be done to improve school spirit, review how other campuses include their students in athletic events, and what is this event lacking?

Your Diversity Event should include: What is the importance of the event for students, and think about the specific topic and research current issues they face. i.e. LGBT

Your Special Event should include: How can the event improve, what impact does this event have on the Texas A&M University – Commerce campus? What other events can we have that is not already on the college campus?

Your papers should include answers to the following: Each paper must be 2-3 pages typed (double spaced; 1 inch margin; Times New Roman; 12 font) and must demonstrate critical thinking skills and effort. The events may include, but not limited to:

-MRC Special Events - Commerce Community Events
-Harvey Martin Classic - Leadership Events
-Homecoming Events - Intramural Events
-Lions Roar Week Events - Multi-cultural Events
-Residential Living and Learning Events - Athletic Event

Class attendance is expected

For each unexcused absence, 3 points will be deducted from the final grade. One point will be deducted from the final grade for each tardy up to 10 minutes. After 10 minutes the student will be considered absent. Class assignments will not be accepted after the due date. Excused absences are defined by university policy (see below) and must be documented appropriately WITHIN ONE WEEK of the absence (I need a copy of the documentation that I can keep).
This schedule is tentative and is subject to change. I will let you know if the schedule changes!!

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>In-class Activity</th>
<th>Assignment Due</th>
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<tbody>
<tr>
<td>M</td>
<td>8/27</td>
<td>Intro/Syllabus</td>
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<td>W</td>
<td>8/29</td>
<td>Strengths Quest Intro</td>
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<td>M</td>
<td>9/3</td>
<td>NO CLASS</td>
<td>LABOR DAY-NO CLASS</td>
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<td>W</td>
<td>9/5</td>
<td>StrengthsQuest Cont.</td>
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<td>M</td>
<td>9/10</td>
<td>Leadership...What Is It?</td>
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<td>W</td>
<td>9/12</td>
<td>StrengthsQuest</td>
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<td>M</td>
<td>9/17</td>
<td>Value of Values</td>
<td>GPA Assignment DUE</td>
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<td>W</td>
<td>9/19</td>
<td>TAMU-C AMAZING RACE</td>
<td>Event Paper #1 DUE</td>
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<tr>
<td>M</td>
<td>9/24</td>
<td>Leadership...Does it matter?</td>
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<td>9/26</td>
<td>SQ Circle</td>
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<td>Wellness and Stress Management</td>
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<td>M</td>
<td>10/8</td>
<td>Leadership...What does it look like in action?</td>
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<td>W</td>
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<td>Leadership...Who is a leader?</td>
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<td>Goal Setting</td>
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<td>Resume 101</td>
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<td>Mid-Semester Evaluation</td>
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<td>M</td>
<td>10/29</td>
<td>Leadership...In the bigger picture!</td>
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<td>W</td>
<td>10/31</td>
<td>Interviews...What not to Wear!</td>
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<td>M</td>
<td>11/5</td>
<td>Covey: Part One</td>
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<td>Covey: Part Two (Habit 1, 2)</td>
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<td>M</td>
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<td>Portfolio Presentations</td>
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**First Year Leadership Class Events**
FLC Movie Night – September 21st 5pm (RSC Innovations B)
FLC Etiquette – October 30th 5:30 (RSC Innovations A&B)

**Statement on Student Behavior**
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student’s Guide Handbook).
ADA statement
Students requesting accommodations for disabilities must go through the Academic Support Committee. For more information, please contact the Director of Disability Resources and Services, Halladay Student Services Building, Room 303D, (903) 886-5835.

Course Policies
1 Students are expected to be in class, ready to participate, on time.
2 An “excused absence” is defined as a documented university approved activity. The instructor reserves the right to change the content or format of all make-up work. The student is responsible for making up missed work.
   If the absence is for one of the reasons listed below, you will be able to make up the work. To reserve this right, you MUST provide written documentation on the day of your return to class (a copy that I can keep). Please notify me ahead of time if you know you will be absent.
   • Participation in an activity appearing on the University's authorized activity list.
   • Death or major illness in a student's immediate family.
   • Illness of a dependent family member
   • Participation in legal proceedings or administrative procedures that require a student's presence.
   • Religious Holy Day
   • Illness that is too severe or contagious for the student to attend class (to be determined by Health Center or off campus physician)
   • Required participation in military duty
3 Any student missing an exam or assignment without prior arrangement will receive a score of zero.
4 You MUST check your e-mail regularly in case I need to communicate with you. I will not e-mail you junk, and I request that you do the same for me. (your leo account)
5 CELL PHONES AND ALL OTHER ELECTRONIC DEVICES MUST BE TURNED OFF AND OUT OF SIGHT. This is a zero-tolerance policy. If you use a cell phone, iPod, etc. in class (or if your phone rings), you will lose 1 point per incident (off your final grade).
6 DUE DATES: The due dates listed for assignments are the LAST chance to submit them. I DO NOT accept late assignments.
7 If you have a question or concern, TALK to me. I am here to help. If you need to reach me and I am not in my office, e-mail me.