

## **ALS 4936- CALS Leadership Institute Seminar 1**

### *Personal Leadership Development*

**Tuesdays - 5:10-6:00PM (Period 10) & Thursdays - 7:25-8:15AM (Period 1) – MCCD G001**

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#### **Instructors**

*Natalie Coers, Ph.D.*

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#### **Graduate Assistant**

Caroline Barnett                      Email: [carolinepbarnett@ufl.edu](mailto:carolinepbarnett@ufl.edu)  
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#### **Physical Classroom COVID Policy Updates:**

We will have face-to-face instructional sessions to accomplish the student learning objectives of this course. In response to COVID-19, the following policies and requirements are in place to maintain your learning environment and to enhance the safety of our in-classroom interactions.

- You are required to wear approved face coverings at all times during class and within buildings. Following and enforcing these policies and requirements are all of our responsibility. Failure to do so will lead to a report to the Office of Student Conduct and Conflict Resolution.
- This course has been assigned a physical classroom with enough capacity to maintain physical distancing (6 feet between individuals) requirements. Please utilize designated seats and maintain appropriate spacing between students. Please do not move desks or stations.
- Sanitizing supplies are available in the classroom if you wish to wipe down your desks prior to sitting down and at the end of the class.
- Follow your instructor's guidance on how to enter and exit the classroom. Practice physical distancing to the extent possible when entering and exiting the classroom.
- If you are experiencing [COVID-19 symptoms](#), please use the UF Health screening system and follow the instructions on whether you are able to attend class. [Click here for UF Health guidance on what to do if you have been exposed to or are experiencing Covid-19 symptoms.](#)

#### **Zoom Classroom COVID Policy Update:**

Our class sessions may be audio visually recorded for students in the class to refer back and for enrolled students who are unable to attend live. Students who participate with their camera engaged or utilize a profile image are agreeing to have their video or image recorded. If you are unwilling to consent to have your profile or video image recorded, be sure to keep your camera off and do not use a profile image. Likewise, students who un-mute during class and participate orally are agreeing to have their voices recorded. If you are not willing to consent to have your voice recorded during class, you will need to keep your mute button activated and communicate exclusively using the "chat" feature, which allows students to type questions and comments live. The chat will not be recorded or shared. As in all courses, unauthorized recording and unauthorized sharing of recorded materials is prohibited.

**COVID Safety Essentials:**

On face to face instruction days, faculty and students must adhere to the following practices:

- Physical Distancing: Whenever possible, maintain a physical distance of 6 feet from others while on the University of Florida properties and in common spaces until further notice.
- Face Coverings: Face coverings are required inside all campus buildings.
- Wash Hands Frequently: Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing or sneezing. If soap and water are not readily available, use an alcohol-based hand sanitizer with at least 60% alcohol. Always wash hands with soap and water if hands are visibly dirty.
- Stay Home When Sick: If you are sick, please stay home. Avoid close contact with people who are sick.

**DESCRIPTION/ORGANIZATION**

This seminar course for students selected for the College of Agricultural and Life Sciences Leadership Institute provides an introduction to leadership studies and personal leadership development.

Exploration of personal leadership characteristics through various assessments and the development of a Personal Leadership Development Plan are included in this discussion-based seminar.

**COURSE OBJECTIVES**

1. To define “Leadership” and discuss leadership characteristics
2. To assess personal growth and interpersonal skills that enhance leadership development
3. To demonstrate application of course content to personal leadership situations
4. To formulate a personal leadership development plan

**TEXT AND REQUIRED SUPPLIES**

- 1 ½-inch, 3-ring binder for supplied reading materials (provided)
- Rath, T. & Conchie, B. (2009). *Strengths based leadership*. Gallup Press: New York, NY. (provided)
- Kouzes, J.M. & Posner, B.Z. (2016). *Learning leadership: The five fundamentals of becoming an exemplary leader*. Wiley: San Francisco, CA. (provided)

**COURSE POLICIES**

Zoom policy: When class is held over Zoom, students are expected to be present with video, proper attire shown in the video screen, and with an appropriate background (virtual backgrounds available for use). Engagement is expected through active listening and discussion when appropriate.

Attendance policy: Attendance is expected as part of your commitment to the CALS Leadership Institute Program. Students who miss class for any reason assume complete responsibility for all information missed. **Absence is not an excuse for ignorance!** Further, absence is not an excuse for not submitting assignments on time. *If you are going to miss class for any reason, it is a great idea to email the instructor!* Attendance is a factor in your overall Engagement grade for the class.

Late or missed assignments: For all assignments not received by the instructor on the specified date (as noted on the syllabus or in class), points will be deducted from the student’s total score for each day past the assignment due date. Assignments submitted later than one week past the due date will receive a zero. For missed assignments without student-initiated communication to the instructor, the assignment will receive a grade of zero. Exceptions may be made in cases of demonstrated, appropriate, and verifiable emergencies or tragedies or where the student has **prior** approval from or communicated in a timely manner with the instructor.

Technology: Cell phones should be turned to silent for the duration of the class period. If you are expecting a call during class that you must take, please notify the instructor prior to class and sit near the exit with your phone on vibrate to take the call in the hallway.

Cultural Accommodation: While I do my best to be cognizant of religious and cultural observations when creating our course syllabus, I may not always hit the mark. As you look through the course syllabus, if you have a religious or cultural observance conflict, contact me at the beginning of the semester and we will make appropriate arrangements.

Safe Space & Mutual Respect: My classroom and my office are safe spaces. What that means for you, as a student, is that while in class or in my office you have the right to express yourself freely and openly (and appropriately), and have me, your TA and your classmates respect your expression. In these safe spaces, mutual respect is expected; this means that both parties have respect for one another (note: this does not mean we always agree). In order to foster this environment conducive of learning and growth experiences, please join me in treating your classmates with respect.

Academic Honesty, Software Use, Campus Helping Resources, Services for Students with Disabilities:

Academic Honesty: In 1995 the UF student body enacted an [honor code](#) and voluntarily committed itself to the highest standards of honesty and integrity. When students enroll at the university, they commit themselves to the standard drafted and enacted by students.

The Honor Pledge: **We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.**

On all work submitted for credit by students at the university, the following pledge is either required or implied: **"On my honor, I have neither given nor received unauthorized aid in doing this assignment."** Students should report any condition that facilitates dishonesty to the instructor, department chair, college dean, Student Honor Council, or Student Conduct and Conflict Resolution in the Dean of Students Office.

*(Source: 2019 The Orange Book, UF Regulation 4.040, p. 12)*

It is assumed all work will be completed independently unless the assignment is defined as a group project in writing by the instructor.

Plagiarism: A Student must not represent as the Student's own work all or any portion of the work of another. Plagiarism includes but is not limited to:

- Stealing, misquoting, insufficiently paraphrasing, or patch-writing.
- Self-plagiarism, which is the reuse of the Student's own submitted work, or the simultaneous submission of the Student's own work, without the full and clear acknowledgment and permission of the Faculty to whom it is submitted.
- Submitting materials from any source without proper attribution.
- Submitting a document, assignment, or material that, in whole or in part, is identical or substantially identical to a document or assignment the Student did not author.

*(Source: 2019 The Orange Book, UF Regulation 4.040, p. 13)*

**Software Use:** All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

### Campus Helping Resources:

#### *Health and Wellness*

- *U Matter, We Care:* If you or someone you know is in distress, please contact [umatter@ufl.edu](mailto:umatter@ufl.edu), 352-392-1575, or visit [U Matter, We Care website](#) to refer or report a concern and a team member will reach out to the student in distress.
- *Counseling and Wellness Center:* [Visit the Counseling and Wellness Center website](#) or call 352-392-1575 for information on crisis services as well as non-crisis services.
- *Student Health Care Center:* Call 352-392-1161 for 24/7 information to help you find the care you need, or [visit the Student Health Care Center website](#).
- *University Police Department:* [Visit UF Police Department website](#) or call 352-392-1111 (or 9-1-1 for emergencies).
- *UF Health Shands Emergency Room / Trauma Center:* For immediate medical care call 352-733-0111 or go to the emergency room at 1515 SW Archer Road, Gainesville, FL 32608; [Visit the UF Health Emergency Room and Trauma Center website](#).

#### Academic Resources

- *E-learning technical support:* Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at [helpdesk@ufl.edu](mailto:helpdesk@ufl.edu).
- [Career Connections Center](#): Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- [Library Support](#): Various ways to receive assistance with respect to using the libraries or finding resources.
- [Teaching Center](#): Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- [Writing Studio](#): 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- *Student Complaints On-Campus:* [Visit the Student Honor Code and Student Conduct Code webpage for more information](#).
- *On-Line Students Complaints:* [View the Distance Learning Student Complaint Process](#).

**Services for Students with Disabilities:** The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues.

0001 Reid Hall, 352-392-8565, [www.dso.ufl.edu/drc/](http://www.dso.ufl.edu/drc/)

**Course Evaluations:** Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.aa.ufl.edu/students/>. Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://ufl.bluera.com/ufl/>. Summaries of course evaluation results are available to students at <https://gatorevals.aa.ufl.edu/public-results/>.

### COURSE EVALUATION:

Item	Points	Due Date(s)
Engagement (Attendance & Participation)	150	
Networking Initial Meeting & Feedback	50	4/22
Module Reflection Papers (5 @ 20 pts.) <i>Personal application of course content via prompts.</i>	100	2/16, 3/2, 3/4, 3/30, 4/15
Leader Interview Article + Thank You <i>Communication of information gathered through a personal interview.</i>	75	3/9
Personal Development Plan and Vision Presentation <i>Creative presentation of personal vision in five areas of wellness.</i>	100	4/14
Virtual Portfolio Set-Up	25	4/14

### COURSE GRADE:

Grades will be calculated based on points earned. There are a total of 500 points available. Grades will be assigned based on the following scale:

A = 450 and above
B = 449-400
C = 399-350
D = 349-300
F = 299 and below

**Grades and Grade Points:** For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>.

**COURSE SCHEDULE:**

This course will cover the CALS Leadership Institute Modules 1-5 through classroom activities and assessments, guest speakers, class discussion, etc. *This is a tentative schedule; changes to the topic, assignment due dates, etc. may be made via in-class announcement or email.*

Day	Date	Topic	To Do & Reminders
T	January 12	Program Overview	
R	January 14	Semester Overview	
T	January 19	Travel Discussion	
R	January 21	CALS LI Foundations	
T	January 26	CALS LI Foundations	
R	January 28	CALS LI Foundations	Send in Strengths report by Friday
T	February 2	Strengths 101	Read Strengths book p. 1-17
R	February 4	Strengths 101	
T	February 9	Leadership Foundations (M1)	Read K & P Ch. 1-3
R	February 11	Leadership Foundations (M1)	Leader Interview Confirmation Due
T	February 16	Emotional Intelligence Part 1 (M2)	Read K & P Ch. 4-6 Module 1 Reflection Due
R	February 18	Emotional Intelligence Part 1 (M2)	Read K & P Ch. 7-9
T	February 23	Emotional Intelligence Part 1 (M2)	Sign up for 1-on-1 PDP development
R	February 25	Emotional Intelligence Part 2 (M3)	Read K & P Ch. 10-13
T	March 2	Emotional Intelligence Part 2 (M3)	Module 2 Reflection Due (PDP draft)
R	March 4	CALS LI Break Day!	Module 3 Reflection Due
T	March 9	Midterm Reports (Leader Interview)	Midterm Reports Due (Leader Int.)
R	March 11	Midterm Reports (Leader Interview)	
T	March 16	Mentoring (M4)	Read K & P Ch. 14-16
R	March 18	CALS LI Break Day!	
T	March 23	Mentoring (M4)	
R	March 25	Networking 101	
T	March 30	Leading Change (M5)	Module 4 Reflection Due
R	April 1	Leading Change (M5)	Read K & P Ch. 17-20
T	April 6	Leading Change (M5)	
R	April 8	Travel prep	Module 5 Reflection Due
T	April 13	Final Presentations + PDP	Final Presentation Due
R	April 15	Final Presentations + PDP	
T	April 20	Final Presentations + PDP	
R	April 22	Reading Days	Networking Feedback Due