

COMMUNITY PARTNER SITE VISITS & SERVICE HOURS LOG (75 points) ~MAY 3~

Spending regular time at your community partner's site is necessary for developing and implementing your Service-Learning Project, practicing leadership skills discussed in class, and reflecting on your development as a leader of social change.

- Fellows must visit their service site at least once a week with the first visit taking place by the 3rd week of class.
- At a minimum, Fellows must visit their site 8 times with the exception of students at Noxubee Refuge who are required a minimum of 4 visits.
- *Montgomery Leadership Fellows are required to log at least 20 service hours for the semester and provide a brief reflection on their experience when documenting each service activity.*
 - ❖ Log hours & complete service-learning reflection within 24 hours of service delivery.
- **FINAL SEMESTER HOURS MUST BE LOGGED BY WEDNESDAY, MAY 3RD @ 12PM.**

STEPS TO LOG SERVICE HOURS & COMPLETE SERVICE-LEARNING REFLECTIONS

1. Go to: orgsync.com/login/mississippi-state-university
2. Click the "Sign in with your campus ID" button on the top right corner of the webpage.
3. Type in your "NetId" and Password.
4. Once you have logged into OrgSync, click "My Memberships" and select "MLP Fellows 2017-2018".
5. Then click the "Fill out Form" under "MLP Fellows First Semester Service Log" to record your hours each time.
6. Complete the Service-Learning Reflection: *Briefly describe what your service experience was like today. What did you enjoy (or not) & what did you do?*
 - *Additionally, reflect on at least one of the following questions after your service description:*
 - i. *With regard to your service, what ideas, plans and/or questions do you have for (your CP, your group, yourself)?*
 - ii. *How does the service work you and/or your team are doing impact your development as a leader (what are you learning)?*

TEAM SERVICE PROJECT PROPOSAL (30 points) ~FEBRUARY 28 & MARCH 1~

- A. Your team will put together a PAPER (due on day of your presentation) & PRESENTATION (February 28 or March 1) that will outline the following areas regarding your team's plan for working with your community partner:
 1. Summary about the community partner, CP expressed and team-observed needs
 2. Goals for assisting community partner with their needs
 3. Weekly objectives for completing these goals with tentative timeline for completion (*Your CP contact should view and approve your plan of action*)
 4. Summary of benefits that the community partner will gain from your service (regular service & project)
 5. Any Concerns and/or Benefits of working with your assigned Community Partner
 6. Team members' reflections on work with Community Partner thus far and its relationship to their leadership development/styles
 7. Budget outlining any purchasing needs for project (if applicable)

FINAL SERVICE-LEARNING PROJECT (45 points) ~APRIL 18 & 20~

B. Your team will put together a PAPER & PRESENTATION (due either April 18 or 20) based upon your *updated* Service-Learning Project Proposal & Community Service up to this point, outlining the following areas:

1. Review of your *updated* Service-Learning Project Proposal (CP's needs & your intended goals)
2. What you accomplished & did *not* accomplish and why
3. Overall outcome/Benefits to Community Partner
4. The lessons & reflections from working with Community Partner
5. The group's leadership styles and how they worked to accomplish goals

CLASS ASSIGNMENTS, JOURNALS & QUIZZES (15 points)

Class assignments and journaling are extremely important and is something that you may even find helpful after this leadership experience in Montgomery Leadership. If you already do this, you will find that journaling helps to brainstorm ideas and process through experiences.

Reflecting on material discussed and/or read, encourages mental, emotional, and spiritual growth. *Make sure to complete meaningful entries with correct grammar to ensure you receive full credit.* Assignments will not be accepted late & quizzes cannot be made up without a valid excuse.

You will receive a notebook which you should use to record your reflections on class readings and discussions. Free-writes will be collected at random to check for completion and will total to 15 points of your final grade.

The purpose of free-writes is to assist you in becoming aware of yourself and the world around you and reflect on how it relates to what we are learning in class.

A. *Reflect on class readings (as assigned) in one of the following ways.*

- 3, 2, 1
 - 3 things you learned
 - 2 connections you made
 - 1 question you still have
- Write about three things the author could simplify.
- Pick out a quote you think is important and explain why.
- What is the main idea of this reading? How is it important to your life?
- Other reflection styles as approved or assigned by the instructor.

B. *Reflect on Weekly service each time you log service hours.*

- Refer item #6 in the "Steps to Log Service Hours & Complete Service-Learning Reflections" section on page 3 of this syllabus for details on weekly service-learning reflections.

C. *Complete short essay topics & quizzes as assigned.*

D. *Other assignments as assigned (also including the following):*

- *Team Weekly Service Hours Schedule, due: Thursday, January 26.*
- *StrengthsFinder completed online by: Tuesday, February 14*
 - www.gallupstrengthscenter.com/Register
 - Access Code: see code emailed from Carmen on 1/31/17

- Print: “Strengths Insight and Action-Planning Guide” when assessment is complete. This assessment costs MLP \$10/student. Do NOT share this code with another person.
- *Myers-Briggs Type Indicator completed online by: Tuesday, January 24*
 - Access Code: see code emailed from Carmen on 1/17/17
 - This assessment costs MLP \$15/student. Do NOT share this code with another person.

MIDTERM PAPER: MY LEADERSHIP STYLE (45 POINTS) ~THURSDAY, MARCH 9~

This paper must be typed. Please read the instructions below as well as the rubric (distributed closer to date) to be sure you have included all necessary information.

Drafts submitted for improvement suggestions are encouraged and will be accepted electronically through February 23 and will be returned to you no later than March 2. You are welcome to turn in your final submission early for 5 extra points.

The purpose of this paper is to demonstrate your understanding of leadership theory and how it applies to your life.

- A. Discuss a leadership style/theory that you ascribe to.
 - a. What is the theory?
 - b. What are the elements of the theory?
 - c. What about this theory attracts you to it?
- B. How are you currently using this theory in your daily life?
 - a. How does it fit with your goals and values in life? (What are your goals (short or long) and what are your values?)
 - b. Provide examples for all

FINAL PAPER: SEMESTER REFLECTION (45 POINTS)

~DUE DURING INDIVIDUAL EVAL MEETING W/ CARMEN~

This paper must be typed. Please read the instructions below as well as the rubric (distributed closer to date) to be sure you have included all necessary information.

Drafts submitted for improvement suggestions are encouraged and will be accepted electronically through April 11 and will be returned to you no later than April 18. You are welcome to turn in your final submission early for 5 extra points.

The purpose of this paper is to demonstrate your growth throughout the semester and how you have been able to apply concepts learned in class in your service work, working with your group and in life in general.

- A. Gather journal reflections and service log reflections and read through your documented thoughts throughout the semester.
- B. Reflect on your journey in leadership development throughout this semester. How have the concepts that we have discussed in class this semester and the work you have completed with your team impacted your understanding of leadership and how it applies to your life.

- a. Be sure to incorporate at least three things you have noticed or learned about yourself this semester through your short reflective writings (journals & service-learning logs).

SEMESTER EVALUATION (30 points) ~APRIL 19~

- A. In addition to graded assignments, your performance in delivering meaningful service that demonstrates your understanding of leadership development this semester will be evaluated by the following groups/individuals: Self (5 points), Each Peer in your group (10 points total), Instructor (10 points), & Community Partner (5 points). The focus of the evaluations will focus on the perception of your attempts to bring positive change to the community through implementing your service-learning project and focusing on improving your personal leadership skills by applying concepts learned in class with your group and community partner. “A” teams and individuals “give their all” to their Community Partner, by assisting with needs and creating and implementing a meaningful and helpful service-learning project that relates to real community need instead of simply doing the minimum. “A” teams and individuals also see challenges as opportunities for learning and growth as well as engage in personal and group reflection, ask for assistance when needed, and improve as appropriate.
- B. *Performance on evaluations determine whether or not a student will continue the following semester in MLP, and the instructor will make this final decision.*
- C. **Written Evaluations** are due on **Tuesday, April 18**.
- D. You will set up a 30-minute time block on one of the following dates to review your evaluations with Carmen on one of the following days **April 20, 21, 24-28, May 1-2**.

CLASS ATTENDANCE & PARTICIPATION (15 points)

You will take away from Montgomery Leadership what you are willing to put into the program. Your participation is vital to your experience, your classmates’ experience, and the overall quality of the program.

- ❖ *Students are expected to read assigned material for each class period BEFORE class in order to receive full credit for participation and fully engage in class discussions.*
- ❖ Participation and professional behavior with all activities in & out of the classroom is required.
- ❖ Please be attentive and respectful to all speakers.
- ❖ *The use of cell phones during class is prohibited. Students should silence or turn off their phones during class. The instructor may ask a student to leave if he/she is found using a cell phone or otherwise not participating appropriately during class. This will result in an unexcused absence.*
 - *If at a particular time it is necessary for you to use your cell phone due to personal family concerns or work “on-call” requirements, please inform the instructor as needed and quietly excuse yourself from class to receive a call.*

Class attendance and participation are necessary for student success. Upon registration, the student accepts the responsibility of attending all classes and doing all work that the instructor may prescribe.

Excused Absences

Excused absences may be granted for situations such as a doctor’s visit or university sponsored activity provided that you give timely notification and documentation. It is your responsibility to notify the instructor with the appropriate documentation in order to seek an excused absence. For more information about MSU’s Attendance Policy and what is deemed an excused absence, please visit <http://www.msstate.edu/dept/audit/1209.html>.

Unexcused Absences

For every *unexcused* absence in excess of 2, 5 points (not to exceed 10 points total) will be subtracted from the student’s final average in the course. *If a student should accumulate more than 6 unexcused absences for the semester, he/she will not be able to continue in Montgomery Leadership the following*

semester. The student will not be allowed to make-up missed coursework or exams due to unexcused absences.

Tardies

Any student who is more than five minutes late for any class will be counted as Tardy. 3 tardies will count as 1 unexcused absence. Any student who is more than 10 minutes late for class will be counted as absent and receive an unexcused absence for that class (unless a valid university excuse can be promptly provided).

READINGS

Cress, C.M., Collier, P.J., Reitenauer, V.L. 2013. *Learning through Serving, 2nd Ed.* Stylus, Sterling, VA.

Rath, T. & Conchie, B. 2008. *Strengths Based Leadership: Great Leaders, Teams, and Why People Follow.* Gallup; New York.

Komives, S.R., Lucas, N., McMahon, T.R. 2007. *Exploring Leadership, 2nd Ed.* Jossey-Bass; San Francisco, CA.

OTHER EXPECTATIONS

- Periodically, Montgomery Leadership will host guest speakers at times other than our usual class meetings. You are expected to attend these events when they do not conflict with a class.
- On occasion Montgomery Leadership will participate in additional service, social, and networking opportunities, please be aware of this and make a concerted effort to include these opportunities in your schedule.
- It is your responsibility to come to class prepared. You will need paper & a writing utensil.
- If you are ever in need of assistance or have a question, please do not hesitate to contact Carmen or Xi.

SPRING 2017 COMMUNITY PARTNERS

1. ACCESS Program Peer Mentors
2. The Claiborne, Assisted Living & Memory Care
3. East Alternative School
4. Humane Society of Oktibbeha County
5. Noxubee Wildlife Refuge
6. Sudduth Elementary (K-1)
7. Transformers After School Program (5th-8th grade)

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Students with disabilities in need of accommodations to meet the expectations of this course are encouraged to bring this need to the attention of the instructor and should register with the Office of Student Support Services as soon as possible. The Office of Student & Disability Support Services is located in 01 Montgomery Hall, (662) 325-3335 (phone), and <http://www.sss.msstate.edu> (web address).

TITLE IX

MSU is committed to complying with Title IX, a federal law that prohibits discrimination, including violence and harassment, based on sex. This means that MSU's educational programs and activities must be free from sex discrimination, sexual harassment, and other forms of sexual misconduct. If you or someone you know has experienced sex discrimination, sexual violence and/or harassment by any member of the University community, you are encouraged to report the conduct to MSU's Direction of Title IX/EEO Programs at 325-8124 or by email to titleix@msstate.edu. Additional resources are available at www.msstate.edu/web/security/title9-12.pdf or at <http://students.msstate.edu/sexualmisconduct/>.

SPRING 2017 SYLLABUS AGREEMENT

I have received and read the syllabus for SLCE 3412 and understand its contents. _____

I also understand...

_____ No tardy assignments will be accepted

_____ I am expected to keep a “journal/notebook” for the duration of the 3-semester program to record thoughts and reflections on my leadership journey

_____ I am aware of and agree to the attendance and *class participation* policy

_____ The requirement of 20 hours (minimum) community service-learning hours

_____ The requirement of at least 8 site visits throughout the entire semester
Exception: Noxubee Refuge—minimum four site visits throughout the semester.

_____ My full participation in my group’s project is essential for the project’s success

_____ If I earn a “C” final semester average or lower, accumulate more than 6 unexcused absences, or receive an unsatisfactory instructor evaluation, I will *not* be asked to continue in the Montgomery Leadership Program the following semester.

Name Printed

Signature

Date