

ALS 4936- CALS Leadership Institute Seminar 1
Personal Leadership Development
Tuesdays & Fridays – 1:55 – 2:45PM (Period 7) – ROG 282

Instructors

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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

REQUIREMENTS

Textbook(s):

- Clifton, J. & Harter, J. (2021). *Wellbeing at work*. Gallup Press: New York, NY. (provided)
- Kouzes, J.M. & Posner, B.Z. (2021). *Everyday people, extraordinary leadership: How to make a difference regardless of your title, role, or authority*. Wiley & Sons, Inc.: Hoboken, New Jersey. (provided)

Technology:

To succeed in this course, you must have access to the following technology:

- Desktop Computer or Laptop
 - o Audio Capabilities
 - o Webcam and Microphone for synchronous sessions
- Microsoft Word - Microsoft 365 basics video training
- Adobe Reader - Acrobat tutorials
- Zoom - Zoom Privacy Policy
- Internet Connection with access to Canvas
 - o Canvas is the course management system at the University of Florida in which students will find course content, links to video lectures, assignments, quizzes, discussions, and grades. The use of this system will vary by instructor, but the following videos describe the most common tools in Canvas. The full student guide is provided if you have additional questions.
 - o View Canvas Privacy Policy

- Web Browser - Chrome is the preferred browser for Canvas. If you do not have Chrome, you can download it.
- University of Florida Email - students are expected to check their my.ufl emails daily. View the Student Computing Requirements page for information on technology requirements and expectations.

MINIMUM TECHNICAL SKILLS:

- o Proficiency in utilizing Canvas and navigating the internet effectively.
- o Competence in using email for communication purposes, including sending and receiving messages and managing attachments.
- o Familiarity with commonly used word processing applications (such as Microsoft Word or Google Docs), including the ability to create, edit, and format documents.
- o Basic computer skills, including understanding fundamental operations like file management, using menus and toolbars, and navigating between different applications.
- o Ability to perform online research using a variety of search engines and library databases.

INSTRUCTOR RESPONSE & FEEDBACK

The instructor and graders are committed to responding to your Canvas and email messages (preferred) within 48 hours when feasible during the work week, Monday through Friday, except holidays. We also hold office hours each week. Grading typically occurs within 1-2 weeks of a submission deadline.

COURSE POLICIES

Attendance policy: Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at: [UF Attendance Policies](#). 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 submitting assignments late. *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.

In-Class Recording: Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited.

Specifically, students may not publish recorded lectures without the written consent of the instructor. A “class lecture” is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To “publish” means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code.

[UF IN-CLASS RECORDING](#)

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. [UF ACCEPTABLE USE POLICY](#)

Student Services:

Health & Wellness

- U Matter, We Care
 - If you or someone you know is in distress, please contact 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.
 - Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university's counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students.
- 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).
- GatorWell Health Promotion Services
 - For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the [GatorWell website](#) or call 352-273-4450.

Academic Resources

- E-learning technical support
 - Contact the [UF Computing Help Desk](#) at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- University of Florida College of Agricultural and Life Sciences Leadership Institute

- [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. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, [UF Disability Resource Center](#).

[Canvas Accessibility Standards](#)

[Zoom Accessibility Information](#)

[Course Evaluations](#): Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. 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	
PDP 1-1 Meeting	25	Week of March 5
Networking Map & Profile <i>Personal map of ideal network for career goals, personal profile, results from alumni search for ideal connections.</i>	50	4/23
Module Reflection Papers (5 @ 20 pts.) <i>Personal application of course content via prompts.</i>	100	2/6, 2/20, 2/23, 3/1, 4/5
Leader Interview Article + Thank You <i>Communication of information gathered through a personal interview.</i>	75	3/20
Personal Development Plan and Vision Presentation <i>Creative presentation of personal vision in five areas of wellness.</i>	100	4/17

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	451-500 points	A-	450 points
B+	430-449 points	B	415-429 points	B-	400-414 points
C+	380-399 points	C	365-379 points	C-	350-364 points
D+	330-349 points	D	315-329 points	D-	300-314 points
		E	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 9	Program Overview	
F	January 12	CALS LI Foundations: Cohort Expectations & Travel	
T	January 16	CALS LI Foundations: Wellbeing	Read WaW Part 1
F	January 19	CALS LI Foundations	Read WaW Part 2 Send in Strengths report by Friday
T	January 23	Strengths 101	Read WaW Part 5 + Appendix 1 & 2
F	January 26	Strengths 101	
T	January 30	Leadership Foundations (M1)	Read K & P Ch. 1
F	February 2	Leadership Foundations (M1)	Leader Interview Confirmation Due
T	February 6	Emotional Intelligence Part 1 (M2)	Read K & P Ch. 2 Module 1 Reflection Due
F	February 9	Emotional Intelligence Part 1 (M2)	
T	February 13	Emotional Intelligence Part 1 (M2)	Sign up for 1-on-1 PDP development
F	February 16	Emotional Intelligence Part 2 (M3)	Read K & P Ch. 3
T	February 20	Emotional Intelligence Part 2 (M3)	Module 2 Reflection Due (PDP draft)
F	February 23	Mentoring (M4)	Module 3 Reflection Due Read K & P Ch. 5
T	February 27	Mentoring (M4)	
F	March 1	Networking 101	Module 4 Reflection Due
T	March 5	Travel Prep	
F	March 8	1-on-1 Meetings (no class)	
T	March 12	Spring Break – No Classes	
F	March 15	Spring Break – No Classes	
T	March 19	Midterm Reports (Leader Interview)	Midterm Reports Due (Leader Int.)
F	March 22	Midterm Reports (Leader Interview)	
T	March 26	Leading Change (M5)	Read K & P Ch. 4 & 6
F	March 29	Leading Change (M5)	
T	April 2	Leading Change (M5)	
F	April 5	Work Day + Travel Prep	Module 5 Reflection Due
T	April 9	Personal Leadership Summary	Read K & P Ch. 7
F	April 12	Final Presentations	Final Presentation Due
T	April 16	Final Presentations	
F	April 19	Final Presentations	
T	April 23	Travel prep	Networking Map & Profile Due