

Burris Central Leadership Program Semester One Fall 2021

Program Description

This program is designed to help facilitate and enhance the development of leadership when working with groups. Students will work in a group to identify a social issue that is prevalent within their school campus and/or Muncie community. Students will also attend a retreat, multiple group project sessions and workshops in which the theme of group leadership will be discussed. This semester will culminate in a group project proposal.

Program Goal

The goal of this program is to explore the dynamics of leading groups. Through experiential learning, students will gain insight on the relevance of what it means to be a leader on campus and the surrounding community of Muncie

Program Topics

This semester will explore topics of leadership that include, discovering and solving issues, building teams, presentation and conflict resolution.

Program Expectations

You are expected to attend the group meetings, work in a group, complete the assignments, prepare and present the group project, and attend seven (7) workshops. You are expected to be on time and come prepared. Please silence phones and electronic devices. If you are going to be here, you need to be 100% here. In the event of an absence prior notification to the appropriate faculty member is requested.

To Do Items

Participation will happen in different aspects, primarily your participation during our sessions among your group. You will be encouraged to develop clear and concise thought into the work being produced. Along with the ability to work in a team and communicate ideas effectively. Other expectations include:

- Gathering Retreat
- Seven Workshops
- Two Peer Evaluations
- Peer Evaluation Feedback
- Finalization of Group Service Project

Participants are expected to successfully complete program requirements. If participants meet the minimum requirements, they will be recognized as having successfully completed the program at the end of the year Recognition Reception.

Special Needs Learners

Student who have special needs that may affect their performance related to this program or require special instructional strategies should make special needs known to the instructors during or immediately after the first meeting of the course.

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Meeting Schedule

September 10, 2021, 8:00 a.m. – 3:00 p.m.

Gathering / Retreat (Camp Adventure)

The purpose of the field trip is to an intentional learning experience which reinforces the leadership lessons of the program, while giving you an opportunity to build relationships and step outside your comfort zones. We will also use this time to provide an overview of the program.

This day long experience is at Camp Adventure, located in Muncie. Camp Adventure is operated by Muncie Community Schools and utilized by educational groups throughout East Central Indiana.

September 13, 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Learning About You

Leadership starts with understanding ourselves. We must know our own strengths, weaknesses and tendencies before we can effectively work with others. In this session we will complete two inventories designed to help you better understand yourself as a leader and learner.

Activity: Complete the Leadership Practices Inventory

Activity: Complete the Learning Styles Instrument

September 20, 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Discovering Issues

During this session we will begin exploring issues in Muncie and / or the school communities. You will have an opportunity discuss what change you want to see and begin brainstorming ideas.

Activity - On your own, discover 15-20 issues that you notice in the world around you. It could be on campus, or in the local community. For each issue, describe the problem. Who you would go to, to solve this issue. Include names, companies, and contact information if it is available. Briefly describe what you imagine the end goal to be. Then address a positive about the project and a negative, if this were to work out.

September 27, 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Setting Expectations & Sharing Issues

In this session we will guide you through two activities. First, we will take you through an expectation setting activity to set expectations of yourself and your teammates for the group project. Next you will be begin discussing your thoughts on the group project.

Activity: Write a list of 5-10 expectations for yourself and the other group members you will be working with during this semester.

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October 4th 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Conflict and Selecting Your Issue

Conflict is an inevitable aspect of teamwork, where some teams respond well, and others struggle. This session will explain why conflict is natural, and how each person in your group has their own instinctive reactions to it. We'll explore group members' individual styles and set a plan for handling conflict within your team.

Activity: Your group will need to select its project topic. You'll be expected to pitch your idea at our next meeting

October 18th 7:00 p.m. – 9:00 p.m. (via Zoom)

Pitch Your Issue

In this session your group will "pitch" your issue to the staff. The staff will provide feedback and guidance.

Activity: Give us the initial pitch. It needs to be a 5-minute maximum presentation on the issue you have chosen, evidence as to why this is an issue in our community, and why this is important to the group.

October 25th 7:00 p.m. – 9:00 p.m. (via Zoom)

Mission Statement and Project Goals

In this session we'll talk about why mission statements matter. We'll also explore how to set effective S.M.A.R.T goals for your project.

Activity: As a group develop a mission statement for your project

Activity: As a group develop three to five S.M.A.R.T. goals for your project.

Activity: Peer Evaluation #1 You will have 2 different evaluations during the semester. The first is a midterm evaluation of yourself and your team members. This should be based off the expectations the group agreed on at the beginning of the semester. The second is due at the end of the semester

November 1st 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Utilizing Your Resources

In this session we'll talk about how map out the resources you'll need to complete your project. We'll walk you through a Resource Mapping activity to identify the people, organizations, and resources needed for your project.

Activity: Complete the Partnership Building Worksheet

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November 8th 7:00 p.m. – 9:00 p.m. (via Zoom)

To-Do's and Timelines

Scheduling your work is an important part of the planning process. In this session we'll talk about how to plan for the group project by dividing work into steps, assigning responsibilities, and setting deadlines.

Activity: Your group will develop a Gantt Chart. This list needs to contain the things that need to be done in order to successfully accomplish your project. Also create a calendar of when things need to be achieved, when to implement certain plans etc.

November 15th 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Group Worknight

This session is set aside for your groups to work on your final pitch. Staff will be available to answer questions and guide your work as need.

November 22nd 7:00 p.m. – 9:00 p.m. (Innovation Connector)

Pitch Proposal

This is the culmination of this semester's worth of work. This should explain your proposed project with the organization you have chosen. You will also need to analyze who the organization's primary audience members are. Include an estimated and measurable budget and proposed dates that you will use to accomplish your project. When you present your project include visuals (e.g. PowerPoint, Prezi, handouts) that are visually appealing. The presentation should be 6-10 minutes in length.

Your project will be evaluated by the staff, select community leaders, and peers. The feedback providing from these groups should be useful in the implementation of your projects.

See rubric for evaluation scale.

Activity: Peer Evaluation #2

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Group: _____

Reviewer: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I felt the group had a clear and precise mission statement.	5	4	3	2	1
The group had three to five project goals.	5	4	3	2	1
The group identified a problem in the Muncie/high school community.	5	4	3	2	1
The group explained how the problem will be <i>addressed</i> .	5	4	3	2	1
The group identified resources available to assist the group with addressing the problem. (e.g. contacting local businesses, writing donations letters, researching organizations)	5	4	3	2	1
The group identified possible barriers to completing the project.	5	4	3	2	1
The group had a tentative step by step timeline to complete the project in Spring 2022.	5	4	3	2	1
The group presented the proposal in a professional manner. (e.g. attire, speech, PowerPoint/Prezi)	5	4	3	2	1

Comments:

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Project Proposal Student Evaluation Form

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I felt the group had a clear and precise mission statement.	5	4	3	2	1
The group had three to five project goals.	5	4	3	2	1
The group identified a problem in the Muncie/high school community.	5	4	3	2	1
The group explained how the problem will be <i>addressed</i> .	5	4	3	2	1
The group identified resources available to assist the group with addressing the problem. (e.g. contacting local businesses, writing donations letters, researching organizations)	5	4	3	2	1
The group identified possible barriers to completing the project.	5	4	3	2	1
The group had a tentative step by step timeline to complete the project in Spring 2022	5	4	3	2	1