Course Syllabus

URBS 230W – Community Leadership
Fall 2014

Course ID 006335
Section 02
Class Time Tuesday and Thursday, 11:00 a.m. – 12:15 p.m.
Class Location Morris Hall 0112

Textbooks

Instructor Russell J. Fricano, Ph.D., AICP
Assistant Professor
Office Morris Hall 106 D
Office Hours Monday: 1:00 p.m. – 5:00 p.m.
Wednesday: 1:00 p.m. – 5:00 p.m.
Friday: 10:00 a.m. – Noon.
Meetings outside of office hours can be arranged by appointment.
Availability during office hours may be periodically affected by faculty meetings or other mandatory activities.

E-mail address russell.fricano@mnsu.edu
Telephone number 507-389-1540

COURSE DESCRIPTION

The purpose of this course is to provide students with core competencies to engage in community leadership which develops and sustains a healthy community. The course opens with tools for framing ideas. The second part of the course introduces techniques for building and using social capital. Part three of the course features strategies for mobilizing resources. In each part students apply leadership principles in a variety of exercises and an assessment of a community participation process.

STUDENT LEARNING OUTCOMES

At the conclusion of this course students are expected to:

1. Recognize leadership roles within the public and non-profit sectors and within the U.S. democratic system;
2. Learning the role of a community leader in guiding the engagement process;
3. Learn the personal skills needed to become an effective leader;
4. Develop and apply leadership talents and strengths;
5. Apply creative problem solving and critical thinking in work with individuals, families, groups, organizations and communities;
6. Develop effective written and oral communication skills through a series of class exercises; and
7. Reflect on community leadership practices through research and assignments.

CLASS FORMAT

This course will be presented in a series of lectures augmented with writing assignments, application exercises and other activities. The course will also involve a guest lecture by a professional practitioner and exploration of a real-world community leadership process.

COURSE OUTCOMES

Class Participation: Students are expected to attend class on a regular basis, be punctual and actively participate in class discussions. Students sign an attendance sheet at the beginning of class. Extreme or repeated tardiness or leaving class early will not be considered attendance unless you have an excuse cleared with your instructor. If you exceed three absences you will be notified by your instructor. Students are also expected to complete all assignments in a timely fashion. Make-up tests and assignments will not be permitted except for excused absences. Late assignments will be subject to a loss of one point each successive day after the deadline. MNSU policies and procedures on class attendance and code of conduct will be enforced.

Cheating, Unauthorized Collaboration and Plagiarism: Cheating, unauthorized collaboration and plagiarism are serious forms of academic misconduct. MNSU Academic Policies and Procedures will be enforced accordingly. Students should be mindful that this can occur from copying the works of authorities or your peers and downloading of reports from the internet. In his previous assignment, your instructor has been very successful in spotting collaboration and plagiarism; don’t let this happen to you!

Use of Cell Phones & Notebook Computers: When you text your family or friends or read social media postings during class, you are in class physically, but not mentally. For this reason, cell phone use is expressly prohibited during the class; cell phones are to remain off or in the silent mode during class. Notebook computers are to be used for note taking only. If there is an emergency that requires you to use your cell phones, this must be cleared with your instructor prior to class.

Course Schedule: The instructor reserves the right to make adjustments or changes to the course schedule, materials and assignments as determined necessary.

SERVICES FOR PERSONS WITH DISABILITIES

The University provides environmental and programmatic access for persons with documented disabilities as defined in Section 504 of the Rehabilitation Act of 1973 and the Americans with Disability Act of 1990. Any student who desires information or assistance in arranging needed services for a disabling condition should first register with the Office of Disability Services located in 0132 Memorial Library, Office phone: 507-389-2825, TDD 711, then contact me as soon as possible.
OTHER CLASS SOURCES


ATTENDANCE POLICY

A student is permitted one (1) unexcused absence for each credit hour generated by the class. For example, two (2) absences are allowed in a two-hour class.

GRADE DETERMINATION

<table>
<thead>
<tr>
<th>Course Requirements</th>
<th>Points Awarded</th>
<th>Percent of Total</th>
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<tbody>
<tr>
<td>Final Project Presentation:</td>
<td>20</td>
<td>20%</td>
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<tr>
<td>Final Project Paper:</td>
<td>20</td>
<td>20%</td>
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<tr>
<td>Tests:</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>Weekly Assignments:</td>
<td>20</td>
<td>20%</td>
</tr>
<tr>
<td>Attendance/Participation in Class Discussions:</td>
<td>20</td>
<td>20%</td>
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<tr>
<td>TOTAL</td>
<td>100</td>
<td>100%</td>
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Grading Scale

<table>
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<tr>
<th>Percent of Points</th>
<th>Number of Points</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90-100%</td>
<td>90-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89%</td>
<td>80-89</td>
<td>B</td>
</tr>
<tr>
<td>70-79%</td>
<td>70-79</td>
<td>C</td>
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<tr>
<td>60-69%</td>
<td>60-69</td>
<td>D</td>
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<tr>
<td>≤ 59%</td>
<td>≤ 59</td>
<td>F</td>
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DESCRIPTION OF SPECIFIC ASSIGNMENTS

Students will be evaluated based on examinations, assignments, class projects, class participation and a project.

Examinations: A mid-term and final examination will be administered in multiple-choice format.

Written Assignments: Take-home written assignments are given to assess knowledge, writing skills and demonstrate an understanding of applications.

Project: Each student is required to select a non-profit or government organization and volunteer 20 hours of community service. The project consists of a written report and oral presentation of experience gained from service for the selected community organization. This includes a description of the mission and history of the organization; organization goals and benchmarks; volunteer work conducted, and the evaluation of the citizen engagement process and a community meeting based upon principles learned in the course. At the conclusion of the course, students will be required to submit written report (double-spaced no less than 15 pages and an oral presentation. Segments of the project are assigned on a progressive basis: one builds upon the other.

Class Participation: See “Course Outcomes.”

COURSE OUTLINE

<table>
<thead>
<tr>
<th>Due Dates*</th>
<th>Topics</th>
<th>Assignments</th>
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<tbody>
<tr>
<td>Week of September 1</td>
<td>Identifying Community Assets Engaging People’s Strengths. Writing and Rigorous Research.</td>
<td>Krile, Part II Northouse, Chapter 3. Zinsser, Chapters 1-5.</td>
</tr>
<tr>
<td>Week of September 15</td>
<td>Accessing Community Data. Business Writing: Style and Grammar. Memo Exercise</td>
<td>Krile, Part II Zinsser, Chapters 6-10, 16.</td>
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<tr>
<td>Week of September 22</td>
<td>Doing Appreciative inquiry. Exam Review</td>
<td>Krile, Part II Memo Exercise Due.</td>
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<td>Week of September 29</td>
<td>Mid-Term Exam</td>
<td></td>
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<tr>
<td>Week of October 6</td>
<td>Visioning. Translating Vision into Action.</td>
<td>Krile, Part II Instructor material. Project Parts I &amp; 2 Due.</td>
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* Dates are estimates. Examinations, quizzes or assignments on dates other than those listed will be announced at least one week in advance.
<table>
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<tr>
<th>Due Dates*</th>
<th>Topics</th>
<th>Assignments</th>
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</table>
| Week of October 13 | Building Social Capital through Effective Communication  
Building Social Capital Across Cultures. | Krile, Part III. |
| Week of October 20 | Diversity Explored.  
Guidelines to successful community meetings. | Instructor material.  
Draft Project Part 1 & 2, Feedback. |
| Week of October 27 | Mapping Your Own Social Capital.  
Recognizing Your Traits. | Krile, Part III.  
Northouse, Chapter 2. |
| Week of November 3 | Managing Interpersonal Conflict. | Krile, Part III.  
Northouse, Chapter 10. |
| Week of November 10 | Analyzing Stakeholders  
Listening to Out-Group Members. | Krile, Part IV.  
Northouse, Chapter 9.  
Draft Project, Parts III – V Due. |
| Week of November 17 | Building Coalitions  
Building Effective Community Teams | Krile, Part IV.  
Draft Project, Parts III – V Feedback |
| Week of November 24 | Recruiting and sustaining volunteers.  
Exam Review | Krile, Part IV. |
| Week of December 1 | **Project Presentations** | Written Project Due |
| Week of December 8. | **Final Exam** |