

The Pennsylvania State University
Women's Leadership: Special Topics
HHD 497B, Section 001
2 credit hours
Time & place as indicated
Spring Semester, 2009

Instructors:

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*Note: Please use your **Penn State email** address for all communications in this course.*

Text: Komives, S. R., Lucas, N., & McMahon, T.R. (1998). *Exploring Leadership*. San Francisco, CA: Jossey-Bass.

Additional Readings: As assigned. Additional readings are posted on ANGEL.

Course Description:

This course is designed to (a) further the knowledge, attributes, skills, practices, and resources necessary to achieve your leadership potential and (b) enhance your leadership development through service. The course will investigate: ethical leadership; diversity and leadership; philanthropy and leadership; leadership and responsible citizenship; and work/life balance, wellness and leadership.

You will emerge from this experience with specific tools for developing leadership in yourself for facilitating leadership in others. You will also acquire knowledge about socially responsible leadership and will put that knowledge into practice through community engagement.

Course Objectives

Upon completion of this course, you will be able to

1. Practice ethical leadership skills that will lead to goal achievement for individuals and groups.
2. Illustrate the value of diversity and its contributions to leadership.
3. Discuss the roles of philanthropy and service learning in leadership development.
4. Articulate the relationship between responsible citizenship and leadership development
5. Discuss the role of a balanced life in leadership development.

Course Schedule

January 25, Sunday: WLI Sunday Session (required)

Topics: Orientation to spring semester, interviewing skills, informational interviews

Place: Bennett-Pierce Living Center, 110 Henderson Building

2:00 p.m. Interviewing skills

Dr. Marja Verbeeten, Assistant Professor of Hospitality Management

4:00-6:30 p.m. Mock interviews – 30 minutes per student

Before and after your interview, please prepare panel questions for Sunday Session and Weekend Workshop

5:30 p.m. Dinner and discussion: How to improve your assignments through peer editing

6:30 p.m. Financially Savvy

Deborah Pajak, Wienken & Associates

Assignments:

- By January 25: **Invite mentor and guests (2)** to April 18 WLI Celebration Luncheon
Invite mentor to weekend workshops
- **Communicate** with your mentor about your courses and activities this semester.
- **Advertise** WLI info meetings to potential WLI students (Feb. 3 and 4 from 5-6 p.m.). Please join us to inform new students about the program's contents.

February 15, Sunday: WLI Sunday Session (required)

Topics: Philanthropy and its contribution to leadership

Place: Bennett-Pierce Living Center, 110 Henderson Building

2:00 p.m. Philanthropy and its contributions to leadership (please come ready to discuss chapters 6-9)

2:30 p.m. Networking, building relationships and leadership

4:00 p.m. Philanthropy and leadership: Why give back?

5:00 p.m. Dinner

5:30 p.m. Leaders and Philanthropy panel

7:00 p.m. Introduction to self esteem (service project)

8:00 p.m. Summary and Adjournment

Assignments:

By February 27 read the postings on ANGEL entitled, “Ethical Leadership.”

February 27-28: WLI Weekend Workshop (required) – WASHINGTON, DC

Topic: Ethical Leadership, Women in Politics, Culture

Concepts: Networking, building relationships, philanthropy, service learning.

Place: Washington, DC

Friday, February 27

7:00 a.m. Depart for Washington, DC

2:00 p.m. Meet with Wanda Jones, Deputy Assistant Secretary for Health (Women’s Health), U.S. Department of Health and Human Services

4:00 p.m. Meet with Christine Lewis Taylor, Scholar, Institute of Medicine, The National Academies

7:00 p.m. Networking Reception with Penn State Professional Women’s Network of Metro Washington

Saturday, February 28

9:00 a.m. What is ethical leadership? Please come prepared to discuss the readings on Ethical Leadership.

10:00 a.m. Ethical Leadership: A Variety of Viewpoints (Panel Discussion)

Jessica Stuart, President, Jessica Stuart Inc.

KerriLaine Clark, Employee Relations Specialist, U.S. Department of Transportation

12:00 p.m. Lunch and Guest Speaker – Politics in the Workplace

Mary Good, Senior VP and Director of Human Resources, SRA International (CONFIRMED)

1:00 p.m. Women in Politics: The Glass Ceiling?

3:00 p.m. Men’s Panel on power, politics, and workplace culture

Craig Jackman, Vice President, Human Resources, Black & Decker Corporation

MAJ Gregory Cullison

5:00 p.m. Depart for State College

Assignments:

By March 22 read the postings on ANGEL entitled: “Leadership and Diversity”

March 22, Sunday -- WLI Sunday Session (required)

Topic: Diversity and its contribution to leadership

Place: Bennett-Pierce Living Center, 110 Henderson Building

Time: 2:00–8:00 pm

2:00 p.m. What role does diversity play in leadership? Please come prepared to discuss the readings on Diversity and Leadership.

3:00 p.m. Strong Interest Inventory

Dulin Clark, Associate Director, MBA Coaching, Smeal College of Business

5:00 p.m. Dinner and group discussion of diversity and leadership

6:00 p.m. Diversity in Action

Dr. Terrell Jones, Vice Provost for Educational Equity

Assignments:

By April 5 read the postings on ANGEL entitled: “Leadership and Work/Life Balance”

April 5, Sunday -- WLI Sunday Session (required)

Topic: Work/Life Balance, Wellness and Leadership
Place: Bennett-Pierce Living Center, 110 Henderson Building
Time: 2:00–8:00 pm

- 2:00 p.m. What role work/life balance play in leadership? Please come prepared to discuss the readings on Work/Life Balance.
Wendy Owen, Former Vice President for Communications, Lockheed Martin Information & Technology Services
- 3:00 p.m. Couples Panel: The Balancing Act
- 5:00 p.m. Dinner and group discussion of work/life balance
- 6:00 p.m. Well Being, Stress and Leadership Development
Dr. Careen Yarnal, Assistant Professor of Recreation, Park and Tourism Management
- 7:00 p.m. Reproductive Health
Dr. Donna Korzick, Associate Professor of Kinesiology
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April 18, Saturday: Celebration with family and mentors (required)

Concepts: emerging leadership, communication, evaluation
Place: Ballroom C, Nittany Lion Inn
Time: 11:00 a.m.

Assignments:

- Take care of yourself.
 - Do well on finals.
 - Make sure all of your WLI assignments are in!!!
 - Stay in touch.
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Assignments

Readings

Readings are assigned to support experiences and activities throughout the semester. Please complete readings prior to the class meeting or as assigned. Please reference these readings in your written work as appropriate. Both **APA** and **MLA** styles are appropriate.

Strong Interest Inventory

Please see instructions on ANGEL.

Washington, DC Trip Journaling and Reflection

During your trip to Washington, DC, you will keep a journal. This is an opportunity to make note of speakers' comments that you found particularly meaningful or important to your leadership development, to describe your experiences throughout the trip, and/or to reflect on any aspect of the trip. You will also submit a two-page, double-spaced reflection of your experiences based on material from your journal. Keeping a detailed journal will help. Please submit your journal to the instructor, and your reflection in the ANGEL dropbox, by Friday, March 6. Your journal will be returned to you.

Mentor Communications

You are expected to continue periodic communications with your mentor. In addition, two mentor assignments must be completed as follows:

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|--|-----------------------|
| 1) Ethical Leadership | Due: Friday, March 20 |
| 2) Politics and Power in Organizations | Due: Friday, April 17 |

Guidelines are in the ANGEL box. Please submit assignment summaries to ANGEL.

Service Project Reflective Essay

Following the conclusion of the "IMpossible" service project, you will complete a four-page, double-spaced reflective essay about your experience. Essay questions are posted in a dropbox in ANGEL. This assignment is due Friday, May 1.

Penn State Forums (Attendance at one luncheon **OR** a Distinguished Speaker Series is required. A reflection is required one week after event)

With your advance reservation WLI will provide tickets for any of these Forums that you would like to attend. The Forums are an excellent way to observe and learn from nationally- and internationally-known leaders. The Forum participation, with a reflection submitted to ANGEL, may be used as an optional activity to enhance your leadership capacity as often as you can make it happen (and can attend up to two additional Forums, at 10 points each, to earn up to 20 additional points to your total). If you sign up for a Forum, you must attend. Cancellations are **ONLY** accepted with a \$15.00 fee (the cost of your ticket) or an individual who will attend in your place.

Optional Opportunities to Expand Your Leadership Capacity and Understanding

If you are using an optional experience for extra points, please submit your request to complete an optional experience in writing at least one week prior to the experience. Instructor approval for a substitution is needed before completing your participation.

You are encouraged to participate in as many optional activities as reasonably fit into your life to expand your base of leadership experience and expertise. If you are participating in optional activities for points to substitute for required activities, the instructor must approve your participation before completing the activity. ***Optional events may substitute for a maximum of one Sunday session. Optional events may not substitute for the Weekend Workshop in Washington, DC.*** If you are participating in optional activities primarily to expand your leadership capacity, you do not have to have prior approval of your participation. However, it is always good to learn about your leadership development activity and receive your recommendation for optional activities for future use in WLI programming.

Board Meetings

You have the opportunity to observe a board meeting across the corporate, nonprofit, or government sectors of leadership. Meeting attendance may be arranged upon request to the instructor. If you are substituting this opportunity for a required experience, a one-page typed paper addressing specific questions must be submitted following your observation.

Career Workshops

Penn State Career Services offers career workshops on Tuesdays throughout the semester. The workshops are held in room 103 in the Career Services Center at 12:05 - 1:05 p.m. and 5:45 - 6:35 p.m. No pre-registration is required and all are welcome to attend. Topics include, but are not limited to:

- Resumes
- Cover Letters
- Interviewing
- Internship Search
- Job Search
- Graduate School

Distinguished Speaker Series

The schedule will be available at www.sa.psu.edu/usa/dss/. DSS tickets are free and generally can be obtained through Eisenhower Auditorium ticket office. A reflection is required if you choose to use this activity for points.

Service Project Participation

You may represent the WLI in a service project (with prior approval as stated above) at any point during the WLI experience to enhance your leadership capacity and for 10 points of optional activity, if desired.

Lecture Analysis

Several opportunities exist to attend campus lectures presented by leaders from corporate and nonprofit sectors of leadership. If you are substituting this optional experience for a required experience, a one-page, typed reflection paper must be submitted following each lecture that you attend. A format for the reflection paper may be obtained from the instructor. If you are attending the lecture(s) as additional activity (ies) to build your leadership capacity, a reflection entry is recommended.

Create or discover your own leadership development opportunity

In order to expand your leadership capacity and understanding, you are encouraged to create and/or discover your own leadership development opportunity. Prior to completing this experience, you should submit to the instructor for approval a one-page proposal that outlines the purpose, timeline, activities, evaluation plan, and report format for your participation.

WLI Library Resources

A number of books, videotapes, and CDs are available for checkout and review at the WLI office. A written summary and reflection drawing upon your readings may add optional points to your total points. Points must be agreed upon in advance with the instructor.

Please note:

The Women's Leadership Initiative is a 400-level class; therefore you are expected to hand in written assignments of high quality. The ability to communicate through the use of effective writing skills is of the utmost importance when presenting your professional self.

Please adhere to the following guidelines:

1. With the exception of Forum Lunch reflection, which is expected to be **short** (5-8 sentences), use an opening and concluding paragraph. The body of your assignments should be at least 3 paragraphs long in addition to the opening and closing paragraphs. Proper citations from your readings are expected.
2. Proofread assignments. Do not simply use spell check and assume grammar and spelling are correct. The spell check function is convenient but misses many errors. Simple grammar and spelling errors send out the message that you do not care about your work. We know this is not true because you are all strong, accomplished women, however, a future employer might not be able to distinguish. Important: have your "editing peer," as assigned in the beginning of the semester, look at your work before you hand it in.
3. Do not use street slang or AIM lingo. These are completely unacceptable and should never be used in your course work or in a professional setting.
4. Do not be afraid to ask questions.
5. For examples of appropriate writing, please ask the instructor.
5. Please be aware that we will send back work that is not up to standard. It will only be graded after minimum requirements are met.

Grading Criteria

Grades in this course are based on your participation in WLI weekend events and seminars, WLI lecture, completion of specific inventories, e-Portfolio and submitted panel discussion questions, as well as the post-experience evaluations. Optional activities are available to acquire additional experiences and points.

Breakdown of Points

Attendance at Sunday Sessions (15 points each)	60 points
Attendance at Washington, DC trip	60 points
Mentor Assignment on Ethical Leadership	20 points
Mentor Assignment on Power and Politics in Organizations	20 points
Forum Lunch Attendance and Reflection	10 points
Strong Interest Inventory Completion	10 points
Washington, DC Journaling and Reflection	50 points
Service Project Participation	60 points
Service Project Reflective Essay	60 points
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TOTAL possible points:	350

Additional Points (optional experiences)

Please submit your request to complete an optional experience in writing. Instructor approval for a substitution is needed before completing your participation.

Board Meeting Attendance and Paper (10 points/meeting)	20 points maximum
Career Workshop Attendance (maximum of one)	10 points
Distinguished Speaker Series Lecture and Reflection (10 points/lecture)	20 points maximum
Service Project Participation (10 points/activity)	20 points maximum
Lecture Attendance and Analysis	20 points maximum
Your own discovery or creation	20 points maximum
Library Resource Summary and Reflection	20 points maximum
Additional Forum Lunch Attendance and Reflection (10 points/Forum)	20 points maximum

Final Grade Distribution:

A = 328-350 pts. (94-100%)	B = 289-302 (83-86%)	C = 244-264 (70-75%)
A- = 314-327 (90-93%)	B- = 279-288 (80-82%)	D = 209-243 (60-69%)
B+ = 303-313 (87-89%)	C+ = 265-278 (76-79%)	F = < 209 (< 60%)

Policy Statements

Syllabus Subject to Change

The Women's Leadership Initiative is built upon the contributions of many individuals and groups. New opportunities emerge on a continuing basis. For those reasons, the syllabus may be subject to change periodically during the semester. If a change occurs, you will be notified by e-mail, using your PSU account, and at the next gathering of the group. No change will result in increased requirements.

Attendance Policy

Attendance at all events is crucial to your success in the Women's Leadership Initiative. You will learn from one another as well as from leaders with whom you interact. Therefore, you need to be present. Please plan to arrive a few minutes early and to remain until each event is finished. Late arrivals and early departures disrupt discussions and your colleagues' concentration.

Participation in WLI weekend events is required, as the majority of concept material will be presented during weekend time. Points will be assigned according to partial/full participation in these events. ***Optional events may not be substituted for participation in WLI weekend events.***

If you experience a class conflict with a particular event, please notify the instructor in advance by e-mail, or in the case of emergency, as soon as possible. In many cases, we will have invited speakers and facilitators who are expecting to engage a stated number of participants. The dynamics will change for both the speaker and the group if you are unable to participate. Please do your best to be a fully participating member of the initiative.

Professional Dress

Unless otherwise stated, professional dress is required for all WLI events. Generally, this will mean “business casual” attire: dark slacks or skirt (no jeans); blouse, shirt or top with modest neckline, dark jacket (optional), shoes (no sneakers or flip-flops) that are comfortable for the business ahead. Occasionally, business professional (dark suit) will be appropriate. The instructor will inform you on those occasions; however, if you have questions about appropriate dress at any time, please contact the instructor. The professionals with whom you will interact will indeed notice your dress and the messages they receive from you as a result.

Professional Behavior

At all times, you represent the Women’s Leadership Initiative, the College of Health and Human Development, and Penn State University. You are expected to behave in ways that facilitate respect and excellence for you, your colleagues, and the WLI.

Statement on Religious Holidays

While efforts are made to avoid conflicts with religious holidays, it is not possible to accommodate the course schedule around every holiday. In cases when conflicts are unavoidable, it is your responsibility to notify the instructor of the conflict two weeks prior to missing a class requirement so that special arrangements can be made for substituting those experiences where permitted. Additional information can be found on the Penn State Center for Ethics and Religious Affairs Website located at <http://www.sa.psu.edu/cera/relhol.html>.

Academic Integrity Statement

Penn State defines academic integrity as the pursuit of scholarly activity in an open, honest and responsible manner. All students should act with personal integrity, respect other students’ dignity, rights and property, and help create and maintain an environment in which all can succeed through the fruits of their efforts (Faculty Senate Policy 49-20).

Dishonesty of any kind will not be tolerated in this course. Dishonesty includes, but is not limited to, cheating, plagiarizing, fabricating information or citations, facilitating acts of academic dishonesty by others, submitting work of another person or work previously used without informing the instructor, or tampering with the academic work of other students. Students who are found to be dishonest will receive academic sanctions, will be removed from the Women’s Leadership Initiative, and will be reported to the University’s Judicial Affairs office for possible further disciplinary sanction.

Disability Access Statement

The Pennsylvania State University encourages qualified people with disabilities to participate in its programs and activities and is committed to the policy that all people shall have equal access to programs, facilities, and admissions without regard to personal characteristics not related to ability, performance, or qualifications as determined by University policy or by state or federal authorities. If you anticipate needing any type of accommodation in this course or have questions about physical access, please notify the instructor as soon as possible.

Final Note

You are continuing along this wonderful year of personal and professional leadership growth for you and those whose lives you touch. As always, be present, enjoy every moment, and “soak up” everything you can get. We look forward to continuing our excellent work together with you.

The WLI Team