

ADV 4930: Lean into Leadership (or You Don't Have to be in Management to be a Leader)

Summer 2020

Dr. Debbie Treise dtreise@jou.ufl.edu

Class hours: TBA

Office: 2076 Weimer **Telephone:** 273-1631 (office)

Course Description: This class is designed to accomplish a number of things. First, I hope to help you develop a knowledge of the strengths and traits that make you who you are. We begin course the course by having you assess who you are now, what skills and personal insights you have and need to be a leader. And not always in a business environment. Lots of times leadership skills are applied to school, relationships, friends and family. This class should help you recognize your potential, and how you can lead by your attitudes and approaches and goals. Successful leaders behave differently, they just have different behavioral styles.

Over the next few weeks we'll be talking about this rather broad field so that you will begin to understand:

- Yourself by learning about and evaluating:
 - Your MBTI profile
 - Your conflict and negotiation style
 - Your communication style
 - Your goals
- Your potential leadership
- Communications to interact more effectively – Crucial Conversations – asking for a raise
- Showing leadership from the start: interviewing strong
- Leadership through negotiations
- Developing your leadership style
- Leadership and gender

This course is designed around a lecture/discussion format and it's intended to be lively and highly interactive – even online! So I expect that you will have done a careful, critical reading or watching or doing of all items assigned for each week, and be ready to participate in individual, and team discussion. In other words, this will be a highly interactive environment and is based on cooperative learning.

University and Class Policies

Accommodations: Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, dso.ufl.edu/drc), before we leave for Spain, by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

Course evaluations: *Students are expected to provide feedback on the quality of instruction in this course based on 10 criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Guidance on how to give feedback is available at: <https://gatorevals.ua.ufl.edu/students/>. Evaluations are typically open during the last 2-3 weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at: <https://evaluations.ufl.edu/results>.*

UF Grading Policies: *Please confirm that you have read and understand the University of Florida Grading policies. Information on current UF grading policies for assigning grade points is required to be included in the course syllabus. The following link may be used directly in the syllabus:*
<https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

Academic Honesty: Academic honesty is important at the University of Florida. All students are expected to practice the University of Florida Honor Code: “We the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.” For all work submitted for credit, including homework, in-class assignments and examinations, the following pledge is implied, "On my honor, I have neither given nor received unauthorized aid in doing this assignment."

U Matter, We Care

Your well-being is important to the University of Florida and to me. The U Matter, We Care initiative is committed to creating a culture of care on our campus by encouraging members of our community to look out for one another and to reach out for help if a member of our community is in need. If you or a friend is in distress, please contact umatter@ufl.edu so that the U Matter, We Care Team can reach out to the student in distress. A nighttime and weekend crisis counselor is available by phone at 352-392-1575. The U Matter, We Care Team can help connect students to the many other helping resources available including, but not limited to, Victim Advocates, Housing staff, and the Counseling and Wellness Center. Please remember that asking for help is a sign of strength. In case of emergency, call 9-1-1.

Class Operating Policies

1-Assignments will be due on the dates indicated in the syllabus. **No late papers or assignments will be accepted – no exceptions.**

2-You won't enjoy this class or get enough from it if you don't fully read, watch, participate and do the exercises.

3-Participate, participate, participate!

4-When you're working on your projects, class readings and anything associated with this class, doing just what is expected, to me, is “average” and warrants a “C.” To earn an “A” means your work in all aspects and on all assignments is exceptional. Skating through or last-minute work almost always results in a low grade.

5-The final project can be conducted in pairs or your entire team. Your participation is very important for this and **you will be conducting peer evaluations at the end of the final assignment.**



(Wait, how did a picture of my dog get in here?)

Required:

1-**Book:** Dare to Lead by Brene' Brown

2-**Various Ted and other talks:** must be watched before each time they are assigned

3-**Power Point presentations**

4-**Discussion and individual questions**

5-**Team work**

6-**Fun, useful, feel-good final project:** (due by **June 15 at 5:00 pm**, you can turn it in earlier too!)

This final 8-10 page paper puts together everything you've learned about yourself and leadership in a very applied and useful way. You will be proposing a project plan to help your hometown, or Gainesville or UF, in some meaningful way. The self-competencies you will be aware of at the end of class will help you assess what leadership strengths and weaknesses you will be bringing to the table and what you might need to pay attention to and make accommodations.

This one is a group (or individual) assignment (no larger than your group and not outside your group).

If you work in pairs, a **peer review** (form included below) also will be included in which your partners will be assessing your attitude, participation, contributions, quality and amount of work and the like. Students not contributing their fair share will have project and peer evaluation points deducted.

A PowerPoint presentation will be posted and discussed with all of the details. This should be fun!

Grading Criteria for Final Project

These criteria will be used, among others, in determining your grade on this project (criteria not presented in any particular order):

- Quality of writing, editing
- Content
- Quality, scope, currency and appropriateness of research
- Integration and synthesis of knowledge learned
- Focus and organization
- Clarity in relating knowledge learned about the leadership
- Your participation in the final assignment as reflected by peer evaluations (if applicable)

Grading Policies

Participation and preparation, assignments	40%
Team work, participation, assignments	20%
Peer Evaluations	10%
Final project and peer review	30%

CLASS SCHEDULE

Posted separately

Note: On a separate sheet please type comments justifying your evaluations. Be sure to indicate how each member can improve his/her performance.

EVALUATION-Member Evaluations

Your Name: _____

Team Member 1: _____

(Excellent-5 Good-4 Fair-3 Poor-2 Unacceptable-1)

1. Commitment to our common purpose: _____
2. Efforts in accomplishing group tasks: _____
3. Willingness to work: _____
4. Work products: _____
5. Attitude, friendliness, and respectfulness: _____

Team Member 2: _____

1. Commitment to our common purpose: _____
2. Efforts in accomplishing group tasks: _____
3. Willingness to work: _____
4. Work products: _____
5. Attitude, friendliness, and respectfulness: _____

Team Member 3: _____

1. Commitment to our common purpose: _____
2. Efforts in accomplishing group tasks: _____
3. Willingness to work: _____
4. Work products: _____
5. Attitude, friendliness, and respectfulness: _____

(don't evaluate yourself please)