COURSE OUTLINE for COL 295

<table>
<thead>
<tr>
<th>Course: Introduction to Leadership</th>
<th>Instructor: Professor Christopher Conzen</th>
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<tbody>
<tr>
<td>CRN: 97204</td>
<td>Office: P119A</td>
</tr>
<tr>
<td>Room #: O-110</td>
<td>Phone: 548-2522</td>
</tr>
<tr>
<td>Day/Time: T/R/4:30-5:45 PM</td>
<td>E-mail: <a href="mailto:conzenc@sunysuffolk.edu">conzenc@sunysuffolk.edu</a></td>
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PURPOSE
The purpose of this course is to encourage students to carefully analyze responsibilities and commitments in the context of leadership for the common good and for purposeful change, while also teaching specific techniques for student success such as study skills, library use, test taking strategies, goal setting and time management, as well as specifically addressing non-academic student needs upon which academic survival may depend.

COURSE OUTCOMES
Students who successfully complete this course will be able to:
1. examine the purpose of higher education and understand their place in a higher education setting.
2. explore personal and societal issues faced by first year students (i.e. alcohol and other drug use and abuse, sexuality, cultural diversity, etc.)
3. define short-term as well as long-term goals, within the professional and educational spheres (i.e. career development and academic advisement).
4. expand their knowledge of the resources and services provided by Suffolk County Community College and the extended community.
5. understand time, stress, and personal resource management.
6. acquire academic survival skills to promote active learning.
7. learn the basics of group roles, dynamics, and decision-making in order to function constructively in group settings.
8. understand the nature of coalitions, communities, and systems.
9. appreciate the relationship between ethics and leadership.
10. apply critical thinking to leadership theories and practices.
11. build an awareness of leadership issues facing our communities and society
12. have a better understanding of the nature of leadership.
13. begin to develop a personal philosophy of leadership

REQUIRED MATERIALS

STUDENT REQUIREMENTS FOR SUCCESSFUL COMPLETION OF THE COURSE
Students are expected to complete the following requirements in order to receive credit for the course.

1. Attendance: Students are allowed 3 absences. Each subsequent absence will result in the loss of one letter grade. There will be no differentiation between excused and unexcused absences, so students are encouraged to use absences wisely. Students will be responsible for submitting assignments by the due date regardless of attendance.
2. Assignments: All assignments must be submitted on the stated due date, including if a student is absent from class. Late assignments will not be accepted and a grade of 0 will be given for the specific assignment.
3. Classroom behavior: All students are expected to act in a mature and responsible manner, treating all individuals in the classroom with respect and dignity. Any student
acting in a contrary manner will be asked to leave the classroom and will be marked as absent. In addition, students may face disciplinary sanctions.

4. **Electronic Devices**: All cell phones, pagers, and any other SMS enabled device must be turned off for the duration of class. Any student whose device is audible or is found to be sending or receiving any messages will have one point deducted from his or her final grade.

5. **Academic Integrity (p. 69 in the course catalogue)**: The College’s Student Code of Conduct expressly prohibits “any and all forms of academic or other dishonesty.” While this code should be read broadly and does not define such conduct in exhaustive terms, the following conduct clearly falls under the heading of academic dishonesty.
   a. **Cheating**: Any form of cheating, be it on a formal examination, informal quiz or other submitted material, is a violation of college conduct. Copying material from fellow students or from other sources during an examination may result in a failing grade for the course and/or serious disciplinary sanctions as outlined in the Code of Conduct. When students work together on a project, this becomes a joint responsibility for a group so designated and should be limited to the people and resources agreed upon with the instructor.
   b. **Plagiarism**: Students should realize that presenting the words and ideas of others as their own is dishonest. In writing, students must fully acknowledge the source of any paraphrased passages and any ideas which they have borrowed. Failure to conform to these academic standards is plagiarism and may result in a failing grade for the course and/or serious disciplinary sanctions as outlined in the Code of Conduct.

6. **Grammar**: All written assignments must be written using proper grammar and sentence structure. Points will be deducted for grammatical errors.

7. **E-mail**: All students are required to use the e-mail address provided by SCCC for all class-related communication. E-mails sent from addresses other than the official student e-mail address will not be read or returned.

**GRADING**

10% - Class Participation: Class Participation: All students will begin the class with 10 points (100%) in class participation. Students will lose points for the following: absence or tardiness beyond 10 minutes, use of any electronic device, or disrespectful or disruptive behavior. It is possible to have negative points in this area if a student repeatedly loses points. Students may also gain points for going above and beyond in class.

20% - Textbook Journals/Exercises/Quizzes: All activities assigned must be completed and turned-in at the beginning of the class in which they are due. If a student arrives late, he or she will not be permitted to turn in the assignment due on that day.

10% - “What About Me” project: see separate assignment sheet for specific information.

10% - Library Assignment – to be completed during library sections.

10% - Research Your Major Objective: see separate assignment sheet for specific information.

15% - Group Project: see separate assignment sheet for specific information.

10% - Campus Involvement Project: see separate assignment sheet for specific information.

15% - Service Learning Projects

Assignments may be graded either on a 100 point scale or on a letter grade according to the scale below:

<table>
<thead>
<tr>
<th>Grade</th>
<th>100-90</th>
<th>90-80</th>
<th>80-70</th>
<th>70-60</th>
<th>60-50</th>
<th>50-40</th>
<th>40-30</th>
<th>30-20</th>
<th>20-10</th>
<th>10-0</th>
</tr>
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<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>90-95</td>
<td>90-85</td>
<td>85-80</td>
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<td>65-60</td>
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<tr>
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<td>85-80</td>
<td>80-75</td>
<td>75-70</td>
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<td>60-55</td>
<td>55-50</td>
<td>50-45</td>
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<tr>
<td>C</td>
<td>75-79</td>
<td>75-70</td>
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<td>50-45</td>
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<tr>
<td>C+</td>
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<tr>
<td>D</td>
<td>60-64</td>
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<td>50-45</td>
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<td>30-25</td>
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<td>20-15</td>
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<tr>
<td>F</td>
<td>≤ 64</td>
<td>≤ 59</td>
<td>≤ 54</td>
<td>≤ 49</td>
<td>≤ 44</td>
<td>≤ 39</td>
<td>≤ 34</td>
<td>≤ 29</td>
<td>≤ 24</td>
<td>≤ 19</td>
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</table>

A 90-100  4.0  C 70-74  2.0
B+ 85-89  3.5  D+ 65-74  1.5
B 80-84  3.0  D 60-64  1.0
C+ 75-79  2.5  F ≤ 59  0