

UNIV390: Organizational Change & Community Leadership

Internship/Advanced Student Employment Seminar

Fall Semester 2013



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INSTRUCTOR

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Office Hours: by appointment

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CLASS LOCATION & SCHEDULE

Cuneo 202

Select Thursdays, 4:15-6:45PM
(see course outline for schedule)

REQUIRED TEXT

Sweitzer, H.F., & King, M.A. (2009).
3rd Ed. ***The Successful Internship:
Personal, Professional, and Civic
Development.*** Cengage Learning
Publishing Co.

NOTE: There is a fourth edition of
this text that we will NOT be using.

Course Description & Employer Partnership

This course is a seminar course focused on organizational and community leadership through experiential learning with a non-profit organization, government agency, or business. Students work 10 to 19 hours per week for a total of 100 hours over the course of one semester. Students reflect on their experiences in the context of leadership theory, civic engagement, asset-based community development, and personal contribution.

Internships may be paid or unpaid but students holding an advanced student employment/federal work-study position must be employed by Loyola University Chicago in an on-campus or community-based federal work-study position.

Students must receive course registration approval from the instructor prior to the start of the semester and independently secure a work opportunity. The work site must be approved by the first day of class. In this class, the employer is co-educator and the classroom extends beyond the walls of the university into the community and organization.

Learning Objectives

1. Develop a context for understanding leadership theory with an emphasis on Jesuit leadership principles, asset-based community development, civic engagement and personal development through a work experience.
2. Introduce major philosophies of leadership and conceptual frameworks within organizational leadership development literature.
3. Connect to the world of work through internships or advanced student employment positions, professional learning experiences, and classroom-based reflection on experience.
4. Foster critical thinking skills and reflective writing skills and identify transferable skills gained through work experience.
5. Gain an increased awareness of organizational development and its role in addressing and responding to (meta) community issues and community development.
6. Assess their own contributions, leadership identity, leadership behavior, and civic role.

LOCUS Agreement

All Loyola undergraduate students enrolled in an engaged learning course are required to enter their site information and learning objectives in LOCUS to substantiate the experience. This information is used for institutional research, documentation, and risk management purposes. Information to help you craft learning objectives can be found on Sakai.

Late Work Policy

All work is due by the date listed on page 4 of the syllabus by 4:15PM CST. Late work will not be accepted. If you choose to submit your work after it is due, you will forfeit all credit for the assignment(s).

Grade Distribution

Completion of 100 work hours/ Supervisor evaluation/Participation	20%
Org. Development Presentation/Peer Reviews	20%
Final Presentation	20%
ePortfolio Assignments	10%
Blogging	10%
Multimedia Reflections	10%
Social Media Review	5%
LOCUS completion	5%

Attendance/Participation

The course meets five times over the semester and attendance at scheduled seminar meetings is mandatory.

My expectation is that you will be present at all 5 scheduled in-class sessions. However, I realize that life occasionally interferes with plans. In the event that you need to miss a class – either for a scheduled event or unexpected emergency, you will be required to write a 3-5 page reflection paper on what was discussed in class and submit it prior to the next class session in order to avoid having your participation grade adversely affected.

While I respect the varying levels of engagement participants will bring to the seminar, it is important to understand that participation from everyone during class is critical for honest dialogue and authenticity to take place. There will be many opportunities and varying mediums for which you will be asked to participate and I ask only that you give a valiant effort in doing so each and every time we meet.

Academic Integrity Policy

Academic dishonesty of any kind will not be tolerated. Plagiarism of any form will be reported to the Dean of Students and the student will automatically receive a failing grade for the course. Producing forged or manufactured documents will result in the same punishment.

The minimum consequence for academic dishonesty is receiving no credit for the assignment. However, the Center for Experiential Learning staff and Loyola University Chicago reserves the right to enforce the most extreme consequences, including, but not limited to expulsion from the major or the university. Dishonest behaviors include but are not limited to using research material without properly referencing source material and using proper citations.

Grading Scale

93-100	A	73-77	C
92-90	A-	70-72	C-
88-89	B+	68-69	D+
83-87	B	63-67	D
80-82	B-	60-62	D-
78-79	C+	59-0	F

Accommodations

If you have a documented disability and wish to discuss academic accommodations, please contact the Services for Students with Disabilities Office as soon as possible.

773-508-3700 SSWD@luc.edu



Technology

This course is a web-enhanced course utilizing a variety of multimedia tools and online resources. Please practice caution with what you choose to create and post due to the public nature of the internet. If you would like to share material or information you do not feel comfortable posting online, please contact the instructor to make alternative arrangements.

The instructor may ask to share your work with external partners, instructors, or others to highlight the great work you are doing. You will always be asked prior to using this information.

MULTIMEDIA BASED REFLECTION, BLOGGING, AND YOUR ePORTFOLIO

"Sometimes, you have to look back in order to understand the things that lie ahead." -Yvonne Woon

MULTIMEDIA BASED REFLECTION

Using multimedia applications to reflect on your internship experience will allow you to tell your unique story, demonstrate your engagement with the class and internship experience as well as familiarize yourself with Web 2.0 tools!

You will complete four multimedia reflections throughout the semester. You may choose which application you use for each assignment, but may not use an application more than once. You are welcome to receive prior approval from the instructor for any multimedia not listed on Sakai. The grading rubric and complete details are available on Sakai.



*not all multimedia listed above are options. Please consult Sakai for details on acceptable media.

BLOGGING

Blogging will allow you to explore your ideas, feelings, and viewpoints. This may look messy, illogical, embarrassing, or uncomfortable, but this exploration is part of your development. It's part of life.

Blogs should be created at www.wordpress.com and each blog should be between 250-500 words.

Although the blogs will be graded, they are evaluated on criteria that focuses on comprehension, understanding, and development.

The grading rubric and complete details are available on Sakai.

Please email your blog URL to the instructor by August 29, 2013.



ePORTFOLIO

As a capstone project synthesizing your internship experience, you will create an ePortfolio that can be used later on for job or graduate school applications, award submissions, the undergraduate research and engagement symposium, or wherever else you see fit!

During our last class together, you will have five minutes to give your final presentation which should include highlights from your ePortfolio. This presentation will be in front of your peers as well as a panel of employers, faculty, and staff who will evaluate your presentation and ePortfolio.

The grading rubric and complete details are available on Sakai.



COURSE OUTLINE

Date	Topic/Theme	Readings	Assignments
08/29/13		Review syllabus Successful Internship: Chapter 1 (skim); Chapter 2	Set up blog and send link to instructor
Class Meeting #1 09/05/13	Introduction to the course & your work experience	Successful Internship: Chapter 5 (pages 91-96); Chapters 7 & 8 Reframing Organizations: pgs. 12-19	Blog: What If's
09/12/13	Personal Branding & Mission	Monitor your social media article Successful Internship: Chapter 4	Reflection A: Life Context Worksheet: Peer Reviewed Social Media
09/19/13	Internship Experience	Successful Internship: Chapter 3	ePortfolio: Internship Experience
09/26/13	Learning Objectives	Essential Learning Outcomes handout Successful Internship: Chapter 6	LOCUS Entry
Class Meeting #2 10/03/13	Leadership	Exploring Leadership, Chapter 2 Of Jesuits and J.P. Morgan (skim) Successful Internship: pg. 191-205; Chapter 11	Reflection B: Leadership Styles Blog: Leadership ePortfolio: Leadership/Civic Engagement
10/10/13	Professional Preparation		Career Center Resume Review Reflection C: Resume
10/17/13	All About You		ePortfolio: About me/author Blog: Personal choice
Class Meeting #3 10/24/13	Organizational Development	Reframing Organizations Human Resources: 6, 7, 8 Political: 9 Cultural: 12	Class presentations
10/31/13	Organizational Development Reflection		Reflection D: Organizational Development
Class Meeting #4 11/07/13	Civic Engagement	Introduction to <i>Building Communities from the Inside Out</i>	
11/14/13	Culmination	Successful Internship: Chapter 12 & 14	Blog: Culmination
Class Meeting #5 11/21/13	The Finale		Final Presentation & Dinner Completed log of hours Supervisor evaluation

- You are responsible for all material and readings listed in the syllabus.
- Assignments and readings are due by 4:15pm CST on the dates listed.
- Complete information and instructions are available on Sakai.