

LHRD 4808: Leadership Development Internship
SPRING 2019 SYLLABUS

INSTRUCTIONAL TEAM INFORMATION

Instructor: **

Email: **

Office: **

Office Hours: **

COURSE DESCRIPTION

The School of Leadership and Human Resource Development recognizes that there are important elements in the development of leadership skills that cannot be adequately taught in classrooms. For that reason, the School has established an internship experience as a required part of the LSU Leadership Development Minor.

PREREQUISITES

This course serves as the capstone for the Leadership Minor. Students are expected to apply the knowledge, skills, and abilities gained through prior coursework. Successful completion of LHRD 2723/2724 and LHRD 3723/3724 is required prior to taking this course. Students may be concurrently enrolled in LHRD 4723/4724 or have successfully completed the course during past semesters.

COURSE GOALS

The overarching goal of the internship is to encourage students to obtain meaningful and realistic experiences in which they take on the roles and responsibilities of leadership. The nature of the internship can be quite varied including paid or unpaid positions with placements on-campus or off campus. The most acceptable internship positions are those that relate to a student's career interests or goals and that promise to be challenging in terms of difficulty and responsibility. **Internship credit is not available for an experience that has occurred in the past or in a self-employed internship position.**

GENERAL COURSE OBJECTIVES

Upon completion of this course, students will be able to:

1. Articulate a functional understanding of leadership.
2. Integrate previous leadership development coursework into an authentic leadership experience.
3. Demonstrate improvement in their personal leadership knowledge and skills.
4. Demonstrate the capacity to independently manage the challenges and uncertainties associated with leadership while leading a group of people to accomplish or create something.

THE ESSENCE OF THE INTERNSHIP

The internship experience is designed to give students an authentic leadership experience. The intent of the internship is not to just attach the internship to a current job and call it leadership, but to actually

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have an initiative with goals, and to lead others to their achievement. There are four main criteria for selecting a successful internship:

1. There is a specific, identifiable, and measurable initiative or project in which the student has an opportunity to take part.
2. The initiative or project has well-defined, measurable goals.
3. The achievement of the initiatives and project's goals and outcomes can be demonstrated.
4. The initiative or project requires LEADING A GROUP OF PEOPLE to accomplish the goals.

COURSE STRUCTURE & DELIVERY

This course will be delivered using a blended format, meaning that we will have face-to-face classes, while other classes will be held online. For the duration of the semester therefore, we will accommodate different multimedia resources and various modes of teaching and learning including online discussions, scholarly writings and reflections. The majority of our class sessions will be held online, therefore your active participation and critical reflection on readings and other class materials will determine your success in the course. I believe you will find the hands-on activities and in-person discussions to be engaging and complementary to the online course materials.

TEXTBOOK & COURSE MATERIALS

No textbooks or other materials are required for this course.

Recommended

American Psychological Association. (2009). Publication manual of the American Psychological Association (6th ed.). Washington, DC: Author. (Optional)

ADVISING POLICIES

My goal is to be available to meet your needs as much as possible. I am available to meet in person, or virtually. The following are a variety of ways to reach me:

1. Electronic Advising-Individual: E-mail is the most reliable method of contacting me. As far as possible I will respond to all e-mail queries within 24 hours.
 - a. When emailing me, please ensure that you include your name (as stated in Moodle), and the course number in the subject line.
2. In-person: Please email me to schedule a meeting in my office.
3. Moodle forum: A forum has been created on Moodle for course questions you may have. You may use this forum to ask your questions, so everyone can see the answers.

PHILOSOPHY OF TEACHING/EXPECTATIONS OF CLASS PARTICIPANTS

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I believe in being transparent about our mutual expectations for the course. My teaching philosophy is built on the following principles:

1. Students should have maximum responsibility and involvement in their learning process.
2. Expectations of students should be set high enough to maximize their potential.
3. Assignments should be made as meaningful as possible, avoiding all "busywork."
4. Learning activities should portray the knowledge in a real-world context so students understand the complexities of real world practice.
5. The classroom and the world of practice should be linked as much as possible.
6. Every opportunity possible should be made available for the student to direct their study to achieve their personal goals.
7. As professors and experts, we have a responsibility to set standards and preserve the integrity of the credentials we grant.

The instructional team wants you to succeed in the course, and as such we will do everything we can to support you this semester. In this course, I will assume that we are all adult professionals. I will therefore give you the appropriate respect and privileges as well as the responsibilities and accountability. As a participant in this class, you are expected to:

1. Be committed to learning as much as possible, and to take class responsibilities seriously. I am committed to your learning and development, and thus expect the same from you.
2. Communicate with your instructor(s). We understand that things will happen during the semester that may hinder your ability to meet deadlines, and we will work with you as much as possible. However, it is your responsibility to communicate with us in a timely manner should these situations arise.
3. Be prepared to work hard to reach class goals. The assignments in the course are designed to help you learn the material, so please put thought and effort into completing your assignments.
4. Help create a safe climate in class for mutual exploration, discovery and learning. Treat other class members with the same respect and courtesy you would like for yourself at all times. During the semester you may be asked to share your thoughts with the class, please feel free to respond to each other, but please do so in a courteous and respectful manner.
5. Conduct yourself with a high level of professionalism. This means completing assignments on time, and being respectful in your communication with the instructional team and each other.
6. Take responsibility to direct your own learning and study.
7. Share your questions, experiences and concerns freely with the class and us.
8. Motivate yourself to excel in this course.

COURSE ASSIGNMENTS AND EVALUATION

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HOOR REQUIREMENT

The internship requires a **minimum of 144 clock hours of work time** over the course of the semester. Students must keep a journal where they reflect on their experience as they progress through the internship. Additionally, students must also keep a Time Log that documents the hours they have spent working on the internship. Time should be kept weekly in the log. The Site Supervisor must sign all entries. The completed Time Log is submitted at the end of the semester with the Product Portfolio. The Time Log template that must be used is available on the Moodle site.

ASSIGNMENTS

The assignments for this course are designed to ensure that you conduct a successful internship. All assignments are designed to help you develop your leadership skills and assist you in designing and developing an effective internship portfolio. All assignments are submitted via drop boxes on Moodle. Please note: There are no exams in this course.

COURSE SCHEDULE	SESSION TYPE/ VENUE	DUE DATE	POSSIBLE POINTS
Welcome, syllabus overview, and course orientation	In Person/ 256 Coates Hall, 1-2 p.m.	**	5
Internship Proposal and Contract	Online	**	20
Weekly Discussion Forum Responses	Online	**	20
Internship Overview Presentation	In Person	**	20
Product Portfolio	Online	**	35

In the event of a major campus emergency, course requirements, deadlines, and grading percentages are subject to changes that may necessitate a revised semester calendar.

1. Welcome, syllabus overview, and course orientation (5%)

Attendance is required. This is a graded event.

2. Internship Proposal and Contract (20% of final grade)

Prior to undertaking an internship, students must develop and submit an internship proposal that describes the internship setting and clearly states the professional development initiative, tasks or job in which the student will be involved, the associated goals/objectives, and the anticipated developmental outcomes. The proposal must be between 5-7 pages, double-spaced, and follow APA 6th ed. (2009) formatting. Please follow the proposal and contract instructions posted on Moodle.

3. Weekly Discussion Forum Reflective Responses (20% of final grade)

The completion of weekly forum posts is a requirement for this course. The Instructor will post the discussion questions on Moodle and students will be expected to post a thorough and complete response, **(310 words or more)** to the appropriate forum. **Responses must be submitted by 11:55 p.m. on Friday of each assigned week.**

The purpose of these discussions and reflection posts is to develop and demonstrate a strong understanding of leadership through reflection of your internship experience. The forum posts are evaluated on the quality and thoughtfulness of the response. **No late posts are accepted.** No post may be edited once a student clicks submit. The dates for each forum post are listed on Moodle under each week.

A student who is not satisfied with a grade on an individual forum assignment will have up to **3 days** after the grade is posted to contact the instructor asking for clarification and/or to appeal the grade. No grade modifications will be considered after this time.

4. Internship Overview Presentation (20% of final grade)

The internship overview presentation is a key deliverable for students participating in LHRD 4808. Students will be required to deliver a multimedia presentation (ppt etc.) to their peers and the instructional team, providing an overview of the internship completed throughout the semester. The presentation should include information on your activities undertaken during the internship, along with goals and results. Detailed instructions on this assignment may be found on Moodle.

5. Product Portfolio (35% of final grade)

The Product Portfolio is the main deliverable for students participating in LHRD 4808 Leadership Development Internship. A product portfolio is a purposeful collection of work completed during the Leadership Development Internship that demonstrates the use and development of student leadership skills and competencies. The portfolio is a focused collection of materials through which students define their developmental and learning goals, demonstrate progress toward those goals, and describe, evaluate and reflect on their development and learning. The product portfolio is the capstone project for this course. Detailed instructions on this assignment may be found on Moodle.

Please note all deadline times listed are in CST/CDT.

PREPARATION OF WRITTEN MATERIALS

Because the work of leaders often requires the ability to communicate effectively in writing, students must work to develop and demonstrate this ability in class. It is therefore expected that all written materials submitted in this course will be organized in a logical manner and will be written in clear and understandable language. Submitted papers should be free of typographical, spelling, and grammatical errors (grammatical and spelling errors will influence your grade).

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All written assignments should follow APA guidelines, thus should be double-spaced, use 12-point Times New Roman font, and have 1-inch margins on all sides. All pages should be numbered. Each paper should have a title page that contains the title of the paper, the student's name, the date and the name of the course. All assignments must be submitted in Microsoft Word or PDF format. No other format will be accepted.

LATE ASSIGNMENTS AND INCOMPLETES

I strongly believe that part of your responsibility as a student and a leader is to complete assigned work and to meet deadlines. **Therefore, in this class, late assignments will not be accepted.** If you miss an assignment deadline, you will receive a zero for that assignment. Please plan ahead to ensure you do not miss any deadlines.

A student is required to notify the instruction team in advance of the deadline, if the student is unable to complete an assignment by the deadline due to an excused absence consistent with Policy Statement 22. I understand that you may have situations (illness, family emergencies, etc.) that arise during the semester that may prevent you from meeting deadlines. I will make every reasonable effort to work with you and support you. In the event that you are unable to complete an assignment by the deadline, you must notify the instruction team (at least 24 hours in advance of the deadline). The instructional team reserves the right to request documentation before granting approval for a make-up assignment. Under no circumstance will an excuse be accepted after the due date of an assignment or after an assignment is submitted.

Given the large number of students enrolled in this course and the large volume of graded work, I do not offer extra credit, partial credit, etc.

The grading scale for this course is:

A+:	100-97.00%	A:	96.99-93.00%	A-:	92.99-90.00%
B+:	89.99-87.00%	B:	86.99-83.00%	B-:	82.99-80.00%
C+:	79.99-77.00%	C:	76.99-73.00%	C-:	72.99-70.00%
D+:	69.99-67.00%	D:	66.99-63.00%	D-:	62.99-60.00%
F:	<60.00%				

ACADEMIC INTEGRITY

Academic integrity is fundamental to the activities and principles of any university. Members of the academic community must be confident that each person's work has been honorably acquired, developed, and presented. The academic community regards academic dishonesty as an extremely serious matter, with consequences that range from probation to expulsion.

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Academic misconduct includes but is not limited to cheating, plagiarism, collusion, falsifying academic records, and/or any act designed to give unfair academic advantage to the student. This includes but is not limited to the submission of essentially the same written assignment for two courses without the prior permission of the instructors or providing false or misleading information in an effort to receive a postponement or an extension on a test, quiz or other assignment.

All cases of alleged academic misconduct will be referred to the Office of the Dean of Students, Student Advocacy & Accountability (SAA). All students are expected to read and be familiar with the LSU Code of Student Conduct, found online at www.lsu.edu/saa. It is your responsibility as a student at LSU to know and understand the academic standards for our community.

ACCESSIBILITY STATEMENT

The University is committed to making reasonable efforts to assist individuals with special needs as addressed by the Americans with Disabilities Act (ADA) in their efforts to avail themselves of services and programs offered by the University. If you need accommodations for this course, please notify the Office of Disability Services (115 Johnston Hall) and your course instructor immediately. Please provide your instructor with the accommodation letter they provide you with as soon as possible so reasonable efforts can be made to accommodate your special needs.

STUDENT RESOURCES

Resources are available on campus for students having personal problems or lacking clear career and academic goals that interfere with their academic performance. These resources include:

LSU Center for Academic Success Tutorial Center, B-31 Coates Hall, 578-2872

LSU Writing Center, B-18 Coates Hall, 578-4439

LSU Olinde Career Center, 158 LSU Student Union, 578-2162

Student Health Center, Health Promotion, and Mental Health Services, 578-6271

NONDISCRIMINATION STATEMENT

The classroom environment should encourage student respect for others and their opinions, regardless of race, color, religion, national origin, ancestry, gender, age, veteran status, and sexual orientation. Faculty and staff in the School of Human Resource Education and Workforce Development are committed to cultural diversity and nondiscrimination towards all students.

The instructor reserves the right to modify this syllabus to meet student needs and course objectives.