

# COURSE CHANGE FORM

Complete 1a – 1f & 2a – 2c. Fill out the remainder of the form as applicable for items being changed.

**1. General Information.**

- a. Submitted by the College of: Agriculture Today's Date: 9/17/2010
- b. Department/Division: Community & Leadership Development
- c. Is there a change in "ownership" of the course? YES  NO
- If YES, what college/department will offer the course instead? \_\_\_\_\_
- d. What type of change is being proposed?  Major  Minor<sup>1</sup> (place cursor here for minor change definition)
- e. Contact Person Name: Dr. Lori Garkovich Email: lgarkov@uky.edu Phone: 7-7581
- f. Requested Effective Date:  Semester Following Approval OR  Specific Term<sup>2</sup>: \_\_\_\_\_

**2. Designation and Description of Proposed Course.**

- a. Current Prefix and Number: CLD 302 Proposed Prefix & Number: CLD 230
- b. Full Title: Leadership Studies Proposed Title: Intrapersonal Leadership
- c. Current Transcript Title (if full title is more than 40 characters): \_\_\_\_\_
- c. Proposed Transcript Title (if full title is more than 40 characters): \_\_\_\_\_
- d. Current Cross-listing:  N/A OR Currently<sup>3</sup> Cross-listed with (Prefix & Number): \_\_\_\_\_
- Proposed –  ADD<sup>3</sup> Cross-listing (Prefix & Number): \_\_\_\_\_
- Proposed –  REMOVE<sup>3,4</sup> Cross-listing (Prefix & Number): \_\_\_\_\_
- e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours<sup>5</sup> for each meeting pattern type.

Current:	<input checked="" type="checkbox"/> (3 hrs) Lecture	<input type="checkbox"/> Laboratory <sup>5</sup>	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion	<input type="checkbox"/> Indep. Study
	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	<input type="checkbox"/> Research	<input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____		
Proposed:	<input checked="" type="checkbox"/> (3 hrs) Lecture	<input type="checkbox"/> Laboratory	<input type="checkbox"/> Recitation	<input type="checkbox"/> Discussion	<input type="checkbox"/> Indep. Study
	<input type="checkbox"/> Clinical	<input type="checkbox"/> Colloquium	<input type="checkbox"/> Practicum	<input type="checkbox"/> Research	<input type="checkbox"/> Residency
	<input type="checkbox"/> Seminar	<input type="checkbox"/> Studio	<input type="checkbox"/> Other – Please explain: _____		
f. Current Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail		
Proposed Grading System:	<input checked="" type="checkbox"/> Letter (A, B, C, etc.)		<input type="checkbox"/> Pass/Fail		

<sup>1</sup> See comment description regarding minor course change. Minor changes are sent directly from dean's office to Senate Council Chair. If Chair deems the change as "not minor," the form will be sent to appropriate academic Council for normal processing and contact person is informed.

<sup>2</sup> Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

<sup>3</sup> Signature of the chair of the cross-listing department is required on the Signature Routing Log.

<sup>4</sup> Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

<sup>5</sup> Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting. Lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See SR 5.2.1.)

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g. Current number of credit hours: 3 Proposed number of credit hours: 3

h. Currently, is this course repeatable for additional credit? YES  NO

Proposed to be repeatable for additional credit? YES  NO

If YES: Maximum number of credit hours: \_\_\_\_\_

If YES: Will this course allow multiple registrations during the same semester? YES  NO

i. Current Course Description for Bulletin: From an overview of theories of leadership, leadership styles, and leader-follower relationships, the course moves to a consideration of other factors influencing contemporary leadership and management (e.g., conflict resolution, ethical decision-making, group processes). Readings, case study analyses, interviews with community and business leaders, and self-diagnostic inventories help students develop both conceptual and reality-based understandings of contemporary leadership.

Proposed Course Description for Bulletin: This course is designed to provide a foundation for individuals "to get to know themselves better" in the context of leadership. Examination of effective leader characteristics, personality traits, motivation, personal leadership vision and other concepts will encourage students to develop a better understanding of their own leadership skills and perspectives. In addition, students will determine their own personality style, and learn how to best use this style when leading others. Ultimately, this type of intrapersonal knowledge will serve as the building block for deeper exploration into the field of leadership.

j. Current Prerequisites, if any: Major standing or consent of instructor.

Proposed Prerequisites, if any: N/A

k. Current Distance Learning(DL) Status:  N/A  Already approved for DL\*  Please Add<sup>6</sup>  Please Drop

\*If already approved for DL, the Distance Learning Form must also be submitted unless the department affirms (by checking this box ) that the proposed changes do not affect DL delivery.

l. Current Supplementary Teaching Component, if any:  Community-Based Experience  Service Learning  Both

Proposed Supplementary Teaching Component:  Community-Based Experience  Service Learning  Both

3. Currently, is this course taught off campus? YES  NO

Proposed to be taught off campus? YES  NO

4. Are significant changes in content/teaching objectives of the course being proposed? YES  NO

If YES, explain and offer brief rationale:

For a long time CLD 302, Leadership Studies, was the only undergraduate leadership course offered by the Department of Community and Leadership Development. The curriculum revision in progress has re-structured the leadership component of the program so that the following courses are now being proposed: CLD 230, Intrapersonal Leadership Studies(a pre-major course); CLD 330, Interpersonal Skills for Tomorrow's Leaders (for majors only); CLD 430, Leading in Communities: Vision, Action, Change (for majors only); CLD 530, Fundamentals of Organizational Leadership (for majors only; also available for graduate students). The changes provide a revised leadership course for all students (CLD 230, no pre-requisites) as well as three additional courses for majors only which build on the foundation offered in CLD 230.

<sup>6</sup> You must also submit the Distance Learning Form in order for the course to be considered for DL delivery.

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## 5. Course Relationship to Program(s).

a. Are there other depts and/or pgms that could be affected by the proposed change? YES  NO

If YES, identify the depts. and/or pgms: \_\_\_\_\_

b. Will modifying this course result in a new requirement<sup>7</sup> for ANY program? YES  NO

If YES<sup>7</sup>, list the program(s) here: CLD

## 6. Information to be Placed on Syllabus.

a.  Check box if changed to 400G or 500.

If changed to 400G- or 500-level course you must send in a syllabus and *you must include the differentiation* between undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and/or (ii) establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

<sup>7</sup> In order to change a program, a program change form must also be submitted.

## COURSE CHANGE FORM

### Signature Routing Log

**General Information:**

Course Prefix and Number: CLD 230  
 Proposal Contact Person Name: Dr. Rick Maurer Phone: 7-7582 Email: rick.maurer@uky.edu

**INSTRUCTIONS:**

Identify the groups or individuals reviewing the proposal; note the date of approval; offer a contact person for each entry; and obtain signature of person authorized to report approval.

**Internal College Approvals and Course Cross-listing Approvals:**

Reviewing Group	Date Approved	Contact Person (name/phone/email)	Signature
<i>Dept. Faculty</i>	<i>8/20/10</i>	<i>Cary Hansen 7-7586 phansen@uky.edu</i>	<i>[Signature]</i>
<i>UCC-COA</i>	<i>10/29/10</i>	<i>Larry Grobar 71885 Larry.Grobar@uky.edu</i>	<i>[Signature]</i>
		/ /	
		/ /	
		/ /	

**External-to-College Approvals:**

Council	Date Approved	Signature	Approval of Revision <sup>8</sup>
Undergraduate Council	2/15/2011		
Graduate Council			
Health Care Colleges Council			
Senate Council Approval		University Senate Approval	

Comments:

<sup>8</sup> Councils use this space to indicate approval of revisions made subsequent to that council's approval, if deemed necessary by the revising council.

**CLD 230 Intrapersonal Leadership  
Fall 2011**

- Meeting times:** 11:00 – 12:15 pm. Tuesday and Thursday  
B 52 Garrigus
- Instructor:** Grace Gorrell
- Meeting Hours:** By appointment  
I don't have an office on campus but will be glad to set up a time to meet.  
\*If you need to leave something for me, my mailbox is on the 5<sup>th</sup> floor of  
Garrigus
- Email:** ggorrell@email.uky.edu
- Facebook:** You are welcome to become my friend
- Phone:** 1 859 619-7211

**Course Description**

- 1) The purpose of this course is to introduce you to the foundation of leadership by examining theories and models of leadership, considering critical leadership qualities, and developing a better understanding of your own leadership skills and perspectives.
- 2) You will determine your personality style and how to best use your style when leading others. Time will be spent exploring other's personality styles which is another key element in becoming a successful leader.
- 3) There is an expectation of individual responsibility for intellectual and personal growth as well as an expectation that we will share with each other our ideas and discoveries.

**By the end of the semester, you will be able to:**

- a) Learn the importance of developing leadership skills and understand the difference between leadership and management
- b) Learn how to determine what leadership style you should use with different individuals and in different situations
- c) Assess and describe your own personality and leadership style and the styles of others and how to use this information to become a stronger leader
- d) Conduct and summarize informational interviews;
- e) Demonstrate leadership in a service learning experience
- f) Work with others to define a task, assign responsibilities, and present your findings to others.
- g) Develop your own leadership point of view to help guide you in your future leadership experiences.

**Required Books:**

Maxwell, John C. The 21 Irrefutable Laws of Leadership: Revised and Updated. Thomas Nelson, 2007

Northouse, Peter G. Introduction to Leadership Concepts and Practices. Sage 2009

Carolyn Kalil & Don Lowry Follow Your True Colors to the Work You Love. True Colors, Inc. 2005

Donald Clifton StrengthsQuest Gallup Press, 2006 (2<sup>nd</sup> edition) **MUST BE NEW BOOK!!**

Book can be purchased on line at the Gallup bookstore for \$24.00. It has a code that you will have to use to go on line to take an assessment tool. If it is in an old book the code will not work.

<https://store.gallup.com/category/product/variant/272/StrengthsQuest.aspx>

## Grading

Activity	Points	Actual Pts earned	Due Date
True Colors assignment	100		Week 3
21 Laws paper	100		Week 7
Love Your Money	100		Week 8
Team Presentation from Northhouse Book	100		Weeks 9-10 (the day your team presents)
StrengthsQuest assignment	100		Week 10
Individual Leader Interview/paper	100		Week 13
Team Service Project	100		Day your team presents
In class reflection papers ** (approx. 10 x 10pts = 100)	100		Throughout the semester
Leadership Point of View	100		Week 14
<b>Total</b>	<b>1,000pts</b>		

Grading is as follows:

Reflection Paper	Possible pts	Actual pts
1.	10	
2.	10	
3.	10	
4.	10	
5.	10	
6.	10	
7.	10	
8.	10	
9.	10	
10.	10	
<b>Total</b>	<b>100</b>	

**\*\* A 10 point reflection will always be given on days we have an outside speaker**

**\*Extra credit will be given for special efforts in class and for outside of class opportunities**

A= 1000 - 900 pts      D= 699 – 600 pts.

B= 899 – 800 pts      E= 599 and below

C= 799 – 700 pts

**Class Schedule**

**Group 5 Presentations  
StrengthsQuest assignment due**

Week 1 Introductions and overview  
Begin reading True Colors

Week 2 True Colors  
Bring True Colors book to class!

Week 3 True Colors  
21 Irrefutable Laws  
**True Colors Assignment Due**

Week 11 TBA

Ethics

Week 12 Values

Week 13 TBA  
**Leader Interview Due**  
Goal Setting  
**Notebook Due**

Week 4 21 Irrefutable Laws  
Love Your Money Program

Week 5 21 Irrefutable Laws  
21 Irrefutable Laws

Week 14 **Final Class  
Leadership Point of View Due**  
Turkey Day / No class

Weeks 15/16 Service Projects

Week 6 One Minute Manager meets the  
Monkey  
StrengthsQuest

Week 7 StrengthsQuest  
**21 Laws Paper due**  
Green Dot Presentation

Week 8 Group One Presentations  
**Deadline for Love Your Money**  
Group Two Presentations  
**Mid Term Grades**

Week 9 Guest Speaker  
Group 3 Presentations

Week 10 Group 4 Presentations

**True Colors ( 100 pts)**

*This will be a two page handout that you will be allowed to take home to complete. More specifics will be given to you in class.*

**21 Irrefutable Laws application (100 pts)**

You will be given articles to review about some outstanding leaders and select 4 individuals to use for your assignment. After reviewing the articles about the 4 individuals you select you will have to identify one of the 21



Laws that you think each individual is practicing and why. You will also have to select one Law that you are currently practicing and why. It will focus on 4 different individuals and you. You must use a different law for each person. Your paper will be a minimum of 2 pages and a maximum of 3.

**Love Your Money (100 pts)** You will do an on line assessment that is has 7 different units to help you get a better understanding of how to manage your money better. An overview will be given in class before you go on line. For each unit you complete you will receive credit. These are not tests but assessments so you will get full credit for each unit you complete.

**StrengthsQuest (100 pts)** This is an awesome book and assessment tool! I am still tweeking this assignment and will provide you more information in class. You will go on line and take an assessment that will help identify where your strengths are! Your assignment will involve taking the assessment and a paper on how you can incorporate these strengths as a leader.

**In-class reflective/application writings ( 10 @ 10 pts each= 100 pts)** 10 unannounced times during the semester, I will assign an in-class reflection or application writing. These assignments will be handed out on a half-sheet of paper and you will write your answer on this half-sheet of paper and turn it in before you leave the classroom. Yes, this is my way of encouraging you to attend class. And, yes be careful because these points can be the difference between an A, B, or even a C or D sometimes! Just because you are in class doesn't guarantee that you will get the full 5pts.

**Team Work:** A key element in becoming a stronger leader is to have the ability to work successfully with teams. This semester you will be assigned to work with a team made up of 5 of your classmates. This team will work together on two different assignments: 1) Group Teaching Assignment 2) Community Service Project

**Group Teaching Assignment: (100 pts)** as they say "when you teach you learn!" This semester we are going to put this concept into action! When I asked previous students what they wished we would do more of in our class they said they liked it when classmates were in front teaching the material. So, this semester your team will be assigned a section from "Introduction to Leadership Concepts and Practice".

Your group will prepare and make a presentation to the class that will help classmates to be able to understand the concepts explained in the pages that you are assigned. More specific guidelines and a grading rubric will be distributed in class.

Your team will be evaluated on how well your presentation is prepared, how well your team worked together to divide and conquer tasks and if your team presented the materials in a way to keep your classmates engaged in the learning process. You will also do a peer evaluation. More details and a grading rubric will be given to you in class. A written paper is not required.

**Team Service project (100 pts)**

You will have the opportunity to put your new leadership skills into action when you participate in a community service project with your team members

Your team will identify a community service activity that will allow you to implement and observe some of the concepts that have been learned in class in the real world!

The team must work a minimum of 2 hours with the community service organization. The team will have an official meeting with Gorrell where they will discuss what was learned from the experience. This will be conducted like a business meeting with the team sitting around a table discussing their project with Gorrell. You will also be required to turn in a written paper that will be at least two pages in length and you will also be required to evaluate each of your peers. More details and a grading rubric will be given to you in class.

**Leadership Point of View: (100 pts)** More specifics will be given out in class. The end result will be you compiling what you have learned about your leadership style over the past semester and incorporating what you have learned into a 2 page paper about your personal leadership point of view.

**Notebook: (100 pts)** You will be given a list of documents that are required to be in your notebook. They will be assignments that you have already completed in class...ie Strengths assessment...results of other assessment tools, true colors info..etc. Near the end of the semester you will be asked to bring in the notebook for me to review and grade. It is my hope you will keep this notebook to reflect back on as you grow as a leader and your

life!

**Personal Interview with a Leader (100 pts)**

You will have the opportunity to interview an individual that you identify to be an outstanding leader. Specific guidelines and a grading rubric will be given to you in class. This can NOT be a relative or a peer. I HIGHLY recommend that you interview someone in the professional field that you hope to go into (but this is not required!) or an individual you are trying to develop a closer professional relationship with. More guidelines and a rubric will be given to you in class

**Length:** Paper will be a minimum of 2 pages and maximum of 3 pages

**The criteria for evaluating your papers will be**

- < **Content** - independence of thought, engagement with topic, insights, appropriate use of course concepts
- < **Words/Style (Choice & Arrangement)** - readable prose, clear communications, unambiguous sentences, appropriate choice of words
- < **Organization & Development** - logical progression of ideas, sense of closure, meaningful paragraphing, appropriate use of examples
- < **Scope** - did you address the components of the assignment completely?
- < **Clarity of presentation** - does the paper clearly explain the issue so that someone who did not know anything about the topic would understand the nature of policy choice, the debate over whether a risk of hazard exists, the types of arguments/evidence used, and your position?
- < **Adequacy of analysis** - do you provide sufficient analysis/evidence to support the answer you present?

**Other course information**

**Attendance and excused absences**

Attendance at scheduled classes and participation in class activities and discussions is at the heart of learning. While I will not take attendance, I expect you to attend and participate in classes unless you have a legitimate excuse. Please note, however, 10% of your grade for this course is based on reflective writings that are presented and completed in class. Only those with a written formal excuse for missing class as per University regulations will be permitted to make up an in-class writing assignment.

See the following website (<http://www.uky.edu/StudentAffairs/Code/part2.htm>) and specifically Section 5.2.4.2 Excused Absences for the University's policy on excused absences.

This section notes: "Students missing work due to an excused absence bear the responsibility of informing the instructor about their excused absence within one week following the period of the excused absence (except where prior notification is required), and of making up the missed work. The instructor shall give the student an opportunity to make up the work and/or the exams missed due to an excused absence, and shall do so, if feasible, during the semester in which the absence occurred."

**What is an "excused absence?"** According to S.R. 5.2.4.2 the following are acceptable as reasons for excused absences: serious illness; illness or death of family member; University-related trips; major religious holidays; and other circumstances the faculty member may find to be "reasonable cause for nonattendance."

**Submission of assignments and the consequences of late papers**

**Submission of in class assignments:** must occur at the time you leave the room for that class period that is due. For in class activities I will have given you a sheet of paper (or two) with the assignment on it and you will

complete the writing assignment on that piece of paper and turn it in. This is the only time that an in-class writing assignment can be turned in unless you have an excused absence.

**Submission of course work completed outside of class:** *A copy of your paper must be handed into me at the beginning of the class period when the paper is due. PLEASE SAVE a copy of your paper on your computer until I have returned your graded paper and you know that your grade is posted. I do NOT want you to email me your homework. Please hold on to all of your graded papers until the semester is over and your final grade is posted.*

**Late assignments:** I expect all assignments to be completed on time. For the purposes of this class, this means you must turn in the by the start of the class on the day the assignment is due. For each 24 hour period that the assignment is late, I will deduct 5% from your grade for that assignment. If you have an excused absence you will be able to submit an assignment late without this penalty.

***Classroom behavior, decorum, and civility***

I have a commitment to respect the dignity of all and to value differences among members of our academic community. During this course, we will have many discussions and debates about issues. We may disagree with the ideas of others but we cannot attack the other person. You have the right to express a reasoned exception to the opinions of others and to voice opinions contrary to those offered by myself and/or other students (S.R. 6.1.2). Equally, as a faculty member, I have the right -- and the responsibility -- to ensure that discussions occur in a respectful and civil context. This means that attacks of a personal nature or statements denigrating another on the basis of race, sex, religion, sexual orientation, age, and national/regional origin or other such irrelevant factors will not be tolerated.

***Plagiarism and academic honesty***

I refer you to the following UK website so that you can read the official University policy on plagiarism and academic conduct. My policy is: don't do it. See the Ombud web site, <http://www.uky.edu/Ombud>. The entire set of relevant Senate Rules can be found at: <http://www.uky.edu/USC/New/SenateRulesMain.htm>. You can also access them via UK's main Web site, <http://www.uky.edu>, select the Site Index, choose the letter "S" and then select "Student Rights and Responsibilities." Once there look under item "Student Conduct."

All assignments and projects are to be your original work for the project assigned. You may build on a body of research or topical research area; however, you are not to reuse papers from previous courses, assignments, or other scholarly projects, or turn in the same paper for two courses you are taking simultaneously. To do so constitutes cheating. If you are caught, you will receive an E for both the assignment and the class. You will also be referred to the academic ombud for disciplinary action.

Let me be very clear. Simply cutting and pasting something from the Internet without proper attribution is plagiarism. Cutting and pasting something from the Internet with proper attribution but without providing an interpretive context based on your own creative and critical thinking is not permitted.

***Missed in class reflections/applications***

If you have an excused absence, you will be able to make-up a reflection/application. However, I am not required to give you the same assignment as presented to the rest of the class.

***Receiving an incomplete***

It is the student's responsibility to request, in writing, an incomplete for the semester if events influence your ability to not complete all course work by the end of the semester and to sign a contract stating the required work to be completed and the date for completion of all assignments. This is the only circumstance in which I

will grant an incomplete for this course.

If you a situation that occurs where you need assistance..please practice the following guideline....

**“You do not have a problem if you don’t have at least two possible solutions!” .....Ken Blanchard**

