

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

Study Abroad 2023

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Class hours: TBA

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Welcome to **Leadership!** Although, in a class this short, we'll just be touching on some facets of leadership, you should consider this an introduction. This is a pretty interactive and fun class, so I'm glad you're in it!

## 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](http://dso.ufl.edu/drc)) 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.

Students requesting classroom accommodation must first register with the Dean of Students Office before we leave for Italy. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the instructor when requesting accommodation.

**Course evaluations:** *Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at <https://gatorevals.ua.ufl.edu/students/>. (Links to an external site.)* Students will be notified when the evaluation period opens, and can complete evaluations through the email they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via <https://uf/b;uera.com/ufl> *Links to an external site.* . Summaries of course evaluation results are available to students at <https://gatorevals.ua.ufl.edu/public-results/> (Links to an external site.) (Links to an external site.).

**Attendance:** university policies that can be found at: <https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx> (Links to an external site.)

Please see below for attendance policies specific to the Study Abroad program

**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> (Links to an external site.)

**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."

**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](mailto: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.

**Recordings:** "Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code."

Additionally, this course is designed around a lecture/discussion format. In other words, this will be a highly interactive class and is based on cooperative learning. For each week, the most relevant readings have been assigned. However, I encourage you to step

outside of these readings and acquaint yourself with other readings about the rich culture of Spain!

### **Class Operating Policies**

**There are a few things in this class that are done in groups, that I have assigned. The groups will stay together for the semester. But each week the leader of the group should be rotated. That means you will have several chances to lead.**

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

2-Your attendance is mandatory for each class – as is the case with all classes in this program (program policy), one full letter grade is deducted for each miss!

3-Being late (more than 5 minutes late – program policy) means one half letter grade deduction.

4-Prepare ahead of time for class.

5-Participate!

6-If you have a cell phone on the trip, turn it off in class unless there is an emergency.

7-Some assignments can be conducted in groups. Your participation is very important for these, especially because, in this case, not only will you have to attend class with your team members, but you'll be living VERY close to them, traveling together and spending long hours on planes, boats and buses. So it's doubly important that you are a strong team member. Work as hard as you can to earn respect from your team! You will be conducting peer evaluations at the end of the final assignment.

8-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.

**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 the course by having you assess who you are now, and 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. You won't enjoy this class or get enough from it if you don't fully read, watch, participate and do the exercises.

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

### 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/peer evaluations**

**I decided this trip not to require a final paper. Instead there are things due in each class that must be done ahead of time. Students taking this class for graduate credit need to meet with me.**

Grading Criteria for All Assignments due in class

These criteria will be used, among others, in determining your grade (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	74 points
Team work peer evals	37 points

74 points

Total  
points

185

G

Grading Scheme

167-185 A

161-166 B+

148-160 B

143-147 C+

130-142 C

124-129 D+

111-123 D

Lower than 110 E