Course Overview

The purpose of this course is to enable students to prepare themselves to become leaders and to embark on paths of personal leadership development. This journey into leadership requires personal curiosity and reflection from students as well as personal openness and sharing with the professor. Leadership development concepts used in the course will be immediately applicable for students and useful for the rest of their lives. (There are no perquisites for this course).

Course Goals

This course is designed for students who desire to become effective and authentic leaders, who are committed to developing themselves, and who want to understand their own motivations and the purpose of their leadership. Students must be open to sharing personal goals, insights, experiences, ambitions, and fears.

Course Requirements

This course has four major assessment of learning requirements:

1. Modules 1-10: Viewing, Questions & Discussion – 35%
2. Completed Covey Workbook – 25%
3. Write Personal Mission Statement – 15%
4. Midterm & Final Exams online Blackboard – 25%

Students will complete ten modules – weekly units (see course outline). Reading, online video viewing, workbook completion, and writing are required for successful completion of the course. In a series of introspective exercises students will apply lessons learned to a) real world leaders, b) to their own lives, and in the creation of their own personal leadership mission statement.

Required Course Materials


Covey, Stephen, Workbook of The 7 Habits of Highly Effective People. New York: Free Press.

TED Talks ~ Leadership (online – no purchase) (http://www.ted.com/talks/browse?topics=leadership)

Important Dates

6 July
Students begin online work.

21 July
Midterm Examination must be completed in Blackboard – Students will have five days to complete the online exam. Exam will open on 12 June and is due on 19 June.

3 August
Final Examination must be completed online in Blackboard. The final exam will open on 3 August and close 3p on 7 August.

Your complete Mission Statement posted to Blackboard in the “Journal” by 3p on 6 Aug.

Workbook due: physical copy turned in to Dr. Sterken on the UT Tyler campus (3900 Univ Blvd Tyler, Tx 75799) by 3p on 3 August 2015.
Course Objectives

Student who successfully complete this course will:

1. demonstrate an understanding of their own personal leadership journey by reflecting upon and framing their life stories, experiences, desires, and goals.
2. demonstrate an understanding how and why many great leaders are effective.
3. master and fully explain both the private and public habits that allow for great leadership.
4. demonstrate and awareness of leadership principles, values, and ethical boundaries.
5. demonstrate an understanding of what is motivating them, both extrinsically and intrinsically.
6. create a personal leadership mission statement to guide them in their lives.

Grading, Testing, and Assessment of Learning

This course is content and learning centered. This means that real learning is expected. Your course grade will depend on your learning and the completion of four key components.

First, you must complete each module. In each module you will find video lectures, additional videos, short answer quizzes, and discussion board assignments. Participation in and completion of those each module is critical to your success in this course and counts as 35% of your final course grade.

Second, you must complete the Covey Workbook. You must handwrite answers in each section. All sections must be complete. You will mail or deliver your workbook to the professor at the end of the course. The completed and well done workbook will earn you another 25% of your course grade. I will save your workbook for you in you would like to have it back – many students do. I will mail it back to you after I have graded it.

Third, you must write a personal mission statement. This completed statement is due at the end of the course and must be posted in Blackboard in the “Journal.” The well-written mission statement will earn you 15% of your final course grade. You will find a guide for writing your mission statement in Blackboard. Please do not hesitate to ask if you need help with this assignment.

Fourth, each student must complete both the midterm and final examinations online in Blackboard. These are “open-book” exams and are composed of “essay” and “short-answer” questions. The midterm exam will earn the successful student 12.5% and the final exam will also earn the successful student 12.5% of the final course grade.

Roles and Responsibilities

Things happen, and sometimes our best plans and intentions do not go as we planned. If this happens, you only need to contact the professor (via email) and make arrangements to complete the work. Due to grading time and course timing concerns late work will be accepted – however it will be docked one letter grade. If you have a university excused reason for the late work no points will be taken for the late work. I want you to be successful in and to complete this course. In fact, I am beginning with that as the end that I have in mind for you!

Please contact me by email (I normally respond within twenty-four hours) if you have any concerns or questions. Again, my goal is for you to have a smooth and highly successful learning experience. I will post regular announcements in Blackboard that will also go out as email. While those announcements will help us with course management it is important that you pay close attention to the course calendar and have each module, exam, and assignment complete on time.

This is a short summer course and the demands are intense. I have posted due dates. However, you may work ahead at time and your schedule permit. I will not grade that work until the due date but if you have time it is fine if you work ahead and as your schedule allows.
### Course Outline Topics and Weekly Schedule

<table>
<thead>
<tr>
<th>Modules/Assess</th>
<th>Topics and Reading</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>Module 1 &amp; 1.1</td>
<td>Introductory Week: Paradigms and Principles of Leadership</td>
<td>10 July</td>
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<tr>
<td>Module 2</td>
<td>Inside Out - Your Leadership Journey and Life Story</td>
<td>10 July</td>
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<td>Module 3</td>
<td>Being Proactive</td>
<td>10 July</td>
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<td>Module 4</td>
<td>Beginning with the End in Mind</td>
<td>17 July</td>
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<td>Module 5</td>
<td>Putting First Things First</td>
<td>17 July</td>
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<tr>
<td>Exam</td>
<td>Online Blackboard MidTerm Exam over Private Victories</td>
<td>July 21</td>
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<tr>
<td>Module 6</td>
<td>Crucibles of Leadership – Public Victories Paradigms of Interdependence</td>
<td>24 July</td>
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<td>Module 7</td>
<td>Thinking Win/Win</td>
<td>24 July</td>
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<td>Module 8</td>
<td>Seeking First to Understand, Then to Be Understood</td>
<td>31 July</td>
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<td>Module 9</td>
<td>The Integrated Leader – Synergizing for Effective Leadership</td>
<td>31 July</td>
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<tr>
<td>Module 10</td>
<td>Optimizing Your Leadership Effectiveness - Sharpening the Saw and Service</td>
<td>7 August</td>
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<tr>
<td>Exam</td>
<td>Online Blackboard Final Exam over Public Victories and Saw</td>
<td>7 August</td>
</tr>
<tr>
<td>Workbook</td>
<td>Completed workbook to professor’s office by 3p on August 7.</td>
<td>7 August</td>
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Please click here for technical support.

### Students Rights and Responsibilities

To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: [http://www.uttyler.edu/wellness/rightsresponsibilities.php](http://www.uttyler.edu/wellness/rightsresponsibilities.php)

Grade Replacement/Forgiveness and Census Date Policies: Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at [http://www.uttyler.edu/registrar](http://www.uttyler.edu/registrar). Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
Leadership Principles & Habits

- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy: Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date). Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services: In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Services counselor. If you have a disability, including a learning disability, for which you request an accommodation, please contact the Disability Services office in UC 3150, or call (903) 566-7079.

Student Absence due to Religious Observance: Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities: If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement: It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation: Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not reenter the building unless given permission by University Police, Fire department, or Fire Prevention Services.