Course Title: Leadership

Course Number: CSK-105

Instructor Name: Nicholas J. Scalzo, Ed.D.

Instructor Contact Information: nscalzo@notes.cc.sunysb.edu
516-241-3801
by appointment

Course Bulletin Description:

Leadership. Developing effective leadership skills is critical for career success. This course guides students in assessing their leadership strengths and weaknesses and establishing goals for leadership development. Students learn transactional and transformational leadership tactics, ways to show consideration of others’ interests and feelings, and the importance of valuing differences. Students practice transformational leadership methods for building and sustaining followers’ commitment and involvement. Participating in group exercises, they practice establishing goals, giving feedback, and rewarding others.

Course Objectives:

Upon completion of the course, the student will:

● Understand the differences between select different leadership theories/models;
● Understand the characteristics of effective leaders;
● Learn how to establish goals, give feedback, and reward others;
● Learn how to value differences;
● Learn how to take a lead role in small groups.

Mode of Offering:

This 1-credit course will be offered as an intensive workshop offered within a relatively short time period. For example, the course may be offered as four 3-1/4 hour seminar/workshop-style sessions (13 contact hours). This format is necessary to engage students in practical training components.
Readings:

Text: there is no specific text book for this course – readings will be provided by the instructor and placed into the BlackBoard course site.

Supplemental Readings:

Grading Assessment:

Grades will be weighed according to Stony Brook University policy. Please refer to the Stony Brook University Bulletin for the Grading System. Grades for this course will be: A, A-, B+, B, B-, C+, C, C-, D+, D, or F

Your final grade in the course will be determined as follows:

Classroom Discussion and Participation: 30% (asking and responding to questions, giving opinions, raising issues, cooperation with classmates)

Team Project and presentation: 30%

Skill Practice Performance: 10% (Performance in group skill practice or team exercise)

Research Paper: 30% (One short (5 page) paper)

Assignments:

In this course -- Leadership -- students will:

- Participate in discussions based on the course content and readings as well as questions posed by the instructor;
- Work on a team project with at least one other classmate and prepare a presentation to the class on a leadership theory. The topics for the project will be one of the following: transactional leadership, results-based leadership, tough-minded leadership, transformational leadership, charismatic leadership, or Quantum leadership.
- Participate in live skill practices in the class demonstrating select leader skills;
- Conduct research and submit a short paper exploring different leadership theories. Suggested topics are: transactional leadership, results-based leadership, tough-minded leadership, transformational leadership, charismatic leadership, Quantum leadership, how leaders establish goals, how leaders give feedback, or how leaders reward others.

Note: All written assignments must be submitted when due. Late papers will be penalized one letter grade. Always cite your references. When citing sources, encyclopedias, dictionaries, and websites
like Wikipedia are NOT acceptable. Points will be deducted on work that cites these unacceptable sources.

All written research assignments should follow an accepted writing style. Two popular styles are the Modern Language Association Style (MLA Style) and the American Psychological Association Style (APA Style). APA Style tends to be more popular amongst higher education professionals. APA Style or Manuscript is the style used when you submit work for publication in a professional journal.
Weekly Schedule:

This course runs for four weeks, from Nov 11, 2011 until Dec 9, 2011, from 8:30 AM until 11:30 AM in Room 123, Chemistry Building. This weekly schedule may be subject to change based on class discussions and activities.

<table>
<thead>
<tr>
<th>Class #</th>
<th>Topic</th>
<th>Readings/Assignments</th>
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</thead>
<tbody>
<tr>
<td>1</td>
<td>Defining leadership \ Student's leadership \ experiences in high school, college, and work \ Characteristics of effective leaders \ Where does leadership take place?</td>
<td>Readings to be assigned</td>
</tr>
<tr>
<td>2</td>
<td>Leadership and sustainability \ Leadership history \ Situational leadership assessment \ The leadership challenge</td>
<td>Readings to be assigned \ Develop a tentative leadership development plan related to leading sustainability</td>
</tr>
<tr>
<td>3</td>
<td>Situational leadership discussion \ Creating the environment for leadership \ Generational differences and leadership</td>
<td>Readings to be assigned</td>
</tr>
<tr>
<td>4</td>
<td>Team Presentations on leadership theories</td>
<td>Readings to be assigned \ Research Paper due</td>
</tr>
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University Policies:

I - Academic Honesty

Each student must pursue his or her academic goals honestly and be personally accountable for all submitted work. Representing another person’s work as your own is always wrong. Academic dishonesty can range from simple breach of class or University guidelines, such as using a cell phone in an exam, to very serious cases which may result in expulsion. The Academic Judiciary Committee for the College of Arts and Sciences (which also includes classes taught by the College of Business, the School of Marine and Atmospheric Sciences, and the School of Journalism) and the Committee on Academic Standing and Appeals of the College of Engineering and Applied Sciences are responsible for enforcing the guidelines for academic integrity in each college, and for the consideration of individual cases. Any suspected instance of academic dishonesty will be reported to the appropriate committee. The judiciary committee of each college has jurisdiction over all courses offered in that college. Either committee may inform pre-professional committees about any findings of academic dishonesty which, in its judgment, are of sufficient seriousness. It is the responsibility of all students to make themselves familiar with the University’s policies and procedures regarding academic integrity as well as any additional guidelines issued by instructors for specific classes. For more comprehensive information on academic integrity, including categories of academic dishonesty, please refer to the academic judiciary Web site at http://www.stonybrook.edu/uaa/academicjudiciary/index.shtml

All students found guilty of academic dishonesty are required to take the University's course on academic integrity (the “Q Course”) and additional penalties including suspension or expulsion may also be levied. Information about the procedures for hearings and other functions of these committees dealing with academic integrity is available on the Web site referenced above, as well as in the Office of Undergraduate Academic Affairs and in the Engineering and Applied Sciences Undergraduate Student Office.

II - Stony Brook University Disability Support Services Statement

If you have a physical, psychological, medical, or learning disability that may impact your course work, please contact Disability Support Services (631) 632-6748 or dss@notes.cc.sunysb.edu or visit their website at http://studentaffairs.stonybrook.edu/dss/. They will determine with you what accommodations are necessary and appropriate. All information and documentation is confidential.

On Campus Support

Students who require assistance during emergency evacuation are encouraged to discuss their needs with their professors and Disability Support Services. For procedures and information go to the following website: http://www.sunysb.edu/facilities/ehs/fire/disabilities.shtml

III - Critical Incident Management:

Stony Brook University expects students to respect the rights, privileges, and property of other people. Faculty are required to report to the Office of Judicial Affairs any disruptive behavior that interrupts their ability to teach, compromises the safety of the learning environment, or inhibits students' ability to learn. Faculty in the HSC Schools and the School of Medicine are required to follow their school-specific procedures.

Resources Needed: Basically for this course you will need a reliable computer with Word software and internet access.

Important Links:
Blackboard or online help: email: spd_online@notes.cc.sunysb.edu


APA Style: http://apastyle.apa.org/

MLA Style: http://www.mla.org/style_faq1

Handbook Information on Academic Honesty and Grievance Procedures. (http://www.stonybrook.edu/spd/assets/pdf/f05handbook.pdf)

Categories of Academic Honesty: http://naples.cc.stonybrook.edu/CAS/ajc.nsf/pages/samples

Disability Support Services: (631) 632-6748, or dss@notes.cc.sunysb.edu, or http://studentaffairs.stonybrook.edu/dss/

Spring 2012 - SUSTAINABILITY STUDIES Courses (4 WEEKS)

<table>
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<tr>
<th>COURSES</th>
<th>CSK 105 (1 credit) 53109</th>
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<tbody>
<tr>
<td>Dates courses will meet</td>
<td>3/23, 3/30, 4/20, 4/27</td>
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| Last Day to ADD Classes(Without Petition) | 2/3/2011 |
| Last Day to DROP w/o Liab             | 3/28/2012 |
| Last Day to DROP w/o "W"               | 3/28/2012 |
| Last Day to P/NC & Withdraw from a course(Tuition Liability in effect) | **4/18/2012 |
| Tuition Liability Schedule:           | 3/29-4/03/2012-50% Lib |
|                                      | 4/04/2012 - 100% Lib    |

** P/NC Deadline Dates: These deadline dates do not align themselves with the Spring (B Term) System Calendar, therefore, these requests from students will have to be processed manually via the Student Service Office (Associate Registrar/L. Volpe)

### P/NC Deadline Date: Aligns itself with the System Calendar and does not require backdating or overrides.
**General Information for CSK Classes 101 – 102- 104- 105 & SBC 205**

As the above (1) credit courses we offer are a slight variation from the majority of university classes - the below information is meant to help you navigate for ease in registration, adding, and dropping.

**To Register:** Most of the seats will be held for majors or minors in our program - however, they very often fill up. You should register for these classes early.

After the first course, you will not be able to add any more of these classes on line. It will come up as a time conflict even though they are on different days.

You must go to the Registrar in person, and add the remaining classes you want. You should register for all the remaining classes you want at the same time, before the official semester add / drop date deadline.

**Adding:** You will be able to add these classes up to the add deadline date by following the above instructions if the class is not full, and you meet the criteria, or you get special permission from the department. You will not be able to add the courses without petition, no matter when they start, after the deadline.

You may not add the class after missing one class.

**Adding Late:** If you want to add the class after the add deadline you will need to do the following:

- Get a letter from the Sustainability Studies department giving you permission to add late.
- Write a brief statement on why you are requesting to add the class late.
- Get the petition from Academic Advising to add the course late, and get it approved by Academic Affairs on L-3 Melville Library
- Take the approved petition form to the registrar and ask to have the late add fee waived. At that time you will be registered for the class.

**Dropping:** Each semester the drop dates change for the classes, because they are offered one after the other. You must check the schedule in your syllabus, or posted in the departmental office, on the specific drop date for each class.

If you try to drop after the specified drop date, you will incur tuition liability. You will also incur an automatic "W" for the course, if you do not drop by the specified date. If you try to drop by the correct date and can't - go to the registrar's office. The department has no control over this.