LEAD 600: Capstone Leadership Experience
Spring 2023 – *Syllabus*

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

Required Texts
There are no required texts for this course.

Class Assignments

The purpose of this course is to showcase what you have learned in the organizational leadership graduate program. To do that, you will spend the semester developing your 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 is divided into three unique parts.

C — Comprehensive Knowledge → A — Applied Knowledge Artifacts → P — Professional Development Plan
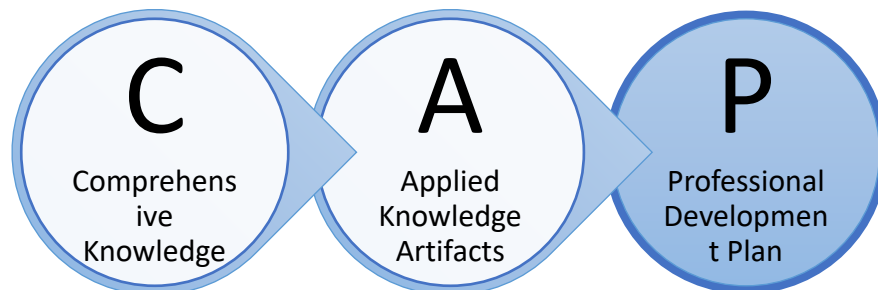
    I.   **Cover Page**
    II.   **Table of Contents**
    III.   **Résumé**

Portfolio Brainstorming Activity (25 points). Students will complete a discussion board where they will brainstorm ideas with fellow capstone students on exemplar professional portfolios. Ideas include sharing ideas on the best software to create a portfolio, any online information you found on organizational leadership portfolios, etc.

C: Comprehensive Knowledge Assignments (300 points total)

Reflections on Program Student Learning Outcomes <u>(4 at 50 points each; 200 points total)</u>.
The organizational leadership graduate program intends to educate students so that they leave the program with the ability to successfully:

1. Evaluate core concepts of organizational leadership theories, models, and approaches. (Leadership Theories, Approaches, and Models)
2. Discuss behaviors of effective leaders. (Leader Behaviors)
3. Explain personal and organizational ethics. (Personal & Organizational Ethics)
4. Determine the role of diversity and culture on the leadership process. (Diversity & Leadership)

Students will write a 3-4 page reflection paper on <u>each</u> of the four student learning outcomes (SLO) listed above. The following prompts will help guide your writing of each reflection.

SLO 1 Prompt: How have you used different organizational leadership theories, models, or approaches at your current workplace? Explain a scenario or two where you were called to use an approach and why you chose it. Discuss what you have learned from the program to help you identify the correct approach to use given the situation. Artifacts may include papers written within the organizational leadership program where you analyzed leadership theories, models, or approaches (case studies may apply), examples from your workplace, etc.

SLO 2 Prompt: Discuss how you exemplify effective leadership behaviors. Provide examples. Artifacts may include any examples you have from work, papers you wrote within the organizational leadership course.

SLO 3 Prompt: Explain your personal ethics and how it connects with the organization with which you work. Artifacts might include your personal ethics statement written in previous courses, your core values, the ethics of the organization with which you work, and a reflection on how you demonstrate the organizational ethics.

SLO 4 Prompt: Since learning about diversity and inclusion and their connection to leadership, how has this knowledge impacted your work? How do you ensure different cultures are included within your workplace? Consider how you work with different age groups, cultures, ability levels, etc. Artifacts might include cultural trainings you have conducted, documents

prepared for your staff, your cultural intelligence growth plan, etc.

- *HINT FOR STUDENTS WHO STARTED THE PROGRAM IN FALL 2021 OR LATER ONLY: For SLO 1 (Evaluate core concepts of organizational leadership theories, models, and approaches), be sure to mention the Kouzes and Posner 5 Practices of Exemplary Leadership that were mentioned for the duration of your graduate program.)*

Literature Review (100 points). Students will write a 4-5 page literature review to familiarize themselves with leadership research, strategies, theories, etc. in their chosen profession. The goal of the literature review is to fill knowledge gaps and develop an understanding of historical practices as well as potential advancements in leadership within your chosen profession. If you have written literature reviews in previous courses, you may combine and condense them. Review the following for information on writing a literature review: Writing a Literature Review // Purdue Writing Lab. The literature review must include primary sources in the reference list. Use in-text citations.

A: Applied Knowledge Artifacts (100 points)

As you write the reflection pieces, compile artifacts that show how you have used the knowledge from the program in your profession. You are welcome to include photographs showing you at work, news articles about you, writings from previous courses, etc. Be sure to explain how the artifact illustrates your comprehensive knowledge.

Mandatory Meeting with Instructor
This course requires a mandatory meeting (virtual or in-person) with the instructor to discuss artifacts for each section of the portfolio.

P: Professional Development Plan (225 points)

Aspiration Interviews (75 points). Identify three people currently working in your profession or at a level higher than your current position who you consider to have model leadership skills. Develop interview questions based on your leadership knowledge, previous leadership research, and research conducted to gain knowledge regarding your chosen or current profession. Focus on how the person attained the position, what skills are important, what leadership style is important, etc. You will use the answers from your interview to guide your thoughts for the professional development plan. Students will submit a summary of the information they learned from each interviewee.

Professional Development Plan (150 points). Despite all of the knowledge you have learned in the organizational leadership program, it is important to remain a lifelong learner. Develop at least one SMART goal for each of the three categories: 1 Year Goal; 2-3 Year Goal; 5 Year Goal. For each goal, identify the action/strategy you will take to achieve the goal, why the goal is important to you personally and to your profession, a list of resources to help meet the goal, and how you will assess to make sure you have completed the goal. You may have completed a leadership development plan in another course. You may update it to meet the objectives of this assignment.

Personal Leadership Philosophy (150 points)

Based on your leadership education during the program and experiences, summarize your leadership *style,* values, and/or beliefs in 1-2 pages. From your assessments and the theories, approaches, models, and constructs, summarize how you lead and **what theories, approaches, or models** your leadership style best illustrates. Cite your sources (if describing your leadership as servant leadership, cite the source and specific aspects of servant leadership you exemplify). *Note: You may have done this in LEAD 595 (or another course). Do not re-invent the wheel. Update previous versions.* Succinct information is always the best. Condense to meet the page requirement, if needed.

Portfolio Compilation (200 points)

After receiving feedback on all the individual pieces of work, compile your portfolio. Remember to be CREATIVE and PROFESSIONAL. You can use this portfolio when interviewing for future positions or during annual performance evaluations. Make sure it stands out and is a reflection of you as a graduate from the WKU Organization Leadership graduate program. Refer to the brainstorming session to help decide what type of portfolio you wish to build. You are welcome to simply compile a visually pleasing PDF with hyperlinks. All portfolios should:

- Be professional and creative. (Typos and grammatical errors are not professional—although, I understand they can happen from time to time.)
- Include a cover page and table of contents that links to the sections of the portfolio.
- Showcase a current Résumé.
- Provide an introduction that includes your personal leadership statement
- Include the unique sections you will work on for the duration of the semester
    - All Comprehensive Knowledge submissions (updated from feedback)
    - Applied Knowledge Artifacts (updated from feedback)
    - Professional Growth Plan (minus the summary interviews which were for your reference only).