

LEAD 600: Capstone Leadership Experience Spring 2024 Syllabus

Instructor

Dr. Rheanna Plemons

Email

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I try my best to respond to emails within 24 hours during the week and 48 hours over the weekend. Waiting until the last minute to email me questions about assignments is not a good idea. You most likely won't get a response before the assignment is due. Please be proactive. I do not check emails after 9:00pm.

Phone

270-745-2933 (Please note that email is the best form of communication with me.)

Office Hours

GRH 2016. Office hours are by appointment only. I am happy to meet with you in-person or via Zoom. Simply contact me via email to schedule a time.

Email is the preferred method of communication. Please include the course number in your email. Professional emails should have proper spelling and grammar and have a greeting and salutation for each email. **Please note that using Blackboard messages is NOT a method of communication for this course. I do not receive notifications if you send a message through Blackboard. Therefore, I will never know to respond.**

Blackboard Help/WKU ITS Service Desk

270-745-7000

Learning Outcomes

Upon the conclusion of this course, students will gain the ability to:

- ***analyze*** various leadership constructs that define your leadership style
- ***understand*** strategies to develop personal or organizational leadership constructs
- ***contrast*** tools available for developing a strategy to advance to mid and senior level leadership roles within organizations
- ***utilize*** the knowledge and experiences gained from this course to continue developing leadership competencies

Grading

The letter grade for the course will be based on 1000 point: 1000-900 points = A, 899-800 points = B, 799-700 = C, 699-600 = D, and less than 600 = F. Specific assignments are outlined based on the chosen capstone option.

Grading Timeline

Papers typically take up to two weeks to be graded. Everything else is usually graded within a week.

Required Texts

There are no required texts for this course.

Class Policies

All Papers and Homework. Format for all papers is double-spaced, Times New Roman font, 12 pitch, one inch margins and APA style. Please see the *APA Assistance Folder* in our START HERE found on Blackboard for guidance on writing standards for this course.

Assignment Deadlines

All assignments are due according to the Assignments Schedule at the end of this syllabus.

Coursework not submitted by the deadline will receive a 10% penalty on the grade earned and will not be accepted more than 7 days late. It is the student's responsibility to keep up with class assignments. The schedule of assignments has clear due dates for each assignment on it. If the schedule changes, a new schedule will be announced and distributed via email and Blackboard. *Note: Work not submitted by the deadline will receive a 0 in My Grades, but if submitted within 7 days WILL be graded and the 0 changed.*

A Word about Due Dates of Assignments

All official due dates are listed on the schedule of assignments. All assignments are due by 11:59pm Central Time on the day of the week that they are listed. Due dates are listed on the schedule. These dates override any other date you see on Blackboard.

One of the most important skills of being a good leader is communication. Therefore, please keep me in the loop if life gets in the way of due dates.

Work Submission

All work is to be typed and formatted according to APA 7th edition style. Submitting work in the wrong format will result in deductions. I will not accept hand-written or printed-out hard-copies of work. Work must be submitted in the space provided for it on Blackboard.

- Discussion board postings should be typed directly into the textboxes, no attachments.
- Papers must be submitted as attachments in Word (.docx) file format

Emailed assignments will not be accepted unless I specifically ask you to submit that way.

Corrupted Files

Uploading a corrupted file may result in a reduced grade. After uploading your assignments, make sure you are able to open the file. If you are not able to open the file, email a copy to me (within minutes of your original submission) and state that your file would not open after submission.

If you submit the wrong file....

If you submit a file and realize that it was a draft or just not the right file in any way, simply send me an email with the correct file attached and let me know that the one with the email is the one to grade. No need to panic! I will email you to confirm that I will be grading the emailed copy instead of the one posted to Blackboard. Emailed copies may be submitted to plagiarism detection software (SafeAssign).

If Blackboard locks or is down when you need to submit....

If Blackboard locks or isn't available when you are trying to submit, email me the file with that explanation, and then when you next are able (as in the next day!), upload your file to Blackboard. You will have 24 hours past the deadline to do this. I won't grade your paper until a file is uploaded to Blackboard. This way I know you have it submitted on time, and you don't have to panic about Blackboard issues.

Failure of Technology

We will be using Blackboard and the Internet for work in this course. *Problems with Blackboard should be directed toward the ITS Service Desk.* Students should not put off things until the last minute, save often as they write, keep a permanent copy of each assignment in more than one place (a hard drive and a flash drive, for instance—or email it to yourself!), and not do work online during inclement weather.

SLPS Departmental Policy & Syllabus Statement

The School of Leadership & Professional Studies expects all undergraduate, graduate, and doctoral students to demonstrate academic integrity and not participate in academic misconduct as defined by the University (<https://www.wku.edu/studentconduct/process-for-academic-dishonesty.php>). The SLPS has developed two tiers for academic misconduct. Examples of academic offenses include (but are not limited to) any act of plagiarism, cheating, or falsification or misuse of academic records.

Tier 1 Violations

Acts of plagiarism that involve not citing all sources and/or using papers previously written and submitted in other courses are considered a Tier 1 violation. Students committing violations in Tier 1 will meet with the instructor to discuss the incident and work toward a resolution. Students may receive a zero on the submitted work with feedback stating the issue; students are responsible for checking grades and reading feedback. Instructors will follow the policy for Tier 2 violations for additional Tier 1 violations.

Tier 2 Violations

Tier 2 violations include but are not limited to using artificial intelligence programs, content generators or websites to complete an assignment in ways not allowed by the instructor as described by the course syllabus, sharing passwords and login information with individuals not enrolled in the course, failing to cite any sources in submitted work when outside sources were obviously used, cheating on an assignment or test, employing a person to complete an assignment, and/or committing a second Tier 1 violation. Students committing violations in Tier 2 will meet with the instructor to discuss the incident and review evidential materials. If the instructor determines a Tier 2 violation has occurred, the instructor should report the student to the Office of Student Conduct and request that the Office of the Registrar issue a failing grade for the course. If the academic misconduct is severe and flagrant, the student may be

dismissed from the program. Students who wish to dispute the allegation, dismissal, or grade should follow the Student Complaint Policy (<https://www.wku.edu/handbook/academic-complaint.php>).

Withdrawal Policy

It is the student's responsibility to withdraw from the class in a timely manner if he/she wishes to do so after attempting any work in Lesson 1. The final withdrawal date is **notated in the Registration Guide located on the Office of the Registrar's website.**

Incompletes (Grades of "X")

Incompletes (grades of "X") are given only for documented, extreme circumstances when only a couple (no more than 2) assignments remain to be completed.

Resolving Complaints about Grades

The first step in resolving a complaint about grades is for the student to attempt to resolve the problem directly with the course instructor. See [the Student Handbook](http://www.wku.edu/handbook) for additional guidance, available at <http://www.wku.edu/handbook>.

ADA Notice: Disability and Accommodations

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, Room 1074. The SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu. Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Respectful Behavior and General Civility

In my classes, I like to have free and open discussions of what we think and feel about class topics. So that we all feel comfortable expressing opinions freely, I ask that everyone be respectful of each other, even if we don't agree about everything. We can disagree and still be respectful. If someone chooses to use hateful, bigoted, or inappropriate language, I will report him/her to the Office of Student Conduct for further action, possibly even removal from class, or alternative work may be assigned.

Privacy Matters

The Internet may change or challenge notions of what is and is not private. I prefer to provide disclosure up front so students know the possibilities. Although the course is protected by a password, such tools are not perfect as human beings are using them. Students are relatively protected by passwords, but no one can guarantee privacy online. Part of the privacy for every student depends on the actions of each individual student.

- Blackboard enables your instructor and ITS to know if/when you have logged in, where in the course you have visited, and how long you have stayed.
- Course Security: In the event you use a public terminal (e.g., a hotel or library) completely close the browser software when finished. This will prevent another person from accessing the course using your identification.
- Do not allow access to the course to those not registered in the course.

- Guard your password and change it from time to time at the [Create/Reset my Net ID Password page](http://www.wku.edu/it/accounts/netid/password.php) (http://www.wku.edu/it/accounts/netid/password.php)
- Participants are expected to represent their course identities in a truthful manner. Falsifying your identity is grounds for disciplinary action of all parties involved.

Title IX, Discrimination, Harassment, and Sexual Misconduct Policy

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). Under these policies, discrimination, harassment and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigator, Michael Crowe, 270-745-5429. Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's [Counseling and Testing Center](#) at 270-745-3159.

Sexual Assault Resources

Regular & Substantive Interaction

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#).

In this course, regular and substantive interaction will take place in the following ways:

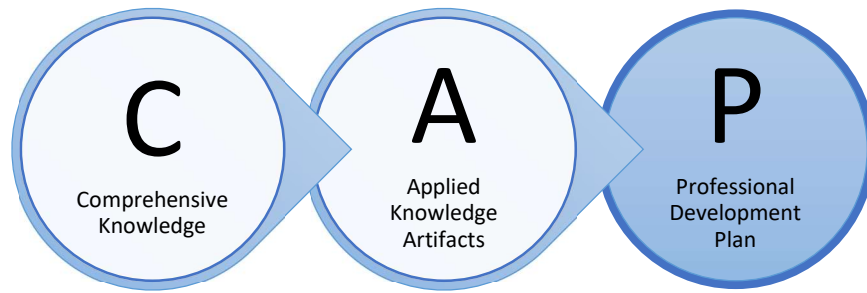
- Feedback on assignments,
- Weekly announcements,
- Clear deadlines scattered throughout the term.

My Pledges to You

- ✓ To be available to you either in a real or virtual environment to help you as you need it.
- ✓ To do my best to have work graded and posted back to you within 7-10 days after their due dates
- ✓ To answer reasonable questions in person or by phone at my office during office hours or by e-mail within 24 hours on weekdays and 48 hours over the weekend.

Class Assignments

The purpose of this course is to showcase what you have learned in the organizational leadership graduate program, apply that knowledge, and make a plan for furthering your leadership skills.



Students have two options for completing the capstone course. Assignments and course schedules vary based on the chosen option. Outlined assignments are in the Blackboard course.

Option 1: The Portfolio

You can develop an organizational leadership portfolio that reflects your cumulative organizational leadership knowledge. This is the only class in the organizational leadership program where it is acceptable to recycle work. You are showcasing your best submissions from your work in the organizational leadership program and incorporating how you have used the content in your profession. To help work toward the completion of the portfolio, components of the portfolio are outlined below and will be due for review at various points of the semester (see the course calendar for due dates).

The Organizational Leadership CAPstone portfolio must include the following:

- I. **Cover Page**
- II. **Table of Contents**
- III. **Résumé**
- IV. **Introduction (Personal Leadership Philosophy)**
- V. **C: The Literature Review and Comprehensive Knowledge Papers with the...**
- VI. **A: Applied Knowledge Artifacts Embedded in them as evidence**
- VII. **P: Professional Development Plan**

Option 2: The Project

Students who do not have artifacts readily available, feel the portfolio will not help them professionally, or simply prefer something other than the portfolio may choose the capstone project. The project must be NEW and not a project from a previous course like LEAD 530 or ADED 530. **Projects must address a problem or need within an organization.** The project MUST relate to the student's current paid or volunteer job. If the student is unable to find a project in their field, they can work with the instructor to identify a project within the School of Leadership & Professional Studies.

The project will be presented in a professional format must include the following:

- I. **Background Information, The Problem (or needed change) & Rationale (50 points)**
- II. **Trends & Data (100 points)**
- III. **Implementation Plan (50 points)**
- IV. **Progress Journal with Documentation and/or Artifacts (100 points)**
- V. **Reflection (100 points)**

You must develop and implement a project that *directly* relates to leadership concepts taught in your graduate program.