

WASHBURN UNIVERSITY
The Leadership Institute

LE 350: Leadership Practicum Experience

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Course Objectives

The Leadership Practicum Experience is intended to be a challenging project designed to incorporate the knowledge and experience the student has obtained in his or her previous leadership courses and experiences. The primary objective of LE350 is for students to gain practical leadership experience, building on the educational aspects of leadership taught in prior courses.

Upon completion of this course, students should be able to:

1. Critique and analyze the concept of leadership.
2. Recognize and demonstrate mastery of the skills and abilities necessary for effective leadership.
3. Convert leadership theory into action.
4. Observe and evaluate leadership in a variety of contexts.

Course Method

It is expected that by the time students enroll in LE 350 he or she will have developed a level of responsibility that equates with the freedom and independence provided with a practicum experience; as such, **the student should be able to self-manage in order to understand and meet all requirements and deadlines of the LE 350 course.** The requirements are noted below and outlined very clearly in the semester schedule in this syllabus.

Requirements

Students must complete several practicum project milestone reports, consisting of the following elements:

- Project Proposal Paper
- Leadership Reflection Report
- Project Completion Report
- Final Presentation
- Meeting Attendance / Administrative Requirements (timeliness)
- Program Assessment Completion (Socially Responsible Leadership Scale)

Washburn Transformational Experience (WTE)

Students should perform the following actions in order to ensure that they receive credit for the Washburn Transformational Experience upon completion of LE 350:

- Complete the online 'Declaration' for the WTE during the first week of the semester;
- Complete the online 'Activity Plan' for the WTE when the Project Proposal is submitted;
- Complete the online 'Completion Report' for the WTE after the final report/presentation.

Course Assignments

Each student must attend established meetings with the instructor, complete and submit every course assignment, and fulfill all administrative requirements. Failure to complete and submit each and every course assignment will result in a failing course grade.

Each of the assignments is included as a course requirement to contribute one or more of the following: 1) an opportunity to ponder and evaluate various concepts of leadership that have already been learned, but are now being experienced; 2) an opportunity to contribute your insights about leadership to the collective learning experience of all the students; 3) an opportunity to clarify and refine *your* concept of leadership for yourself, as you apply what you have learned and receive explicit and/or implicit feedback regarding effective and ineffective leadership action; and 4) an opportunity for the instructor to evaluate individual student learning for course grading purposes. Leaders must be able to express themselves verbally, but also clearly and persuasively articulate their thoughts and perspective in writing. The intention of these assignments is to provide students both mediums to display their critical thinking skills.

All requirements and deadlines are listed in the semester schedule at the end of this syllabus. Below is a brief description of the written reports and final presentation:

Project Proposal Paper

- Students will provide an outline of the internship opportunity: name and location of organization, name of project supervisor, discussion of project requirements, and timeline of work activities (to ensure it can be completed during the course time period).
- Most importantly, the student will describe why this fits the requirements of the practicum; specifically, how will this project be an opportunity for the student to influence positive change for the organization or individual he or she is working for.
- The length of this proposal is 3-5 pages.

Leadership Reflection Report

- Students will revisit prior leadership experiences and academic work in a reflection of their growth and development as a leader throughout their Washburn Leadership Experience (7-10 pages).
- Students will be provided with their:
 - Personal Leadership Puzzle from LE 100
 - Personal Code of Ethics from LE 200
 - Various forms of feedback that have been provided to them during their Washburn tenure as a student.

It is expected that the student will reflect on five elements of their leadership journey at Washburn:

- 1) Review and update of their LE 100 Personal Leadership Puzzle;
- 2) Review and update of their LE 200 Personal Code of Ethics;
- 3) Reflect on experience in LE 300 with community partner and associated project;
- 4) Incorporate new learning from #1 - #3 above to answer the question: How will you continue to develop yourself as a leader & prepare yourself for leadership opportunities after WU?

Project Completion Report (and Final Presentation)

- This will be a summary of:
 - The results of the practicum project:
 - How it influenced positive change, and
 - What the student learned about being a leader as well as leadership overall.
- Students will:
 - Summarize the progression of their project and/or experience
 - Identify any issues faced, and
 - Discuss alternatives considered as well as the final recommendations for resolution of the issues.
- Most importantly, students will:
 - Provide reflections on their observations of leaders and leadership (of themselves and others), utilizing leadership theories and concepts learned from LE 100-300.
- Students should also incorporate their learning about their personal leadership growth and development as evaluated in their Leadership Reflection Report.
- The final report will be 8-10 pages.

Assignment Due Dates

All written course assignments are due by email on the date specified in your Spring 2016 Schedule (see below). Late submissions will be penalized a letter grade for each day late.

General Formatting Guidelines

All written assignments are to be concisely written and professionally packaged using APA format (5th ed. – see link). Grammar, sentence structure and content will be equally evaluated. Each written assignment should include some identification information on every page, including: your name; identification of the assignment, and page number. As you add additional pages, the header information should be carried throughout the paper automatically. Assignments are due at the beginning of class, and **will not be accepted late for full credit** (see policy above).

Grading Basis

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|---|-----|
| • Project Proposal | 18% |
| • Leadership Reflection Report | 18% |
| • Project Completion Report | 18% |
| • Final Presentation (LE100/200, Showcase or Day of Transformation) | 18% |
| • Attendance at Meetings / Administrative Requirements (timeliness) | 18% |
| • Practicum Supervisor Grade (5% midterm, 5% final) | 10% |

Grading Policy

Your course grade will be determined by the following scale: “A” for at least 90%; “B” for at least 80%; “C” for at least 70%; “D” for at least 60%; and “F” for less than 60%. Grades for writing assignments will be weighted as follows: content (ideas, information, concepts, etc. —75%; mechanics/style (sentence construction, punctuation, paragraph construction, etc.—25%).

Spring 2016 Schedule

Assignment and Administrative Requirements and Due Dates

Internship Application and Contract	TBD
WTE Declaration	TBD
Initial Meeting with Dr. Gleason	TBD
WTE Activity Plan	TBD
Project Proposal Paper	TBD
Leadership Reflection Paper	TBD
Internship Midterm Evaluation	TBD
WTE Completion Request	TBD
Project Completion Report	TBD
Internship Evaluation – Student	TBD
Internship Evaluation – Sponsor*	TBD
Draft final presentation	TBD
SRLS Post-Test	TBD
Final meeting with Faculty Member	TBD

*It is the student's responsibility to ensure the sponsor provides an practicum evaluation

Final Presentation Opportunities

LE300:

LE200:

LE100:

LE100:

UNIVERSITY ADDITIONS – COURSE SYLLABUS

Mission of the University:

Washburn University enriches the lives of students by providing opportunities for them to develop and to realize their intellectual, academic, and professional potential, leading to becoming productive and responsible citizens. We are committed to excellence in teaching, scholarly work, quality academic and professional programs, and high levels of faculty-student interaction. We develop and engage in relationships to enhance educational experiences and our community. *Washburn University Board of Regents, 2010*

Definition of a Credit Hour:

For every credit hour awarded for an undergraduate course, the student is typically expected to complete approximately one hour of classroom instruction, online interaction with course material, or direct faculty instruction and a minimum of two additional hours of student work each week for approximately 15 weeks for one semester or the equivalent amount of work over a different amount of time.

Notice of Non-Discrimination/Safe Educational Environment:

The University prohibits discrimination on the basis of race, color, religion, age, national origin, ancestry, disability, sex, sexual orientation, gender identity, genetic information, veteran status, or marital or parental status. The following person has been designated to handle inquiries regarding the non-discrimination policies: Dr. Pamela Foster, Equal Opportunity Director/Title IX Coordinator, Washburn University, 1700 SW College Ave, Topeka, Kansas 66621, 785.670.1509, eodirector@washburn.edu.

Harassment & Discrimination

The University is required by federal laws to address complaints of discrimination and harassment. Faculty are considered responsible employees and as responsible employees, are required to report an incident of discrimination, sexual harassment, or sexual violence to Dr. Pam Foster. A faculty member is only required to report the name of the complainant, but may report more information at his or her discretion. A class assignment **WILL NOT** trigger an investigation or a report to Dr. Foster. Students and employees may file complaints with the Equal Opportunity Director/Title IX Coordinator, Dr. Pam Foster. <http://www.washburn.edu/statements-disclosures/equal-opportunity/how-to-file-a-complaint.html> or with Washburn University Police at 785-670-1509.

Confidential Resources

On campus, University Counseling Services offers free, confidential counseling to students on any topic, including experiences with sexual assault or relationship violence. Any information shared in a counseling session will be kept confidential and only revealed with a student's permission. Other on and off-campus resources are found here: http://www.washburn.edu/statements-disclosures/equal-opportunity/files/Resources_2014.pdf

Academic Misconduct Policy:

All students are expected to conduct themselves appropriately and ethically in their academic work. Inappropriate and unethical behavior includes (but is not limited to) giving or receiving unauthorized aid on examinations or in the preparation of papers or other assignments, or knowingly misrepresenting the source of academic work. Washburn University's Academic Impropriety Policy describes academically unethical behavior in greater detail and explains the actions that may be taken when such behavior occurs. For guidelines regarding protection of copyright, consult <http://www.washburn.edu/copyright>. For a complete copy of the Academic Impropriety Policy, contact the office of the Vice President for Academic Affairs, Bradbury Thompson Alumni Center Suite 200, or go on-line to: <http://www.washburn.edu/academic-impropriety>.

Student One Stop (S.O.S.):

The Student One Stop is the place where students can take care of a range of matters related to admissions, financial aid, student records/registration, and student accounts. The S.O.S. incorporates the front office services of the Admissions Office, Business Office, Financial Aid and the Registrar in one convenient location. Stop in the Morgan Hall Welcome Center and visit with a University Service Advisor for assistance or give us call us at (785) 670-2162. You can also email us at sos@washburn.edu. More information can be found at www.washburn.edu/sos

Student Health and Counseling Services (Located in Morgan Hall Room 140, 785-670-1470):**Student Health**

Student Health Services (SHS) provides support for students experiencing challenges with learning and adapting to university life. SHS offers urgent care for illness and injury; sports, school, and travel abroad physicals (including TB testing); well woman exams; STD and pregnancy testing; immunizations/vaccinations; and care of chronic illness. Services are provided by Board Certified Advanced Practice Registered Nurses (APRN) who collaborate with WU Student Counseling Services and physicians in the Topeka area. More information can be found at <http://www.washburn.edu/health>

Counseling Services

Licensed mental health professionals are available in the Counseling Services' office for personal, academic, and mental health support. This is accomplished by providing a variety of counseling services as well as resources and referrals to students. More information can be found at <http://www.washburn.edu/counseling>

Student Services (Located in Morgan Hall Room 105, 785-670-1629):**Student Services - Disability Services:**

The Student Services Office is responsible for assisting in arranging accommodations and for identifying resources on campus for persons with disabilities. Qualified students with disabilities must register with the office to be eligible for services. The office MUST have appropriate documentation on file in order to provide services. Accommodations may include in-class note takers, test readers and/or scribes, adaptive computer technology, brailled materials. Requests for accommodations should be submitted at least two months before services should begin; however, if you need an accommodation this semester, please contact the Student Services Office immediately.

Students may voluntarily identify themselves to the instructor for a referral to the Student Services Office.

Student Services - Military Withdrawals:

Students who are called to active duty and must withdraw from classes as a result should contact the Director of the Student Services Office, Morgan Hall, Room 105, phone 785-670-1629, or email jeanne.kessler@washburn.edu.

Location: The Student Services Office, Morgan Hall, Room 105

Web: <http://www.washburn.edu/student-services>

Phone: 785-670-1629

E-Mail: student-services@washburn.edu

Center for Student Success:

As a Washburn student, you may experience challenges with motivation, study habits, time or money management, balancing school/life, getting involved, or choosing a major and classes. The Center for Student Success (Office of Academic Advising, University Tutoring and Writing Center, First-Year

Experience, and Prior Learning and Testing) is available to help students either directly through academic advising, mentoring, testing and developing learning strategies or by identifying the appropriate University resource. If you feel you need someone with whom to discuss an issue free of charge, contact the center at 785-670-1942, advising@washburn.edu, or visit Mabee Library, Room 201.

Withdrawal Policy:

During fall and spring semesters, students may go online and withdraw from full semester courses through the second week of class with no recorded grade. From the third through the eleventh week a “W” is recorded for any dropped course. After the eleventh week, there are NO withdrawals, and a grade will be assigned for the course. These deadlines will be different for short-term, out-of-sequence, or summer courses. To view the deadline dates for your courses visit the “Last Day” Deadlines web page at: <https://www2-prod.washburn.edu/self-service/coursedates.php> Depending on the timing of the request to withdraw from a course, students may be eligible for a full or partial refund. Information regarding tuition refunds is available at <http://www.washburn.edu/current-students/business-office/tuition-refunds.html> Please note: tuition refund amounts and deadlines are changing effective Fall 2014. In addition, depending on the timing of the request to withdraw from a course, students may be responsible for repaying all or a portion of their financial aid. **Students who do not attend their courses and fail to officially withdraw themselves will receive a grade of “F” and may also be required to repay all or a portion of their financial aid based on their non-attendance.** For further information, contact the Financial Aid Office at 785.670.1151 or e-mail financialaid@washburn.edu.

Attendance/Administrative Withdrawal:

Although it is the student's responsibility to initiate course withdrawals, an instructor, after due notice to the student, may request withdrawal of the student from a course because of nonattendance through the same date as the last day a student may withdraw from a course. This would NOT absolve the student of financial responsibility for tuition/fees for the course in question. The inclusion of this information in the course syllabus is considered due notice.

Official E-Mail Address:

Your Washburn University e-mail address will be the official address used by the University for relaying important messages regarding academic and financial information and the University will consider this your official notification for important information. It may also be used by your instructors to provide specific course information. If you prefer to use an alternate e-mail address to receive official University notices you can set a forwarding address in the Outlook Web App by following the steps below.

Outlook Web App: Set Forwarding Address

1. Go to <http://outlook.washburn.edu>
2. Sign in
3. Click the **Gear** in the upper right
4. Choose **Options**
5. Select **Forward your email** from the list on the left
6. In the lower portion of the screen, **enter the email address** to which you want to forward all your email.
7. Click the **start forwarding** button

It is your responsibility to ensure that your official e-mail box does not exceed your message quota resulting in the inability of e-mail messages to be accepted into your mailbox.

Success Week:

Success Week for undergraduate students is designated as the five week days preceding the first day of scheduled final examinations each Fall and Spring semester. Success Week is intended to provide students ample opportunity to prepare for final examinations. For academic programs, the following guidelines apply:

A. Faculty are encouraged to utilize Success Week as a time for review of course material in preparation for the final examination. If an examination is to be given during Success Week, it must not be given in the last **three** days of Success Week unless approved by the Dean or Department Chair. Assignments worth no more than 10% of the final grade and covering no more than one-fourth of assigned reading material in the course may be given.

B. Major course assignments (extensive research papers, projects, etc.) should be due on or before the Friday prior to Success Week and should be assigned early in the semester. Any modifications to assignments should be made in a timely fashion to give students adequate time to complete the assignments.

C. If major course assignments must be given during Success Week, they should be due in the first **three** days of Success Week. Exceptions include class presentations by students and semester-long projects such as a project assignment in lieu of a final. Participation and attendance grades are acceptable.

The Success Week policy excludes make-up assignments, make-up tests, take-home final exams, and laboratory examinations. It also does not apply to classes meeting one day a week for more than one hour. All University laboratory classes are exempt from this policy.