

## **PA 763: Personal Leadership Development Course Syllabus, Spring 2016**

1 unit, Saturdays, 9:00 am - 1:30 pm, DTC 677  
(March 12, April 9, May 7, 2016)

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Office hours: Sat, 1:30 pm -2:30 pm



**SAN FRANCISCO**  
STATE UNIVERSITY

### **INTRODUCTION**

This course is designed to be a graduate-level introductory course in Personal Leadership Development, with an emphasis on practice vice theory. Leaders are engaged in all businesses and industries, in both the private and public sectors, and either harbor a following or turn people away. Leadership is far more than the myth of just being a boss in a given "position", or merely having a "title", within an organization, as we will discuss. Additionally, leadership differs from management, though both are important in any and all organizations and environments. "Management is about seeking order and stability; leadership is about seeking adaptive and constructive change" (Northouse, Peter G. (2007). *Leadership: Theory and Practice*. Thousand Oaks, CA: Sage Publications.) - put simply, management focuses on things, whereas leadership emphasizes people. Our focus will be on having a greater appreciation for the latter.

Thought leader and leadership expert, John C. Maxwell, states simply that "leadership is influence" (p. 2). Students will gain insight into his explanation of the 5 levels of leadership, and begin a personal journey to evaluate where they are individually.

Within the course, we will discuss each of the respective levels, and promote discussions that evaluate these foundational concepts. We will also conduct exercises that allow the students to evaluate where they are individually, and set goals for where they hope to go. As your Lecturer, I expect you to participate and provide a supporting learning environment for your classmates. I will facilitate the process, but my experience is that you will all learn together and from each other as well.

I look forward to facilitating this discussion, share my own experiences and observations, yet guide you along the way in your personal journey wherever you may be along the road.

### **EXPECTED LEARNING OUTCOMES**

PA 763 provides students a practical perspective on leadership by reviewing Maxwell's 5 Levels model. We will also discuss other evaluations of leadership based on experiences of the Lecturer and individual students. We will evaluate perceptions of both effective and toxic leadership. Through active participation, discussions, lecture, and personal assessments, students will:

- Take an in-depth look at where they are along the path of leadership in their own work, employment and/or academic environments, and analyze personal areas of strength and areas for growth;
- Understand the difference between leadership and management;
- Maintain focus on the personal development of self, vice expecting the change to originate from others;

- Have a basic understanding of toxic leadership and how to identify its negative impacts;
- Contribute, as adult learners and professionals, to collective learning activities in class; and,
- Complete writing assignments that develop student's ability to identify his/her own skill-sets and develop action plans that promote self-development.

## **COURSE METHODOLOGY. GRADING OF REQUIREMENTS**

**4- 20% - Class Participation** - Part of graduate studies is preparing adequately for discussions, applying lessons to observable (or personally experienced) practices and dilemmas in the public work environment. A good grade for participation requires you to read the materials ahead of the class meeting, complete the assignments and participate actively and regularly in discussion and group/individual exercises. Show the linkage of the readings to your comments or questions, and/or address leadership concepts that may benefit the class based on the topic at hand. Reading for class should take approximately two hours each week. Writing assignments are independent of the readings.

**20% Assignment #1: "Leadership Interview Questions"** - Consider 6-8 leadership questions that you would like to ask of a mentor or person that you consider a leader. What would like to learn from that person, and what would you like to know from them that can assist you in your journey? The development of these questions will be the foundation of what you will ask of a leader I expect you to interview by the final week of the course. Developing these questions early will afford you some level of flexibility in scheduling the meeting. Plan to meet with a person that you do not know, but in a field that ideally interests you. Initiate the assignment with your basic goals, and forecast where you expect to be in 5 years, followed by your list of questions. The paper should be 2 pages, typed, double-spaced.

Detailed instructions and the materials will be posted on iLearn after the first meeting.

**4- 20% Assignment #2: "Leadership Interview"** - In the second assignment, I would like you to take your leadership interview questions that you developed, and ask them to a person of influence that you choose. As stated above during the description of the first assignment, I would prefer that you select a person that you do not know — part of the challenge is to connect with a person with whom you would like to meet. Selecting a person in a field that interests you will assist you in refining your own passions from someone who has already been where you intend to go.

If time allows in the final class meeting, I may ask that you conduct a five-minute presentation of your interview for the learning benefit of the class. Since the 5<sup>th</sup> Level addresses "Pinnacle", this leadership overview may provide significant insight to the rest of your classmates. As such, I will apply any presentation to your class participation grade. The paper should be 4-6 pages, typed, double-spaced.

**4- Book Review (40%)** - In your final comprehensive assignment, I would like for you to review a book that pertains to some component of leadership. I will provide you with a basic list of suggested books. I will ultimately let you decide, but you must remain on the topic of

leadership. I ask that you consult with me first, each student will choose a different book, and I will honor requests on a first come, first served basis.

The paper should be 6 pages, typed, double-spaced, with bibliography.

<b>Requirement</b>	<b>Weight</b>	<b>Due Date</b>
• <u>Class Participation</u>	20%	In class
• <u>Assignment #1/ Leadership Interview Questions</u>	20%	04/09/16
• <u>Assignment #2/ Leadership Interview</u>	20%	05/07/16
• <u>Book Review</u>	40%	05/15/16

### **LEARNING MATERIALS (Readings and documentaries/ videos)**

Please bring your book to our first meeting. Each week, pay attention to the list of readings. You must read the materials before coming to class to participate well in the discussion.

1. Textbooks

- a. Maxwell, John C. (2011). *The 5 Levels of Leadership: Proven steps to Maximize Your Potential*. New York: Center Street.

2. Articles and book chapters, case materials, paper instructions, evaluation criteria, and any other materials will be made available through jLearn and/or the library system.

3. References & Resources

- a. Materials for reference and other leadership books, articles, etc. may be added on jLearn.

### **COURSE SCHEDULE**

*The lecturer reserves the right to make changes to this syllabus*

<b>DATE</b>	<b>TOPIC</b>	<b>READ THESE BEFORE COMING TO CLASS</b>	<b>DUE TODAY</b>
<b>WEEK 1 MAR 12</b>	<p><b>Course Introduction</b></p> <p><b>Tavis Smiley intvw on Failing Up</b> {<i>Success Magazine, Dec 2011, CD: 18:45</i>}</p> <p><b>Level 1: Position - Rights: "People follow you because they have to."</b></p> <p><b>Maxwell intvw on Level 1</b> {<i>Success Magazine, Dec 2011, CD: 17:02</i>}</p>	<p>Course syllabus</p> <p>Maxwell, <i>5 Levels of Leadership</i>, "You Can Have a Leadership Game Plan for Your Life" (pps. 1-20), and Level 1</p>	<p>* consider book topics;</p> <p>* consider ldrshp intvw;</p>
<b>WEEK 2 APR 9</b>	<p><b>Robin Sharma Intvw of Darren Hardy</b></p> <p>{<i>Success Magazine, Jan 2012, CD: 28:46</i>}</p>		<i>Assignment #1</i>

	<p><b>Level 2: Permission - Relationships: "People follow you because they want to."</b></p> <p>Maxwell intvw on Level 2 {<i>Success Magazine</i>, Jan 2012, CD: 12:29)</p> <p><b>Level 3: Production - Results: "People follow because of what you have done for the organization."</b></p> <p>Maxwell intvw on Level 3 {<i>Success Magazine</i>, Feb 2012, CD: 12:03)</p>	<p>Maxwell, <i>5 Levels of Leadership</i>, Level 2</p> <p>Maxwell, <i>5 Levels of Leadership</i>, Level 3</p>	* book topics due
<b>WEEK 3 MAY 7</b>	<p><b>Level 4: People Development - Reproduction: "People follow you because of what you have done for them."</b></p> <p>Maxwell intvw on Level 4 {<i>Success Magazine</i>, Mar 2012, CD: 15:19)</p> <p><b>Level 5: Pinnacle - Respect: "People follow because of who you are and what you represent."</b></p> <p>Maxwell intvw on Level 5 {<i>Success Magazine</i>, Apr 2012, CD: 8:26)</p>	<p>Maxwell, <i>5 Levels of Leadership</i>, Level 4</p> <p>Maxwell, <i>5 Levels of Leadership</i>, Level 5</p>	Assignment #2
<b>MAY 15 5pm</b>	N/A	N/A	Book Review

**CR/NC Option: The last day to request CR/NC option is March 20, 2016 until 11:59pm.** The Associate Dean will not approve requests for changes if you miss this deadline.

**Check your registration through *SF State Gateway*:** Sign up for CR/NC, drop and add classes by the appropriate deadline online through *SF State Gateway*. ALWAYS check your registration after making any changes and BEFORE deadlines to be sure you are registered properly for your classes. Deadlines for all registration procedures, including withdrawals and requests for credit/no credit, are listed in the class schedule and will be strictly adhered to by the instructor, the Department Chair and the Associate Dean of College of Health & Social Sciences. **It is ALWAYS the student's responsibility to ensure their schedule is correct, even if the instructor indicates they will drop you.**

This can be viewed on the Registration Calendar at the following website:

<http://www.sfsu.edu/~admisrec/reg/regsched2163.html>

**Disability Programs and Resource Center:** Students with disabilities who need reasonable accommodations are encouraged to work with the instructor and contact Disability Programs and Resource Center (DPRC). They are located in SSB 110, can be reached by telephone at 415-338-2472 (voice/TTY) or by e-mail at [dprc@sfsu.edu](mailto:dprc@sfsu.edu).

**Student Disclosures of Sexual Violence:** SF State fosters a campus free of sexual violence including sexual harassment, domestic violence, dating violence, stalking, and/or any form of sex or gender discrimination. If you disclose a personal experience as an SF State student, the course instructor is required to notify the Dean of Students. To disclose any such violence confidentially, contact:

**The SAFE Place** - (415) 338-2208; [http://www.sfsu.edu/~safe\\_plc/](http://www.sfsu.edu/~safe_plc/)

**Counseling and Psychological Services Center** - (415) 338-2208; <http://psyservs.sfsu.edu/>

For more information on your rights and available resources: <http://titleix.sfsu.edu>