Stephen F. Austin State University
HMSC 3300.503-Professional Leadership in Human Sciences: Fall 2023 (8-Weeks)

Instructor: Lacey Folsom
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Course Time: Online
Prerequisites: Junior Standing
Credit Hours: 3
Office Hours: T/R 12pm-1pm

I. Course Description
This course will encompass the study of professional leadership philosophy through the study of leadership theory in relation to practices within human sciences. The student will develop a comprehensive understanding of one’s self as a leader through critical reflective thought in bridging personal and professional development. The topics covered in this course related to professional leadership functions are life skills development, business protocol and etiquette, and professional development.

II. Intended Learning Outcomes, Goals and Objectives
The conceptual framework and the vision, mission, and goals of the James I. Perkins College of Education describe a shared vision and purpose for the SFASU College of Education. It provides coherence for our curriculum, clinical experiences, and assessments. It is linked to the university vision and values and describes how those values translate into knowledge, skills, and dispositions in the College of Education. It is this philosophy and vision that helps to distinguish our graduates from those of other institutions.

This course supports the vision, mission, and core values of the James I. Perkins College of Education whose mission is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional intellectual development.

a. Program Learning Outcomes
This course supports the School of Human Sciences through the program learning outcomes listed below:

- The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity and service) relative to the field of Human Science.
- The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.
The student will demonstrate competence in his/her specific discipline using oral and written forms.

b. **Student Learning Outcomes**  
   Upon successful completion of this course, the student will:
   - Clarify the distinctions between leadership philosophies in relation to professional practice.
   - Analyze leadership theories in identifying best practices to promote success.
   - Develop individual professional goals and a leadership mission statement in investigating one's leadership growth.
   - Grow strategies for assuming leadership roles through work, organizations, and community service.
   - Analyze ethical codes and behaviors that impact leaders in professions and professional organizations.
   - Develop written communication skills through the development of professional documents, such as a resume and cover letter.

### III. Course Readings and Instructional Strategies

a. **Required Textbook**  
   There is *no required textbook* for this course. All readings will be provided to the student from the instructor through the D2L system.

b. **D2L**  
   This course is entirely online and will be coordinated through the D2L platform. It is imperative that you check D2L multiple times throughout the week to stay informed with any course updates. Additionally, students should check their grade points in D2L and any discrepancies in points must be resolved within one week after the assignment grades have been posted. Otherwise, the posted grade points are considered final and will not be reviewed at a later date.

If you ever experience technical difficulties, please use the contact information listed here: D2L technical support (936) 468-1919; General computer support (936) 468-4357. Please note the D2L technical support is not available on weekends.

### IV. Course Assignments, Evaluation, and Assessments

Correct use of spelling and grammar, along with the display of professional writing skills are necessary for all course assignments, discussion boards, and emails. Errors in spelling and/or grammar will result in a loss of points. *Turnitin* will be used by the instructor to monitor writing originality and plagiarism.

All assignments **must** be submitted through the online course in a Microsoft Word format.
a. **Discussions**  
50 points  
Throughout the course the student will engage in (4) online discussions as a way to critically evaluate and analyze learned material. Each student will post one response to each discussion, in addition to commenting on a minimum of two other classmates’ posts. If a student fails to engage in the discussion by commenting on classmates’ responses, the student will not earn full credit for the discussion. Each discussion is worth points 25 points each.

b. **Case Studies**  
50 points  
Periodically, each student will be required to read a case study and answer questions regarding the case in relation to the material learned through the course. There will be (2) case studies throughout the semester, and each case study will be worth 25 points.

c. **Leadership Profiles**  
100 points  
Each student will complete a leadership timeline at the beginning of the course outlining their current experiences and responsibilities that have helped shape their understanding of leadership. At the end of the course, each student will submit a leadership profile to D2L providing in depth insight to their views relating to leadership theories and styles now that they have completed the course. These are two separate submissions and will be worth 50 points each.

d. **Center for Career and Professional Development Assignments**  
100 points  
Each student will submit a document (resume) to be critiqued by the University Center for Career and Professional Development (CCPD) office. Students will provide a sample of this document in the dropbox, but the credit will be given for the submission to CCPD. This assignment is worth 50 points.  
Each student will also be asked to create a Handshake profile through CCPD. Proof of this profile will need to be submitted to the dropbox to receive credit. This assignment is worth 50 points.

e. **Puzzle of Motivation**  
50 points  
Each student will watch the YouTube video “Puzzle of Motivation”. They will then develop a minimum of a two page double spaced summary highlighting what their thoughts are relating to the research findings and how they could utilize this ideology within their own leadership practice. This assignment is worth 50 points.

f. **Grading Criteria**  
There is a total of 350 possible points to be earned from course assignments, discussions, and case studies. YOU impact your grade. The grade you receive is the grade you have earned.

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<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Average</th>
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<tbody>
<tr>
<td>A</td>
<td>350-300</td>
<td>100-90%</td>
</tr>
<tr>
<td>B</td>
<td>299-250</td>
<td>89-80%</td>
</tr>
<tr>
<td>C</td>
<td>249-150</td>
<td>79-70%</td>
</tr>
<tr>
<td>D</td>
<td>149-50</td>
<td>69-60%</td>
</tr>
<tr>
<td>F</td>
<td>50-0</td>
<td>Below 60%</td>
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</tbody>
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A grade of an A indicates excellent; B, good; C, average; D, passing; F, failure
Further explanation of assignments, grades, course progress will be discussed during office hours on an individual basis.

This syllabus presents a “best” plan for this course; however, plans can change when circumstances necessitate change. Any changes to this syllabus will be announced to the class in a timely manner.

V. Class Rules
Following these rules will help maximize the course experience for you and your classmates and are nonnegotiable.

- Although this is an online course, it is your responsibility to engage with the class through timely discussions and manage course requirements.
  Participation is extremely important to your success in this course.
- Treat everyone in the class with respect and courtesy.
- All students are expected to demonstrate professional behavior and use language appropriate for the classroom learning experience.

VI. General Student Policies
The following policies apply to all students enrolled in courses at Stephen F. Austin State University.

a. Class Attendance and Excused Absence
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments is expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12-day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

b. Academic Integrity
The Code of Student Conduct and Academic Integrity outlines the prohibited conduct by any student enrolled in a course at SFA. It is the responsibility of all members of all faculty, staff, and students to adhere to and uphold this policy.

Articles IV, VI, and VII of the new Code of Student Conduct and Academic Integrity outline the violations and procedures concerning academic conduct, including cheating, plagiarism, collusion, and misrepresentation. Cheating includes, but is not limited to: (1) Copying from the test paper (or other assignment) of another student, (2) Possession and/or use during a test of materials that are not authorized by the person giving the test, (3) Using, obtaining, or attempting to obtain by any means the whole or any part of a non-administered test, test key, homework solution, or computer program, or using a
test that has been administered in prior classes or semesters without permission of the Faculty member, (4) Substituting for another person, or permitting another person to substitute for one’s self, to take a test, (5) Falsifying research data, laboratory reports, and/or other records or academic work offered for credit, (6) Using any sort of unauthorized resources or technology in completion of educational activities.

Plagiarism is the appropriation of material that is attributable in whole or in part to another source or the use of one’s own previous work in another context without citing that it was used previously, without any indication of the original source, including words, ideas, illustrations, structure, computer code, and other expression or media, and presenting that material as one’s own academic work being offered for credit or in conjunction with a program course or degree requirements.

Collusion is the unauthorized collaboration with another person in preparing academic assignments offered for credit or collaboration with another person to commit a violation of any provision of the rules on academic dishonesty, including disclosing and/or distributing the contents of an exam.

Misrepresentation is providing false grades or résumés; providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz, or other assignment for the purpose of obtaining an academic or financial benefit for oneself or another individual or to injure another student academically or financially.

c. Withheld Grades Semester Grades Policy
Ordinarily, at the discretion of the instructor of record and with the approval of the academic chair/director, a grade of WH will be assigned only if the student cannot complete the coursework because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F. If students register for the same course in future terms the WH will automatically become an F and will be counted as a repeated course to compute the grade point average. For additional information, go to https://www.sfasu.edu/policies/course-grades-5.5.pdf.

d. Academic Accommodation for Students with Disabilities
To obtain disability-related accommodations, alternate formats, and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 468-3004 / 468-1004 (TDD) as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services promptly may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

e. Student Wellness and Well-Being
SFA values students’ overall well-being, mental health and the role it plays in academic and overall student success. Students may experience stressors that can impact both their academic experience and their personal well-being. These may include academic pressure and challenges associated with relationships, emotional well-being, alcohol and other drugs, identities, finances, etc.

If you are experiencing concerns, seeking help, SFA provides a variety of resources to support students’ mental health and wellness. Many of these resources are free, and all of them are confidential.
On-campus Resources:
The Dean of Students Office (Rusk Building, 3rd floor lobby)
www.sfasu.edu/deanofstudents
936.468.7249
dos@sfasu.edu

SFA Human Services Counseling Clinic Human Services, Room 202
www.sfasu.edu/humanservices/139.asp
936.468.1041

The Health and Wellness Hub “The Hub”
Location: corner of E. College and Raguet St.

To support the health and well-being of every Lumberjack, the Health and Wellness Hub offers comprehensive services that treat the whole person—mind, body and spirit. Services include:
- Health Services
- Counseling Services
- Student Outreach and Support
- Food Pantry
- Wellness Coaching
- Alcohol and Other Drug Education
www.sfasu.edu/thehub
936.468.4008
thehub@sfasu.edu

Crisis Resources:
- Burke 24-hour crisis line: 1.800.392.8343
- National Suicide Crisis Prevention: 9-8-8
- Suicide Prevention Lifeline: 1.800.273.TALK (8255)
- johCrisis Text Line: Text HELLO to 741-741

Course Evaluations
Near the conclusion of the semester, you will have the opportunity to evaluate the course. Evaluation data is used for a variety of important purposes including: 1.) Course and program improvement, planning, and accreditation; 2.) Instruction evaluation purposes; and 3.) Making decisions on faculty tenure, promotion, pay, and retention. As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!
## Fall 2023 Tentative Class Calendar

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<tr>
<th>Weeks</th>
<th>Assignments</th>
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| August 28-September 3| **Introduction to Course**  
• Discussion: Who are you? (25 points)  
• Assignment: Leadership Timeline (50 points) |
| September 4-10       | **Module 1: Foundations of Leadership**  
• Case Study: New Directions |
| September 11-17      | **Module 2: Communication, Change & Motivation**  
• Discussion: Listening Skills (25 points)  
• Assignment: Puzzle of Motivation (50 points) |
| September 18-24      | **Module 3: Professionalism & Self Presentation**  
• Case Study: Which side are you on?  
• Discussion: Find your inspiration |
| September 25-October 1| **Module 4: Career Preparation**  
• Assignments:  
  1. Resume Critique Submission (50 points)  
  2. Creation of Handshake Profile (50 points) |
| October 2-10         | **Module 5: Final Project**  
• Discussion: Leader Shout Out (25 points)  
• Assignment: Final Leadership Profile Paper (50 points) |