



**DESCRIPTION:**

This course is designed for high achieving or honors college students enrolled at the College of Central Florida. Leadership Development Studies is focused on student engagement and practicing the skills covered in the course. The instructor's role is to facilitate student learning and navigate the student towards the following course objectives:

- Develop a fundamental understanding of leadership and the skills manifest in effective leaders
- Identify personal leadership assumptions and philosophy and enhanced self-awareness
- Demonstrate effective techniques and strategies for researching, articulating and implementing a vision
- Understanding the steps involved in setting goals
- Engaging in collegial discourse about the inherent complexities in ethical leadership with peers, faculty/staff, and the community

Successful completion of this course fulfills social science/personal development general education requirement.

**Course-related Institutional Learning Outcomes**

1. Computer and Information Skills: The student will access, research, and retrieve information using the internet. Measured by: course assignments
2. Global Socio-Cultural Responsibility: The student will understand the local and global connections between self-direction, cooperation, respect, responsibility, integrity, and social success. Measured by: classroom activities and leadership project
3. Communication: The student will express clear, well-organized ideas through oral communication. Measured by: class assignments and activities

**What are the class expectations?**

To ensure an enjoyable, inclusive, and engaging learning environment, you are expected to openly share your ideas and express your opinions in class; respect the opinions, values, and identities of your classmates and instructor; and honor the open environment of the class by respecting confidentiality when appropriate. You are expected to do your best work, meet assignment deadlines, engage regularly in class discussions and activities, and treat other members of the class with courtesy and respect. Please be respectful of others by avoiding disruptive behaviors such as side conversations, cell phone or laptop use, arriving late, and/or leaving early, etc.

**How do I find out about my grade?**

All grades will be posted in Canvas. Check your grades on Canvas. Please do not ask your instructor.

## **Assessment: Grade and Attendance Policy**

### **Grading scale:**

<b>GRADE</b>	<b>PERCENTAGE</b>
<b>A</b>	<b>90-100</b>
<b>B+</b>	<b>87-89</b>
<b>B</b>	<b>80-86</b>
<b>C+</b>	<b>77-79</b>
<b>C</b>	<b>70-76</b>
<b>D</b>	<b>60-69</b>
<b>F</b>	<b>Below 60</b>

### **Attendance and in-class participation (5%)**

Each student is required to attend all class meetings. Non-attendance does not constitute withdrawal from this course. It is the student's responsibility to complete the withdrawal forms by the appropriate date.

### **Discussion Board Posts (10%)**

Using the Discussion Board tool in Canvas, students will respond to writing prompts following the reading assignments for each unit. Students will provide an initial response to each prompt as well as respond to two other participants.

### **Leadership Journal (15%)**

For each unit, students will keep an active leadership journal. In it, at least 2 or 3 for the readings, TED Talks, or other materials from that unit should be specifically covered when answering the journal entry prompt.

### **Quizzes (30%)**

Each unit of the Leadership Development Studies curriculum includes a quiz that covers that unit's readings, TED Talks, podcasts, and/or videos. Quiz questions are multiple choice or True/False. Select the MOST CORRECT answer for each question.

### **Leadership Research Project (40%)**

You will use what you are learning in this class to research and solve real-world challenges facing your college and community in your field of study. Utilizing your leadership skills to turn that research into a plan of action by creating a project or event that meets a specific need in your area of interest. This will

involve five parts: Identify a question of need and/or interest, Academic research related to your question, Project goals identified by the research, Implementation of a leadership role of the project's goals, and the Conclusion of your project with a reflection of the impact of the project.

**Make-up policy:** No make-up work will be given unless there is an emergency or prior approval has been given by the instructor. In such an event, you must notify your professor before the exam or item is due unless the emergency prohibits it and you will be asked to bring proof of the emergency. A make-up exam must be taken within one week of the original exam date unless the emergency prohibits it. While you do not need to disclose personal details, let your professor know as soon as possible if something is preventing you from participating online or completing work.

**Disclaimer:** The Instructor reserves the rights to make any changes to these policies and procedures as well as the course outline as deemed necessary.

### **Course Schedule/Outline:**

#### Course Schedule

Week: Dates	Unit
<b>1: 1/9</b>	Course overview, introductions
<b>2: 1/16</b>	Academic Research
<b>3: 1/23</b>	Research Leadership Project
<b>4: 1/30</b>	Unit 1 - Developing a Personal Leadership Philosophy
<b>5: 2/6</b>	Interview Community Leader
<b>6: 2/13</b>	Unit 2 - Leading by Serving
<b>7: 2/20</b>	Unit 3 - Ethical Leadership
<b>8: 2/27</b>	Unit 4 - Articulating a Vision
<b>9: 3/6</b>	Unit 5 - Building a Team
<b>10: 3/13</b>	Unit 6 - Leading with Goals
<b>11: 3/20</b>	Unit 7 - Making Decisions
<b>12: 3/27</b>	Unit 8 - Guiding Through Conflict
<b>13: 4/3</b>	Unit 9 - Realizing Change
<b>14: 4/10</b>	Unit 10 - Empowering Others
<b>15: 4/17</b>	Community Leader Presentations
<b>16: 4/24</b>	Leadership Project Presentations
<b>Finals: 5/1-4</b>	<b>Leadership Project Due 5/1 @ 3:30 pm</b>

**This schedule is subject to change at instructor's discretion.**

## CF ACADEMIC CALENDAR

### Spring 2023

Academic Calendar

<b>Classes Begin</b>	<b>Jan. 9, 2023</b>
Schedule Change Period (Drop/Add)	Jan. 9-11
Schedule Change Period (Drop only)	Jan. 13
Last Day for a refund	Jan. 13
<b>Martin Luther King Jr. Holiday</b>	<b>Jan. 16</b>
Class Schedule Posted on the Web (Summer 2023)	.Feb 20
Priority Registration Begins (Spring 2023)	Mar. 8
Fall A Classes end	Feb. 28
<b>Faculty Professional Development Day ( No classes before 4:30, Classes after 4:30 Meet)</b>	<b>Feb. 14</b>
Fall B Classes begin	Mar. 6
Graduation Application in MyCF	Mar. 20
Last Date to withdraw with a "W"	Mar. 31
<b>Spring Break (College is closed)</b>	<b>Mar. 13-Mar. 19</b>
Classes End	Apr. 30
Final Exams	Apr. 28-May 4
Graduation	May 11
Grade Reports to Registrar by 10am	May 8

**Classes Begin Summer 2023**

**May. 15**

**What if I need to email my instructor?**

Make sure you send email from your Patriots Mail account.

Below is a template for you to utilize:

Dear Professor \_\_\_\_\_, be sure their name is spelled correctly

I have looked on Canvas, reviewed the syllabus, and asked a classmate, but I couldn't find the information.  
My question is \_\_\_\_\_ . Indicate your question/concern here.

Thank you in advance for your assistance.

Sincerely,

Your full name here

Class name, time, and day (it's very important to identify in which class you are enrolled)

## College Policies, Important Dates, and Campus Resources

(Dates are for SP 2023)

You can link directly to a section of this document by clicking on the word in this Table of Contents

Policies	Important Dates	Support/Services
<a href="#">Academic Integrity</a>	<a href="#">Priority Registration</a>	<a href="#">Canvas/Distance Learning Help</a>
<a href="#">Attendance Policy</a>	<a href="#">Withdrawal</a>	<a href="#">Accessibility Services</a>
<a href="#">Attendance Verification for Financial Aid</a>		<a href="#">Early Support Program</a>
<a href="#">Classroom Decorum</a>		<a href="#">Library Resources</a>
<a href="#">Equal Access</a>		<a href="#">Counseling Services</a>
		<a href="#">Student Assistance Program</a>
		<a href="#">Testing Assistance</a>
		<a href="#">Tutoring</a>

**Academic Integrity** – Academic dishonesty (such as plagiarism or cheating) will not be tolerated and will result in disciplinary action under the Code of Student Conduct. Cases of academic dishonesty will be referred to a mandatory, two-hour Academic Integrity Seminar, which includes a fee (see [Student Handbook \(Links to an external site\) \(Links to an external site.\) \(Links to an external site.\)](#)). Failure to attend the Academic Integrity Seminar will result in the assignment of a final course grade of “FF” on the student’s transcript, denoting course failure due to a violation of the college’s Academic Integrity policy. For a better understanding of academic integrity and ethical writing practices, please see [The Office of Research Integrity’s Guide to Ethical Writing \(Links to an external site.\) \(Links to an external site.\) \(Links to an external site.\)](#) or the CF Library’s [Academic Integrity \(Links to an external site.\) \(Links to an external site.\) \(Links to an external site.\)](#) guide.

**Attendance Policy** - Regular, punctual class attendance is the responsibility of every student who enrolls at the College of Central Florida. The institution is committed to enforcing the attendance policy because attendance helps students achieve their educational objectives. The documentation of student absences will begin the first day of class, regardless of when the student registers. When a student has a legitimate

reason for being absent, the instructor has the option of permitting the student to make up work missed and may require an explanation for the absence. The college reserves the right to evaluate individual cases of nonattendance. See the [Student Handbook \(Links to an external site.\) \(Links to an external site.\) \(Links to an external site.\)](#), Policy Manual and Administrative Procedures.

**Attendance Verification for Financial Aid** – Attendance verification is submitted each semester, generally in the third week of the term. Federal Student Aid requires that attendance is based on academic attendance or attendance at an academically-related activity. Your attendance is verified based on the assignments identified in your **course syllabus**.

**Canvas/Distance Learning Help** – This course uses Canvas to post course materials. Go to [MyCF \(Links to an external site.\) \(Links to an external site.\) \(Links to an external site.\)](#) [Links to an external site.](#) (mycf.cf.edu/ICS/), login, click on the Academics tab, and follow the link to Go to Canvas. If you are not familiar with Canvas, you can access a self-tutorial by hovering over the Courses tab in Canvas and clicking on the Getting Started in Canvas course. Additional Canvas tutorials can be found under the help menu in Canvas. If you have any questions or encounter any problems logging on to Canvas or within the system, contact the Distance Learning Help Desk Monday through Friday, 8 a.m.-4:30 p.m. (Fall and Spring hours), or Monday through Thursday, 8:00 a.m.-4:30 p.m. (summer hours), at [dlhelp@cf.edu](mailto:dlhelp@cf.edu) or at 352-854-2322, ext. 1317. You can also use the 24/7 Canvas help desk by clicking the Help link in Canvas.

**Classroom Decorum** – Disruptive behavior will not be tolerated. Disruptive students will be asked to leave the classroom. Continuous disruptive behavior will result in withdrawal from the course and disciplinary action under the Code of Student Conduct (see [Student Handbook \(Links to an external site.\) \(Links to an external site.\) \(Links to an external site.\)](#)).

**Accessibility Services for Students with Disabilities** – To ensure students have equal access to educational opportunities here at the College of Central Florida, students with a medical, sensory, physical, psychological, and/or cognitive disability are encouraged to register with the Office of Accessibility Services (ACC) and request an application. If eligible, Disability Services will help facilitate approved accommodations for you. **Please do this as soon as possible to ensure that such accommodations are implemented in a timely fashion for your academic success.** The Office of Accessibility Services is located in Building 5, Room-204, on the Ocala Campus. For more information email Accessibility Services webpage at [disability@cf.edu](mailto:disability@cf.edu), or call 352-873-5800, ext. 1209 or 1395 for further information.



**Early Support Program (ESP)** – The College of Central Florida is committed to helping you succeed and achieve your academic, personal and career goals. One of the ways we can accomplish this goal with you is through an Early Support Program. Our philosophy, based on extensive research and practice, is that when students are connected early to resources and support systems on campus they are more likely to stay in classes, perform better in those classes, and complete their path more quickly. Therefore, you might be contacted by your First Year Success Specialist, program Advisor and/or other resources on our campus if there is a time during the semester your professor or other campus staff personnel feel it would be beneficial to your continued success. The course instructor is always your first point of contact for any concerns that affect your success or with course content, you are encouraged to first go to your faculty member to discuss those issues. You will be notified of any concerns through a direct reach out from your professor and/or an email from the ESP system. The college ESP team will then connect you with other areas on our campus to help develop a network of support for you.

**Continuous Notice of Nondiscrimination**– College of Central Florida offers equal access and opportunity in employment, admissions and educational activities. The college will not discriminate on the basis of race, color, ethnicity, religion, gender, pregnancy, age, marital status, national origin, genetic information, sexual orientation, gender identity, veteran status or disability status in its employment practices or in the admission and treatment of students. Recognizing that sexual harassment constitutes discrimination on the basis of gender and violates this policy statement, the college will not tolerate such conduct. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Dr. Mary Ann Begley, Director of Diversity and Inclusion – Title IX Coordinator, Ocala Campus, Building 3, Room 117H, 3001 S.W. College Road, 352-291-4410, or [Equity@cf.edu](mailto:Equity@cf.edu).

**Library Resources** –The CF Library provides access to scholarly journals, databases, and more. Reach out to the Library for help with assignments requiring library resources, searching for scholarly articles, and for help citing sources. Access the library catalog at [library.cf.edu](http://library.cf.edu) ([Links to an external site.](#)) ([Links to an external site.](#)) [Links to an external site.](#), or contact the Ocala campus library ([library@cf.edu](mailto:library@cf.edu), 352-854-2322 x1345) or the Citrus campus library ([citruslb@cf.edu](mailto:citruslb@cf.edu), 352-249-1205) with questions. For more information, visit the Library's website, [cf.libguides.com](http://cf.libguides.com), or visit us in person at the Ocala library (Building 3, 2<sup>nd</sup> floor) or Citrus library (Building C2, Room 202). You can also chat with a CF Librarian during business hours via the Library's website or at the Library catalog/Library Search, [library.cf.edu](http://library.cf.edu) ([Links to an external site.](#)) ([Links to an external site.](#)) [Links to an external site.](#).

- **Course reserves:** Course textbooks and/or supplemental course material may be on reserve at the Library, in print and electronically. Please email the library, [library@cf.edu](mailto:library@cf.edu), to inquire. For more information on course reserves, visit the library website at [cf.libguides.com](http://cf.libguides.com).

**Counseling Services** — Professional on-site counseling services are available for all CF students who are experiencing anxiety, depression, and other personal or life issues that could affect their school, job, relationships, or their home lives. This confidential resource is for all college students who want to achieve their endeavors. The Counseling Department is located in **Building 5, Office 204B**. For more information about Counseling, call 352-854-2322, Ext. 1286 or Ext. 1580. You can also email [counseling@cf.edu](mailto:counseling@cf.edu).

**Student Assistance Program** — The CF Student Assistance Program (SAP) is a confidential resource for assisting students who may have personal problems which could affect their school, work, or home lives. SAP provides early intervention and professional assessment and counseling to best meet the needs of the student. Services are free to all active CF students. The SAP is managed by Bay Care Life Management, a health management organization. A student can call a toll-free helpline at 1-800-878-5470 during regular business hours Monday through Friday from 8:30 a.m.-5 p.m. For crisis situations after hours, on weekends, or holidays a student can call the same number and the therapist on duty will be paged and will promptly respond to the call. CF also has a counseling office where students may receive free confidential professional counseling. **Call 352-854-2322, Ext. 1580, email [counseling@cf.edu](mailto:counseling@cf.edu), or visit the counseling office at the Bryant Student Union, building 5 room 204.**

**Testing Assistance** – Make-up tests and/or tests for students with course exams to be taken online and requiring proctoring will primarily be taken via Honorlock proctoring using a webcam and microphone. At this time, the cost is less than \$5 per assessment or \$10 per course.

Alternative testing on campus is available based on the following guidelines.

- The majority of students with course exams to be taken online with required proctoring will take the exam at a quiet, private location of their choice using a computer, webcam, and microphone. Photo ID is required for Honorlock testing. The college-issued ID works best with the technology.
- If students do not have access to a computer and/or webcam and microphone, they may use the walk-in, first-come, first-served service located in Building 7, room 106, (Math Lab) Monday-Thursday, 8:00 a.m.-4:30 p.m. using Honorlock and a computer, webcam, and microphone provided by the college in this testing area. Photo ID is required for Honorlock testing. The college-issued ID works best with the technology.
- If students are unable to take a test requiring proctoring via Honorlock, they may take the test at the Ocala, Citrus, or Levy Testing Centers after making an appointment. Disability Services students are encouraged to make an appointment and test with one of the CF Testing Centers. Testing Center hours are located at [edu/testing\(Links to an external site.\)\(Links to an external site.\)\(Links to an external site.\) Links to an external site..](#)
  - Your instructor is required to make advanced preparations before you schedule your exam, so contact your instructor at least one week in advance regarding testing assistance.

- Register for all testing that you plan to schedule in one of the CF testing centers by creating a CF username and password for the testing center. This can be done at home or the testing center; the link is [edu/MyTests\(Links to an external site.\)\(Links to an external site.\)\(Links to an external site.\)](#). This is required to take any test at a CF testing center and needs to be created only once. The username and password created will be used for all tests taken at any of the CF campus testing centers.
- The Ocala Testing Center is located on the second floor of the Bryant Student Union Building 5, Room 205. Appointments are required. For information on making an appointment, visit the testing center website [edu/testing\(Links to an external site.\)\(Links to an external site.\)\(Links to an external site.\)](#).
- The Citrus Campus Testing Center is located in C4-109. Appointments are required. For information on making an appointment, visit the testing center website [edu/testing.\(Links to an external site.\)\(Links to an external site.\)\(Links to an external site.\)](#)
- The Levy Testing Center is located on the first floor. Appointments are required. For information on making an appointment, visit the testing center website [edu/testing.\(Links to an external site.\)\(Links to an external site.\)\(Links to an external site.\)](#)
- Please allow the testing center up to 24 hours for a response Monday through Friday during the fall and spring semesters. During the Summer term, Monday through Thursday allow up to 48 hours for an acknowledgment of your request. Scheduled holidays and/or emergencies such as hurricanes will extend the response time.
- Valid photo ID is required for testing.

**Exams required for program entry or specific program requirements in health sciences, criminal justice, business, technology, and career and technical education (e.g., industry certification exams, Certiport, TEAS, PERT, Wonderlic, etc.) will continue to be given primarily only in one of the CF Testing Centers.**

**Tutoring** – All Learning Support Centers give CF students access to computers, printers, Wi-Fi and charging stations. CF offers tutoring in a variety of venues and areas of study. Whether it's math, writing, anatomy or more, our tutoring centers offer flexible schedules to meet your needs. Email [tutoring@cf.edu](mailto:tutoring@cf.edu) for more information. CF students can receive free tutoring online through Smarthinking, a live tutoring platform that is available 24 hours, 7 days per week. You can access Smarthinking through Canvas.

**Ocala Tutoring Hours:**

- **Fall:** M - TH 7:30 a.m. - 9:00 p.m.; F 7:30 a.m. - 4:30 p.m.; Saturday 10:00 a.m. - 5:00 p.m.
- **Spring:** M - TH 7:30 a.m. - 9:00 p.m.; F 7:30 a.m. - 4:30 p.m.; Saturday 10:00 a.m. – 5:00 p.m.
- **Summer:** M - TH 8:00 a.m. - 6:00 p.m.

**Citrus Tutoring Hours:**

- **Fall:** M - TH 8:00 a.m. - 7:00 p.m.; F 8:00 a.m. - 4:30 p.m.
- **Spring:** M - TH 8:00 a.m. - 7:00 p.m.; F 8:00 a.m. - 4:30 p.m.
- **Summer:** M - TH 8:00 a.m. - 4:30 p.m.

**Levy Tutoring Hours:**

- **Fall:** M - F 8:00 a.m. - 4:30 p.m.
  - **Spring:** M - F 8:00 a.m. - 4:30 p.m.
  - **Summer:** M - TH 8:00 a.m. - 4:30 p.m.
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**Priority Registration Dates – This is when to register for next semester.**

Registration is conducted by a process called **Priority Registration**. Those students who have earned hours may register ahead of those who have not earned hours or who have fewer earned hours.

This process provides opportunities for those students who are closer to graduation to enroll in classes before students with fewer numbers of earned credit hours. This ensures that students have an opportunity to register for the courses they need to be able to graduate on time before the courses are filled.

The enrollment process for the next semester begins **early** in the current semester. It is important that you know your priority registration date and have your course choices planned out prior to that date.

Priority registration is also available to those students made eligible through the Disability Services office.

**If you are not sure in which courses you need to enroll or how to use the online registration system, it is highly recommended that you schedule an appointment with your academic advisor early in the current semester.**

It is important that you register for the upcoming semester courses as soon as your **Priority Registration** date opens in order to get the correct courses & scheduled times that you will need for your degree and major.

**Add/Drop period:**

- Spring A — Jan. 9-10
- Spring B — Mar. 6-7
- Spring C — Jan. 9-11

**Drop only:**

- Spring A — Jan. 11
- Spring B — Mar. 8
- Spring C — Jan. 12-13

**Last date for a refund:**

- Spring A — Jan. 11
- Spring B — Mar. 8
- Spring C — Jan. 13

**Last day to withdraw with a “W”:**

- Spring A — Feb. 10
- Spring B — Apr. 18
- Spring C — Mar. 31

Students should be alerted to the following:

- 1) Withdrawals do not count in the CF GPA, but may not be viewed favorably at the university level.
- 2) Withdrawals may negatively impact a student’s financial aid eligibility.
- 3) A withdrawal counts as an attempt under the forgiveness/withdrawal policy and the course repeat policy.
- 4) There are increased costs to take the course on the third attempt (full cost of tuition, same as out-of-state rate).
- 5) There may be a reason a withdrawal request may be denied.

Please see the College’s withdrawal procedures.

**Withdrawal** – If you want to withdraw from a class, you must fill out the necessary forms and have them signed by the appropriate parties. If you just stop coming to class after the posted drop date, you might receive the grade of F.

If you feel ill, please stay home and contact your faculty members as soon as possible. Additionally, please refer to the individual course syllabi for information regarding make-up/missed assignments policies for your individual courses. While Covid-19 can be life-threatening, other illnesses such as the “regular” seasonal flu can result in major interruptions in your education and life outside of school. Please do not pass on any illnesses, no matter how minor they seem at the time.