

## Pueblo Community College

### **President's Leadership Program**

#### **Mission and Goals:**

**The mission of the President's Leadership Program at Pueblo Community College is to provide a network of academic courses, co-curricula, and service learning opportunities that address intellectual and pragmatic issues of leadership and followership in American Life. The President's Leadership Program goals include:**

- To foster a collaborative culture of excellence within a diverse cadre of young leaders for service to PCC and Colorado;
- To encourage civic engagement through service to the community;
- To provide academic, co-curricular and community service conduits for youth leadership in Southern Colorado;
- Sustain and nurture relationships between the President's Leadership Program and campus, community groups, potential PLP candidates', parents, corporate donors, the CSU-Pueblo PLP program, and other civic and philanthropic partners.

#### **President's Leadership Program Outcome Initiatives:**

- Personal Leadership Development
- Leadership Skills (Communication, Motivation, Team Building, etc.)
- Critical Thinking
- Leadership Theory
- Civic Engagement
- Appreciation for Diversity

**To be eligible for the President's Leadership Program, student must meet the following requirements:**

- You must be an incoming first time, full-time degree seeking student.
- You must have a 3.2 or higher high school grade point average (GPA)
- You must provide evidence of outstanding extracurricular involvement, volunteerism and and/or successful work experience.

#### **President's Leadership Program Certificate:**

The Leadership Certificate program is designed to help students enhance and explore leadership potential through a curricular design that includes academic courses, seminars, and community service opportunities. The Leadership Certificate will verify student's leadership education and training for potential transfer colleges and employers.

**President’s Leadership Academic Courses:**

The PLP program includes two required core leadership courses and additional elective courses from a wide-variety of academic programs on campus. Students must complete the 6-credit hour leadership core plus an additional six credit of electives for the 12-credit hour certificate with a grade of “C” or higher to receive the certificate.

**Required Credit Classes (12 total credits):**

***Required Core Leadership Classes: 6 Credits***

**Fall Term 1<sup>st</sup> year:** Management 175 Foundations of Leadership  
**Fall Term 2<sup>nd</sup> year:** Management 224 Leadership

**Elective Courses**

Must take two of the following courses, one each for Spring Term 1<sup>st</sup> year and Spring Term 2<sup>nd</sup> year.

<i>Elective Course</i>	<i>Course Title</i>	<i>Credit</i>
MAN 226	Principles of Management	3
BUS 217	Business Communication	3
PSY 226	Social Psychology	3
PSY 265	Psychology of Personality	3
COM 115	Public Speaking	3
PHI 112	Ethics	3

**Program Requirements:**

**Once admitted to the PLP, students must adhere to the following:**

- Students must be in good standing with PCC
- Students must complete all courses with a C or above
- Students must maintain a minimum College GPA of 3.0
- Students must be an active member of an approved Campus Club or Organization
- Students must be actively involved in community service projects
- Students must attend and assist in the facilitation and coordination of an annual leadership retreat.
- Students must log 500 hours of approved community services per year i.e. Community Service Projects, Club and Organization Involvement, Conference and Seminar Attendance, Leadership Conference Planning, Volunteer Work to be eligible for scholarship funds.

**Opportunities within the President’s Leadership Program:**

- Student Leadership Retreats
- Community Service Projects
- Leadership Workshop Seminars
- Leadership Speaker Series
- Event Planning: Conference, Social, Educational Events
- Financial Literacy Seminars
- Conference and Travel Opportunities
- Additional Leadership Opportunities as approved

## President's Leadership Program *Student Semester Track*

### First Year

#### **Fall Semester**

- Management 175: Foundation of Leadership
- Attend PCC Annual Student Leadership Retreat in August
- Attend New Student Orientation (summer before enrollment)
- Join a approved Campus Club or Organization
- Community Service Project opportunities are introduced

#### **Spring Semester**

- Enroll in and complete first approved elective course
- Attend Leadership Conference
- Participate in a Community Service Learning Project on Campus
- Assist with the planning and execution of a Social or Educational event on campus
- First Year Program participants identify class community service project to be involved in
- Assist with the planning and development for Annual Student Leadership Retreat
- Continue active involvement with a Club or Organization Campus

### Second Year

#### **Fall Semester**

- Management 224: Leadership
- Attend PCC Annual Leadership Retreat in August
- Attend a Leadership Seminar
- Collaborate with CSU-Pueblo's PLP and host an Educational or Social event
- Community Service Project opportunities are introduced
- Continue active involvement with a Club or Organization Campus

## **Spring Semester**

- Enroll in and complete second approved elective course
- Second Year Program participants identify class community service project to be involved in.
- Collaborate with CSU-Pueblo's PLP on a community service learning project
- Attend a Leadership Seminar
- Plan next Annual Leadership Retreat in August
- Continue active involvement with a Club or Organization Campus

## **Leadership Resources**

The Office of Student Life has compiled the following list of resources for student interested in learning more about leadership:

- Student Leader Magazine <http://www.asgaonline.com>
- Do Something <http://www.dosomething.org>
- My Goals <http://www.mygoals.com>
- Youth Leadership [www.YouthLeadership.com](http://www.YouthLeadership.com)
- Center for Creative Leadership <http://www.ccl.org/index.shtml>
- Leadership Inc. <http://www.leadershape.org>

## COURSE SYLLABUS

1. TITLE OF COURSE: Foundations of Leadership

PREFIX/NUMBER: MAN 175

CREDIT HOURS: 3

2. PREREQUISITE: ENG 090, MAT 090, REA 090

3. RESOURCES NEEDED:

TEXT:

SUPPLIES:

4. COURSE DESCRIPTION: Provides students with a series of competency based seminars/workshops on the characteristics and tasks that leaders engage in. Introduces the student to information, skills and approaches for use in student's career, student organizations, and/or other organizations as a member or leader.

5. COURSE OBJECTIVES:

- a. Define values
- b. Understand the “valuing process”
- c. Examine his/her own values
- d. Define goals and proper elements of goals
- e. Develop group goals
- f. Understand time management
- g. Establish time management strategies
- h. Define communication
- i. Understand basic communication theories, principles, and practices.
- j. Define Leadership
- k. Identify characteristics of an effective leader
- l. Discuss effective uses of power and authority as they relate to leadership
- m. Develop a basic understanding of motivational theory
- n. Understand different levels of delegating and the importance in group processes.
- o. Learn to effectively delegate.
- p. Understand the components of effective meetings
- q. Develop an understanding of group decision making and problem solving

6. EVALUATION PROCEDURES:

*The final grade for this course is determined by a combination of exams, quizzes, projects, and homework. The point value of each assignment will be given to the students by the instructor in a separate handout:*

Grading Scale

Raw Score Range	Letter Grade
90 to 100	A
80 to 89	B
70 to 79	C
60 to 69	D
0 to 59	F

COURSE OUTLINE: TBD

7. METHODS OF INSTRUCTION:

To be successful in this course, students are expected to participate in discussions, readings, in-class writing, and peer review activities. The instructor may assign point values to such activities.

8. ACADEMIC INTEGRITY:

The very nature of higher education requires that students adhere to accepted standards of academic integrity. Therefore, Pueblo Community College has adopted a policy of academic conduct as described in the Student Handbook. Violation of academic integrity may be defined to include the following: cheating, plagiarism, falsification and fabrication, abuse of academic materials, complicity in academic dishonesty, and personal misrepresentation. It is the student's responsibility to be aware of the behaviors that constitute academic dishonesty. *Disciplinary sanctions for violating the standards of academic integrity may include warning, probation, or suspension. Academic sanctions may include failure of the course or the assignment at the discretion of the instructor. Students may receive both disciplinary and academic sanctions.*

9. DISABILITY STATEMENT:

Students who have documented disability may be eligible to receive accommodations for this class. Please contact the Disability Resources Center at 549.3446 for further information.

Updated: December 15, 2009

**Course: MAN 175 –Foundations of Leadership**

Class Meets:

Instructor:

Office Hours:

Philosophy of the Course:

This class has been developed to offer students the opportunity to increase their leadership skills by providing them with a series of competency based seminars/workshops on the characteristics and task that leaders engage in. As your instructor, I believe that as students; have a rare opportunity to develop life skills in real-world laboratory experiences. Through this course, I hope to introduce you to information, skills, and approaches which you will be able to use in your career, student organizations, and/or other organizations of which you will be a member or leader in the future. The emphasis in this course will be on reality: How does what we read and learn and talk translate to an actual leadership position?

Attendance:

Because of the nature of this course is one where the majority of your learning will take place in class through experiential workshops/seminars, it is very important that you attend class. Attendance will be taken and five (5) points will be deducted from your final point total each time you miss class. This equates to a drop of ½ of a grade each time you miss class.

Grading:

Points will be awarded as follows:

Class Participation	40pts
Leadership Handbook	25pts
Journal Abstract	5pts
Book Review	15pts
Leadership Paper	<u>15pts</u>
Total:	100pts

Instructor's Expectation:

I expect you to attend class and openly participate in all exercises and discussions during class; to be on time; to finish all reading assignments and written assignments by the due date; and to have a Great Time.

Leadership Position Requirement:

Each student **must** be involved in a Student Leadership Position; i.e., Associated Students, Student Activities Board, Club Representative, etc.,

### Leadership Handbook:

This will be a collection of class materials and reactions you have to each unit we cover in class. It should be organized in a loose-leaf notebook and is due \_\_\_\_\_. Points will be awarded on organization of the journal and content of reactions to each unit.

### Journal Abstract:

A synopsis of a journal article that examines an aspect of Leadership. No longer than one page.

### Book Review:

A one to three page review of any book of your choice that examines an aspect of leadership.

### Leadership Paper:

A creatively written paper covering the topic "What is Leadership?" Don't regurgitate material that was presented in class. You should analyze and synthesize the materials and concepts presented and discussed throughout the course and the knowledge you have gained through your involvement with clubs and organizations.

**COURSE GOAL:** To increase one's potential to become an effective and efficient leader by providing a series of competency based seminars/workshops on the characteristics and tasks a leader engages in.

### **COURSE OBJECTIVES:**

#### **Introduction**

1. Have a clear understanding of the course and its direction
2. Become acquainted with other members of the course
3. Become acquainted with possible student activities/student leadership positions one can get involved in

#### **Value Clarification**

1. Be able to define values
2. Understand the "valuing process"
3. Examine his/her own values
4. Clarify their values

#### **Goal Setting**

1. Be able to define goals
2. Understand the proper elements of a goal statement
3. Examine and identify personal goals
4. Learn to set group goals
5. Discuss the importance of group goal setting and what goals can be used for

## **Time Management**

1. Discuss what time management is
2. Become aware of the needs and benefits of managing time
3. Learn practical steps to manage their time
4. Become aware of how they use their time presently
5. Learn how to set priorities

## **Communication Skills (Overview)**

1. Understand basic communication theories, principles, and practices
2. Define communication
3. Learn how to facilitate group discussion

## **Communication Skills (Listening)**

1. Discuss the elements of effective listening
2. Practice good listening skills
3. Understand the power of listening

## **Communication Skills (Feedback)**

1. Discuss and understand the importance of “openness” in group communication
2. Examine one’s own feedback competency
3. Practice effective feedback skills
4. Identify and discuss conflict resolution behavior modes
5. Identify principles of effective group discussion

## **Leadership Skills & Styles**

1. Be able to define leadership
2. Identify characteristics needed to be an effective leader
3. Identify leadership styles and what type they use or display
4. Learn the importance of having a flexible leadership style to meet the different needs of a group
5. Discuss effective uses of power and authority and how they relate to leadership styles

## **Motivation**

1. Develop a basic understanding of motivational theory
2. Understand the importance of and develop skills in “positive reinforcement”
3. Identify and discuss what motivates people in groups
4. Discuss the difference between joiners and members of a group

## **Delegation**

1. Learn the importance of delegating in the group process
2. Learn the steps to effective delegating
3. Understand the different levels of delegating and when it’s appropriate to use a certain level
4. Discuss barriers to delegating

## **Group Development**

1. Learn how to run effective meetings
2. Understand basic group processing theory
3. Discuss the different roles group members take on
4. Be able to analyze the group process to better facilitate its development
5. Develop an understanding of group decision making and problem solving and how to facilitate these activities
6. Learn ways to unify a group

## **Course Evaluation and Wrap-Up and Final**

## COURSE SYLLABUS

1. TITLE OF COURSE: Leadership

PREFIX/NUMBER: MAN 224

CREDIT HOURS: 3

2. PREREQUISITE: ENG 090, MAT 090, REA 090

3. RESOURCES NEEDED:

TEXT:

SUPPLIES:

4. COURSE DESCRIPTION: Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

5. COURSE OBJECTIVES:

- a. Recognize the type of leadership called for in today's management.
- b. Know the differences between management and leadership.
- c. Establish a shared vision and shape culture and values.
- d. Motivate and empower employees and lead team.
- e. Provide leadership in resolving conflicts and building productive work relationships.
- f. Know one's own strengths and weaknesses and lead with respect and love for others.
- g. Know and use the mechanisms that enhance an ethical organizational culture.
- h. Lead by example with integrity.

6. EVALUATION PROCEDURES:

*The final grade for this course is determined by a combination of exams, quizzes, projects, and homework. The point value of each assignment will be given to the students by the instructor in a separate handout:*

Grading Scale	Letter Grade
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COURSE OUTLINE: TBD

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Updated: December 15, 2009

**Course:** MAN 224

**Title:** Leadership

**Course Description:** Focuses on the leadership skills necessary to bring about change in an organization. Students learn to develop and communicate a shared vision, to empower employees, to manage conflict, to negotiate, and to develop organizations so that all are working toward common goals.

**Min Credit:** 3

**STANDARD COMPETENCIES:**

- I. Recognize the type of leadership called for in today's management
- II. Know the difference between management and leadership
- III. Establish a shared vision and shape culture and values
- IV. Motivate and empower employees and lead team
- V. Provide leadership in resolving conflicts and building productive work relationships
- VI. Know one's own strengths and weaknesses and lead with respect and love for others
- VII. Know and use the mechanisms that enhance an ethical organizational culture
- VIII. Lead by example with integrity

**TOPICAL OUTLINE:**

- I. Meaning of Leadership
- II. Management and Leadership
- III. Inspiring a Shared Vision
- IV. Leading Change
- V. Shaping Culture and Values
- VI. Leading a Learning Organization
- VII. Motivation and Empowerment
- VIII. Leading Teams
- IX. Multiculturalism and Diversity
- X. Knowing Oneself
- XI. Moral Leadership
- XII. Decision Making
- XIII. Servant Leadership
- XIV. Power and Influence
- XV. Conflict, Mediation and Negotiation

**Description:** This course outlines the leadership practices through service learning placements in community settings and other forms of civic engagement. Students will focus on the roles of servant leaders and explore dimensions of exemplary leadership as practiced in non-profit, governmental, educational, political or other service organizations. Each student will then "shadow" a community or organizational leader for the lab component of this class. Materials and assignments require research, discussion, and interaction

- Format:** This course is a classroom/community based offering which requires each student to *observe a leader* for a minimum of 30 hours during the semester and to prepare written and oral presentations based on those experiences. Lecture and discussion on classroom and program related activities are based on the course text, *The Leadership Challenge*. Classes will include online webinars, discussions, films, and role-play. As much as possible, students will lead discussions and activities to develop you skills as a presenter.
- Objective:** A substantial portion of the variation in organization (and subordinate) outcomes can be attributed to leadership. This course is designed to provide students with a comprehensive understanding of leadership as a phenomenon and its impact on the organizational behavior of individuals. Major theories of leadership will be examined and leadership will be integrated to various internal and external organizational factors. Students will learn to think critically about the leadership phenomenon and about the boundary conditions of leadership theories.
- Contents:** Theories of leadership (e.g., trait, behavioral, contingency, situational, and neo-charismatic transformational approaches). Various topics will be linked to leadership including: gender, power, ethics, job design and motivation, personality, national culture, and leader development.

**Required Text:** The Leadership Challenge

**Assignment Topics:**

**Dimensions of Servant Leadership**  
**Leadership Styles in Organizations**  
**Organizational Structure**  
**Organizational Culture and Communications**  
**Leadership Ethics**  
**Organizational Culture and Leadership**  
**Leading Change**  
**Leadership and Diversity**  
**Leadership and Followership**  
**Leadership Theory**

### Weekly Outline

#### Week 1

**Topic:** Introduction to the course. Definitions of leadership. Examples of leadership. Science-practice divide. Introduction to the full range leadership theory.

#### Week 2

**Topic:** How is leadership differentiated from management? The necessity of leadership. Leadership and strategic-organizational functions. Brief history on leadership research.

Week 3

Topic: Ethical Leadership. The power of leaders and situations.

Week 4

Topic: Theories of motivation. Link between leadership and follower motivation. Link between organizational structure/job design and follower motivation.

Week 5

Topic: Leadership as a function of contextual factors. National culture as a contextual factor.

Week 6

Topic: Trait theories of leadership (individual differences in terms of personality, intelligence, etc.) that predict leadership emergence/ effectiveness.

Week 7

Topic: Contingency and situational theories of leadership.

Week 8

Topic: The “new” leadership. Theories of charismatic and visionary leadership.

Week 9

Topic: The extended, full-range leadership theory: Transformational, instrumental, transactional, and situational leadership

Week 10

Topic: Leadership and gender

Week 11

Topic: An integrated video and case-study and discussion- Martin Luther King

Week 12

Topic: Leader development, theories of learning, leader interventions.

Week 13 & 14

Topic: Observe a Leader Presentations

Final Exam

President's Leadership Program Course Relationship

<b>Pueblo Community College</b>	<b>Colorado State University-Pueblo</b>
<b><i>Core Leadership Classes</i></b>	<b><i>Core Leadership Classes</i></b>
MAN 175 Foundations of Leadership	US 160 Principles of Leadership: Theory and Practice
MAN 224 Leadership	US 260 Leadership in Service Organizations
<b><i>Elective Courses</i></b>	<b><i>Elective Courses</i></b>
BUS 217 Business Communication	BUSAD 270 Business Communication
MAN 226 Principles of Management	MGMT 201 Principles of Management
PHI 112 Ethics	PHIL 201 Classics in Ethics
PSY 265 Psychology of Personality	PSYCH 311 Theories of Personality *
PSY 268 Organizational Psychology	PSYCH 315 Industrial/Organizational * Psychology
PSY 226 Social Psychology	PSYCH/SOC 352 Social Psychology *
COM 115 Public Speaking	SPCOM 103 Speaking and Listening

\* Course content equivalent for course transfer, however upper division credit will not be issued from CSU-Pueblo.

COM 115 Public Speaking is a required course for the Associates of Arts and Associate of Science PCC degree programs.

Students who successfully complete the Associates of Arts degree or Associate of Science degree programs at Pueblo Community College and transfer to Colorado State University-Pueblo are eligible to apply for a ***Destination CSU-Pueblo*** scholarship.

Colorado State University – Pueblo guarantees the transfer credit of all the above listed courses with a grade of C minus or better in each class unless otherwise specified.