



Course Syllabus: Personal Leadership for Education Professionals
College of Education
EDLE 5703 Personal Leadership for Education Professionals Section X10/DX1
Fall 2022- Aug 232-Dec 2, 2022

Contact Information

Instructor: Kym Acuña

Office: Bridwell 104 E

Office hours: Tuesday 2:00-4:00pm, Wednesday 2:00-3:00pm, Thursday 2:00-4:00pm, and By appointment

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How to Contact Me

The best way to contact me is through email. I usually respond quickly. You can expect a response within 24 hours, however, it could be a little longer on weekends or holidays.

Textbook & Instructional Materials

- Bambrick-Santoyo, P. (2018). *Leverage Leadership 2.0: A Practical Guide to Building Exceptional Schools*. John Wiley & Sons.
- Rath, T. & Conchie B. (2008). *Strengths Based Leadership: Why people follow*. Press **ISBN: 9781595620255** (With Bind In Access Code)
- Sergiovanni, T. (2007). *Rethinking Leadership: A collection of articles*. Thousand Oaks, CA: Corwin Press.

Course Description

An understanding of human behavior, beginning with knowledge of self and leading to the understanding of others, is necessary for successful leadership in organizational settings. This course provides students with opportunities to analyze their values, behaviors, and skills related to effective leadership in an educational context. **Course may not be used for students seeking principal certification.**

Course Objectives

- Candidates analyze themselves with regard to values, behaviors, and skills related to successful institutional improvement.
- Candidates develop a professional growth plan for self, based on self-assessment.
- Candidates examine the practice, growth and motivation of effective leaders.

- Candidates develop a personal leadership model for their own practice as a leader.
- Candidates learn the foundations of leadership theory and practice appropriate to any organizational setting.
- Candidates reflect on leadership learning.

Study Hours and Tutoring Assistance

See office hours or by appointment.

Student Handbook

Refer to: [Student Handbook-2021-22](#)

Academic Misconduct Policy & Procedures

Academic Dishonesty: Cheating, collusion, and plagiarism (the act of using source material of other persons, either published or unpublished, without following the accepted techniques of crediting, or the submission for credit of work not the individuals to whom credit is given). Additional guidelines on procedures in these matters may be found in the Office of Student Conduct.

[Office of Student Conduct](#)

Grading/Assessment

Course Grade

Table 1: Graded Assignments

Assignments	Points
Discussion and Chapter Activities (X14)	35%
Leader Interview	5%
Dialectic Leadership Journal	5%
Growth Plan Sequence	25%
Personal Leadership Model	15%
Leverage Leadership Assignments (X3)	15%

Table 2: Total points for final grade.

Grade	Points
A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59% and below

Extra Credit

No extra credit will be considered in this course.

Late Work

Work should be turned in on time. Any issues that impact your timeliness should be discussed with the instructor.

Important Dates

Last day for term schedule changes: 08/26/21

Deadline to file for graduation: December graduation- 9/27/21; May graduation 10/21/21

Last Day to drop with a grade of "W:" 10/25/21

Refer to: [Drops, Withdrawals & Void](#)

Desire-to-Learn (D2L)

Extensive use of the MSU D2L program is a part of this course. Each student is expected to be familiar with this program as it provides a primary source of communication regarding assignments, examination materials, and general course information. You can log into [D2L](#) through the MSU Homepage. If you experience difficulties, please contact the technicians listed for the program or contact your instructor.

Online Computer Requirements

Taking an online class requires you to have access to a computer (with Internet access) to complete and upload your assignments. It is your responsibility to have (or have access to) a working computer in this class. For help, log into [D2L](#).

Online Professional Etiquette

Please remember to use professional communication in all parts of this class. Think about the message you want to communicate and how the way in which you communicate it reflects on you as a professional.

Change of Schedule

A student dropping a course (but not withdrawing from the University) within the first 12 class days of a regular semester or the first four class days of a summer semester is eligible for a 100% refund of applicable tuition and fees. Dates are published in the Schedule of Classes each semester.

Refund and Repayment Policy

A student who withdraws or is administratively withdrawn from Midwestern State University (MSU) may be eligible to receive a refund for all or a portion of the tuition, fees and room/board charges that were paid to MSU for the semester. HOWEVER, if the student received financial aid (federal/state/institutional grants, loans and/or scholarships), all or a portion of the refund may be returned to the financial aid programs. As described below, two formulas (federal and state) exists in determining the amount of the refund. (Examples of each refund calculation will be made available upon request).

Services for Students with Disabilities

In accordance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Northwestern State University endeavors to make reasonable accommodations to ensure equal opportunity for qualified persons with disabilities to participate in all educational, social, and recreational programs and activities. After notification of acceptance, students requiring accommodations should make application for such assistance through Disability Support Services, located in the Clark Student Center, Room 168, (940) 397-4140. Current documentation of a disability will be required in order to provide appropriate services, and each request will be individually reviewed. For more details, please go to [Disability Support Services](#).

College Policies

Campus Carry Rules/Policies

Refer to: [Campus Carry Rules and Policies](#)

Smoking/Tobacco Policy

College policy strictly prohibits the use of tobacco products in any building owned or operated by WATC. Adult students may smoke only in the outside designated-smoking areas at each location.

Alcohol and Drug Policy

To comply with the Drug Free Schools and Communities Act of 1989 and subsequent amendments, students and employees of Northwestern State are informed that strictly enforced policies are in place which prohibits the unlawful possession, use or distribution of any illicit drugs, including alcohol, on university property or as part of any university-sponsored activity. Students and employees are also subject to all applicable legal sanctions under local, state and federal law for any offenses involving illicit drugs on University property or at University-sponsored activities.

Grade Appeal Process

Students who wish to appeal a grade should consult the Northwestern State University [MSU Catalog](#)

Notice

Changes in the course syllabus, procedure, assignments, and schedule may be made at the discretion of the instructor.

Course Schedule:

The course schedule includes the reading, discussions, and assignments for each week. Discussion Board activities regarding the Rethinking Leadership Book must be completed in the week the reading is done.

Course Schedule

Week	Dates	Reading	Assignment Due
1	Aug 22-28	Rethinking Leadership (RL) Sec. 1.1	Self-Presentation To be completed Aug 22-24 *Discussion RL 1.1
2	Aug 29- Sep 4	RL Sec 1.2 Strengths Based Leadership- pp. 1-99	*Discussion RL 1.2 <i>Strengths Finder Assessment part 1</i> Due Sep 2
3	Sep 5- 11	RL Sec. 1.3 Strengths Based Leadership- pp. 101- 237	*Discussion RL 1.3 <i>Strengths Finder Reflection part 2</i> Due Sep 9
4	Sep 12-18	RL Sec. 1.4	*Discussion RL 1.4 <i>Leader Interview</i> Due Sep 16
5	Sep 19- Sep 25	RL Sec. 2.1	*Discussion RL 2.1 <i>Assessment of Leadership Qualities and Skills</i> Due Sep 23
6	Sep 26 – Oct 2	RL Sec. 2.2	*Discussion RL 2.2 <i>Myers Briggs Results</i> Due Sep 30
7	Oct 3- 9	RL Sec 2.3 and Sec. 2.4	*Discussion RL 2.3 & 2.4 <i>LSI Results</i> Due Oct 7
8	Oct 10 - 16	RL Sec. 3.1	*Discussion RL 3.1 <i>Growth Plan</i> Due Oct 14
9	Oct 17-23	RL Sec. 3.2 Leverage Leadership 2.0-Chapter 5 pp. 221-261	*Discussion RL 3.2 <i>Leverage Leadership Ch 5 Assignment</i> Due Oct 21
10	Oct 24 – 30	RL Sec. 3.3 Leverage Leadership 2.0-Chapter 6 pp. 263-288	*Discussion RL 3.3 <i>Leverage Leadership C 6 Assignment</i> Due Oct 28
11	Oct 31- Nov 6	RL Sec. 3.4 Leverage Leadership 2.0-Chapter 7 pp. 289-312	*Discussion RL 3.4 <i>Leverage Leadership Ch 7 Assignment</i> Due Nov 4
12	Nov 7 - 13	RL Sec. 4.1	* Discussion RL 4.1
13	Nov 14- 20	RL Sec. 4.2	*Discussion RL 4.2
14 & 15	Nov 21 – Dec 2	RL Sec. 4.3	*Discussion RL 4.3 <i>Leadership Journal</i> Due Nov 28 <i>Personal Leadership Model</i> Due Dec 1

*** Discussion Board activities regarding the *Rethinking Leadership* Book must be completed in the week the reading is done.**