

Burriss Central Leadership Program Syllabus Semester Two Spring 2022

Program Description

This program is designed to help facilitate and enhance the development of leadership when working with groups. Students worked in groups in the spring to identify a problem they want to solve in their schools and / or Muncie community. This semester is focused on helping the students execute their group project. Students will work to complete a group service project over the course of the semester (September – November).

Program Goal

The goal of this course 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 the Five Exemplary Practices of Leadership.

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 ten (10) workshops. You are expected to be on time and come prepared. Please silence phones and electronic devices. If you are going to be in class, you need to be 100% there. In the event of an absence prior notification to program director, or one of the high school teachers, is requested.

To Do Items

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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.

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.

Semester Schedule

January

24th “Model the Way” (2 hours)

Leaders establish principles concerning the way people (constituents, peers, colleagues, and customers alike) should be treated and the way goals should be pursued. They create standards of excellence and then set an example for others to follow. Because the prospect of complex change can overwhelm people and stifle action, they set interim goals so that people can achieve small wins as they work toward larger objectives. They unravel bureaucracy when it impedes action; they put up signposts when people are unsure of where to go or how to get there; and they create opportunities for victory.

31st Group Work Night One (2 hours)

We will check-in on the progress of your group project. We will answer any questions you have and provide assistance when needed. You'll also have an opportunity work in your groups.

February

7th Inspire a Shared Vision (2 hours)

Leaders passionately believe that they can make a difference. They envision the future, creating an ideal and unique image of what the organization can become. Through their magnetism and quiet persuasion, leaders enlist others in their dreams. They breathe life into their visions and get people to see exciting possibilities for the future.

14th Group Work Night Two (2 hours)

We will check-in on the progress of your group project. We will answer any questions you have and provide assistance when needed. You'll also have an opportunity work in your groups.

21st “Challenge the Process” (2 hours)

Leaders search for opportunities to change the status quo. They look for innovative ways to improve the organization. In doing so, they experiment and take risks. And because leaders know that risk taking involves mistakes and failures, they accept the inevitable disappointments as learning opportunities.

28th Group Work Night Three (2 hours)

We will check-in on the progress of your group project. We will answer any questions you have and provide assistance when needed. You'll also have an opportunity work in your groups.

March

14th Enable Others to Act (2 hours)

Leaders foster collaboration and build spirited teams. They actively involve others. Leaders understand that mutual respect is what sustains extraordinary efforts; they strive to create an atmosphere of trust and human dignity. They strengthen others, making each person feel capable and powerful.

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28th “Encourage the Heart” (2 hours)

Leaders foster collaboration and build spirited teams. They actively involve others. Leaders understand that mutual respect is what sustains extraordinary efforts; they strive to create an atmosphere of trust and human dignity. They strengthen others, making each person feel capable and powerful.

April

4th Group Work Night Four

This is the final scheduled group work night for your projects!

11th Presentations (2 hours)

It's the big day! This is when you present the final outcome of your group projects. The staff, along with your fellow students, will evaluate your efforts!

Peer Evaluations Due

18th Recognition Reception (2 hours)

This is a time for family, friends and staff to honor and celebrate students for all of their hard work and dedication that they have put forth in the program. You will be sent an invitation to this event. An RSVP would be greatly appreciated!

Service Project

Each group will implement their projects throughout this semester. Follow your timeline and goals closely. Remember to document your hours and all the work you are doing.

Final Service Project Reflection Presentation

- The components above should be adapted into a ten-minute presentation. You will present this in front of peers, staff, and invited guests.
- Include video, pictures, anything else to help explain what you did in your project.
- You will be evaluated on professional presentation skills. (Ex. Speech, attire, visual presentation)
- Final presentation should consist of the following:
 - Why did the group select this issue?
 - What were your goals and the plans going into this project?
 - Discuss your experience. How do you feel you impacted the your high school / Muncie community? What went well? What would you do differently?
 - If you could do this again would you do the same project or choose a different one?
 - How did the final implementation of the service project differ or remain similar to the projections of the planning process?
 - Did you meet your goals? Explain
 - Were you able to follow the timeline you created in the fall? Explain why or why not.
 - What challenges did you face? How did you overcome them?

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- Team Experience
 - Evaluate your team's performance as a group. How did you divide tasks? How did you make decisions?
 - How often did your group meet?
 - Describe the communication among the group?
 - Was there conflict among the group? If so, how was it resolved?
 - What grade does your team deserve? Explain
- Program Experience
 - Do you feel like this project helped you improve your leadership skills? Discuss why or why not.
 - What did you learn about working in a group?
 - How did what you learned in the program influence your project and group work? Were you able to use information from workshops, retreats and other experiences?

Presentation Evaluation from Peers |

Your peers will evaluate each group while you are presenting. See the attached grading rubric.

Leadership Practices Inventory | Due: Final Meeting

We will send you a link to complete the Leadership Practices Inventory. This is the same instrument you took when you started the program in January. We are asking you to complete this again so we can compare your scores.

Leadership Outcome Survey | Due: Final Meeting

We will send you a link to complete this instrument. The Leadership Outcome Survey is your opportunity to evaluate the entire program. It will provide us with valuable information so we can make the appropriate adjustments for next year! Estimated time of completion is 15 minutes.

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Final Service Project Staff Evaluation Form

Group: _____

Reviewer: _____

Items	Comments and Evaluation
The group evaluated team experience.	_____ of 10
The group evaluated their program experience.	_____ of 10
The group met often, and identified how they met and made decisions.	_____ of 10
The group identified resources available to assist the group with addressing the problem. (e.g. contacting local businesses, writing donations letters, researching organizations)	_____ of 10
The group identified possible barriers to completing the project.	_____ of 5
The group presented the proposal in a professional manner. (e.g. attire, speech, PowerPoint/Prezi)	_____ of 5

Total _____ 50

Notes:

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Final Service Project Student Evaluation Form

Group: _____

Reviewer: _____

	Strongly Agree	Agree	Neutral	Disagree	Strongly Disagree
I felt the group had a clear and precise presentation.	5	4	3	2	1
The group identified team experience.(e.g. team dynamics, number of team members, how often did team meet)	5	4	3	2	1
The group explained how their leadership skills improved.	5	4	3	2	1
The group explained the program experiences that helped their experience (e.g. fewer workshops,) and did those help (<i>or hinder</i>) your service project	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 visual or audio representations of their projects	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
Total					