

# INSTITUTIONAL SYLLABUS -- LEAD 101-06

## Leadership and the Maritime Experience

Fall 2012

### A. COURSE DESCRIPTION

A required course for all freshmen (first-time college or < 32 transfer credits). This course is aimed at introducing the student to college life with emphasis on the unique history and goals of Maritime College, helping the student manage the difficult transitional first-year of college via the formulation of a plan for academic success, and fostering the student's potential for leadership via the development of self-awareness and interaction with other students from diverse backgrounds.

*1.0 Credit hour*

*Prerequisite(s): None*

*Corequisite(s): None*

*Follow-On Courses:* LEAD 201

*Role in Curriculum:* Required Course

### B. TEXT(S)

*a) Required Text(s):*

1. Handouts posted on Angel (<https://sunymaritime.sln.suny.edu>) in Leadership & Maritime Exprnce-5543-LEAD-101-06
2. SUNY Maritime Student Handbook

### C. STUDENT LEARNING OBJECTIVES

*a) Course Objectives*

Upon successful completion of LEAD 101 the student will know and apply:

1. To learn more about SUNY Maritime, the campus history, expectations, educational opportunities and available resources.
2. Increase the persistence rates of first-year students by creating an environment where open dialogue and familiarity is encouraged in the classroom between the student and advisor.
3. To learn strategies for academic and personal success. To learn about the various support services offered by Maritime.
4. Introduce students to the online learning environment by having students submit assignments using ANGEL.

### D. COURSE ASSESSMENTS

*a) Assessments in the Class*

1. Student participation in class conversations demonstrating that he/she has read the material for the week
2. Submission of assignments and final paper through ANGEL
3. Participation in discussions on ANGEL

*b) External Assessments*

1. Performance in follow-on course(s)

## **E. ACCOMMODATIONS FOR STUDENTS WITH LEARNING DISABILITIES**

If you believe that you need accommodations for a disability (also referred to as IEPs and 504 plans), please notify me within the first week of class and contact the Office of Accessibility Services at (718) 409-7348 for an appointment to discuss your needs and the process for requesting accommodations. Since accommodations may require early planning and generally are not provided retroactively, please contact Accessibility Services as soon as possible!

## **F. ACADEMIC INTEGRITY POLICY**

Absolute integrity is expected of every Maritime student in all academic undertakings.

A Maritime student's submission of work for academic credit indicates that the work is the student's own. All outside assistance should be acknowledged, and the student's academic position truthfully reported at all times. In addition, Maritime students have a right to expect academic integrity from each of their peers.

Students are expected to do their own work in class, on assignments, laboratory experiments, and examinations or tests in accordance with the directions given by the instructor. It is the responsibility of all students to read and understand this statement of College policy on academic integrity. Maritime College considers the violation of academic integrity a serious matter, and one that will be treated as such.

A student who violates academic integrity may, depending on the nature of the offense, be subject to one or more of the following measures: failure of the assignment or examination, failure of the course, dismissal from the Regiment of Cadets, or dismissal from the College. Violations of academic integrity, also known as academic dishonesty, are subject to review by the Judicial Board. For details, go to:

[http://www.thezonelive.com/zone/02\\_SchoolStructure/NY\\_SUNYMaritimeCollege/handbook.pdf](http://www.thezonelive.com/zone/02_SchoolStructure/NY_SUNYMaritimeCollege/handbook.pdf)

**ALL ACADEMIC INTEGRITY VIOLATIONS WILL BE REPORTED TO THE  
DEAN OF STUDENTS**

**COURSE SYLLABUS – LEAD 101-06**  
**Leadership and the Maritime Experience**  
**Fall 2012**

**A. INSTRUCTOR INFORMATION**

- a. James Drogan
- b. Office hours: go to Home > Faculty / Staff Contact on the Maritime website; select Prof. James Drogan. Appointment are requested
- c. Contact: 718-409-7289, jdrogan@sunymaritime.edu

**B. CLASS MEETINGS**

- a. Mondays, 3:00 pm - 4:15 pm
- b. Fort A11

**C. CLASS POLICIES**

- a. All mobile phones must be kept off and away
- b. Attendance Policy and Absences

Regular attendance. If you have an emergency, call or e-mail within 24 hours. All students are expected to arrive for class on-time. Tardiness is hurtful, disruptive to you and the others in your class and can affect your grade. **Students who miss more than 3 classes will fail due to their lack of attendance and participation.**

- c. Assignments

Complete all assignments and activities requested prior to coming to class. Keep your syllabus and other course materials in a notebook. Bring this notebook and your Maritime Handbook with you to each class.

- d. Participation

Actively participate in class exercises and assignments including class discussions, group projects, and presentations. Your active participation is valued and it will make this course more interesting and meaningful for all.

At times, this class will deal with controversial issues. You are asked to express your thoughts and opinions with sensitivity and respect for your classmates

**D. GRADING**

**Attendance and Participation – 50%**

Students are expected to attend class and actively participate in all aspects of the learning process. This includes class discussions, written work, and class activities. **Students who miss more than 3 classes will automatically fail due to their lack of attendance and participation.**

**Assignments– 35%**

- Activities at end of chapters 4 & 5 in Hecklinger & Black
- Completion of Alcohol EDU (parts 1 & 2)
- In class reflection paper
- Print degree curricula & midterm grades

## **Final Paper – 15%**

Five pages, double spaced, font size 12, Times Roman, one inch margins.

Topic as follows:

**It's your graduation day at Maritime. As you sit back and reflect on your last four years, what did you accomplish? What milestones did you achieve?**

*To facilitate this paper, you may find the questions below useful.*

- In what ways did you grow in the past four years?
  - Academically, regimentally (if applicable), globally, holistically, athletically, and as a leader.
- What opportunities did you use to learn outside the classroom?
  - Co-curricular activities, clubs, community service, athletics, student government, leadership positions (I.e. RA, squad leader, SGA representative, orientation leader, tutor)
- What were the things in your life that you did not compromise?
- What types of relationships did you develop with your professors, classmates, roommates, Maritime staff, coaches, etc.
- Your greatest memory from Maritime was.....

## **COURSE OUTLINE**

### **Week 1 – Welcome to Maritime**

- Students introduce themselves
- Overview of syllabus
- Expectations and goals – College vs. high school
  - Learning Center – What it will do for you
  - Library – What it will do for you
  - History of Maritime College

*Homework assignment for class #2 - Read handouts*

Gardner, J. N., & Jewler, A. (2005). Listening, note taking and participating, chapter six. *Your College Experience: Strategies for Success* (pp. 85-99). CA: Wadsworth.

Gardner, J. N., & Jewler, A. (2005). Reading to remember, chapter seven. *Your College Experience: Strategies for Success* (pp. 101-113). CA: Wadsworth.

*Added by the Instructor*

Drogan, J. (2012, January 16). From Assignment to Result. Unpublished.

Drogan, J. (2009, February 3). Ethics, Critical Thinking, and Communications.

### **Week 2 – Success in the Classroom**

- How to take better notes in class
- Improve reading skills
- Improve memory for test taking

Homework assignment for class #3 - Read handouts

Maxwell, John, C. (1998). The Law of Influence, chapter 2. *The 21 Irrefutable Laws of Leadership* (pp. 11-20). TN: Thomas Nelson, Inc.

Maxwell, John, C. (1998). The Law of Process, chapter 3. *The 21 Irrefutable Laws of Leadership* (pp. 21-31). TN: Thomas Nelson, Inc.

Maxwell, John, C. (1998). The Price Tag of Leadership, Self-discipline, chapter 9. *Developing the Leader within you*. (pp. 161 – 178). TN: Thomas Nelson, Inc.

Complete part 1 of AlcoholEDU (you must complete part 1 ASAP, as there is a 30 day waiting period before you can access and complete part 2) <http://sanctions.alcoholedu.com/enter.aspx>

Added by the Instructor

Barrett, F. (2012). What Leaders Can Learn from Jazz. *HBR Ideacast* (Vol. 316). Harvard Business Review.

Kelley, R. E. (1988, December). In Praise of Followers. *Harvard Business Review*.

**Week 3 – Leadership Defined**

- In class activity – create a list outlining the "core traits" or personal qualities needed as a leader
  - Discuss each one indicating its contribution to leadership
  - Students provide examples of when they were a leader and the challenges and success they faced
- Create a practical, personal definition and philosophy of leadership
- Gain an understanding of leadership competencies and their personal strengths and
  - weaknesses as a leader

Homework assignment for class #4

Read handouts & **complete the following activities for submission:**

1. Hecklinger Chapter 4 - answer questions pp 42 – 45 (stop before the section entitled “Personal Value Decisions”)
2. Hecklinger Chapter 5 – answer all questions

Covey, Stephen, M.R. (2006). Core One: Integrity. *The Speed of Trust* (pp. 59 – 72). NY: Simon & Schuster, Inc.

Hecklinger, F. j., & Black, B. (2003). Personal values, chapter four. *Training for life: A practical guide to career and life planning* (pp. 41-47). IA: Kendall Hunt.

Hecklinger, F. j., & Black, B. (2003). Self-esteem, chapter five. *Training for life: A practical guide to career and life planning* (pp. 49-59). IA: Kendall Hunt.

Office of Student Life. (2012). *SUNY Maritime Student handbook and planner: Academic Integrity*. Throggs Neck, NY.

## **Week 4 – A Leader’s Values and Integrity**

- Define ethics, values & integrity
- Discover your values and define self esteem
- Review of Academic Integrity policy
- Instruction – proper way to cite references
  - Handout sample APA reference sheet

### *Homework assignment for class #5 - Read handouts*

Gardner, J. N., & Jewler, A. (2005). Time Management, chapter two. *Your College Experience: Strategies for Success* (pp. 19-37). CA: Wadsworth.

10 Common Time Management Mistakes Avoiding Common Pitfalls. (2012). In Mind Tools. Retrieved from <http://www.mindtools.com/pages/article/time-management-mistakes.htm>

## **Week 5 – Time Management**

- Prioritizing
- Scheduling
- Goal setting (SMARTER)
- Review of Course Repeat Policy
- Review of Academic Probation/Restricted Registration/Academic Disenrollment statuses

### **SMARTER goals**

#### **S - Specific**

Goals should be Specific and the more specific the better. State your goal in as exact of terms as possible.

#### **M – Measurable**

Targets should be Measurable. That which you measure will be treasured, so think about what will be the measurement of your achievement of your goal.

#### **A – Accountable**

Goals should have Accountability. Who or what are you accountable to for the goal?

#### **R – Realistic**

Goals must be Realistic. Unrealistic goals will lead to discouragement.

#### **T – Timely**

Targets should be Time based (or have a time line). Decide your time-table for completion, and stick to it.

#### **E – Exciting**

Goals should be Exciting. Exciting goals will be met far sooner than boring, bland goals.

#### **R – Recorded**

Goals should be Recorded, in a place where you can look at it every day

### *Homework assignment for class #6 - Read handouts*

The Seven Cs of Communication. (2012). In Mind Tools. Retrieved from [http://www.mindtools.com/pages/article/newCS\\_85.htm](http://www.mindtools.com/pages/article/newCS_85.htm)

Covey, Stephen, M.R. (2006). Behavior #11 – Listen First. *The Speed of Trust* (pp. 208 – 214). NY: Simon & Schuster, Inc.

Gardner, J. N., & Jewler, A. (2005). Writing and speaking for success, chapter nine. *Your College Experience: Strategies for Success* (pp. 135-153). CA: Wadsworth.

### **Week 6 – Communication – The Secret Ingredient of a Leader**

- Discuss the 7 Cs
- How to make presentations
- How to properly use the Chain of Command
  - Regiment
  - Academics

*Homework assignment for class #7 – read handouts*

Gardner, J. N., & Jewler, A. (2005). Diversity: Appreciating the differences among us, chapter fourteen. *Your College Experience: Strategies for Success* (pp. 235-249). CA: Wadsworth.

Hyman, J., & Jacobs, L. *Why Does Diversity Matter at College Anyway?* Retrieved July 19, 2012, from <http://www.usnews.com/education/blogs/professors-guide/2009/08/12/why-does-diversity-matter-at-college-anyway>

Quappe, S., & Cantatore, G. *What is Cultural Awareness, Anyway? How Do I Build It?* Retrieved July 19, 2012, from <http://www.culturocity.com/articles/whatisculturalawareness.htm>

### **Week 7 -Leadership in a Global Society - Diversity/Multiculturalism**

- Define globalization, diversity and multiculturalism
- Why is diversity important?
- Multiculturalism and the Maritime community
- Voter registration forms provided to students

*Homework assignment for class #8 – read handouts*

Register to vote (if you haven't already)!

Hecklinger, F. j., & Black, B. (2003). Decision making, Chapter twelve. *Training for life: A practical guide to career and life planning* (pp. 107-114). IA: Kendall Hunt.

Maxwell, John, C. (1998). The Quickest Way to Gain Leadership: Problem Solving, Chapter five. *Developing the Leader within you.* (pp. 75-96). TN: Thomas Nelson, Inc.

### **Week 8 – Decision Making (DM) (improving DM)**

- Uncertain DM - Making the best choice with the information available
- Jumping to conclusions
- Reactive DM - Making good decisions under pressure
- Review Judicial policy
  - Suitability Boards (Regiment)
  - Judicial Boards (Regiment and Civilian)

Homework Assignments for class #9 - read handouts

Gardner, J. N., & Jewler, A. (2005). Stress Management, Chapter seventeen. *Your College Experience: Strategies for Success* (pp. 301-317). CA: Wadsworth.

Office of Student Life. (2012). *SUNY Maritime Student handbook and planner: Article II – Alcohol and Article IX Drugs*. Throggs Neck, NY.

Office of Student Life. (2012). *SUNY Maritime Student handbook and planner: Article XXIV – Prohibited Conduct*. Throggs Neck, NY.

**Week 9 - Health and Wellness – Managing Stress**

- Review Alcohol/Drug policy
- Discuss time management strategies
- Highlight Health Services' availability and offerings
- Healthy choices (relationships, diet, alcohol, smoking, exercise)

Homework Assignments for class #10

Compete part 2 of AlcoholEDU <http://sanctions.alcohol.edu/enter.aspx>

Print your degree curricula from the Maritime webpage

Print your midterm grades

Develop a schedule plan for the spring 2012 semester

**Week 10 – Advisement Week/Library**

During individualized student meeting:

Review midterm grades

Review degree curricula

Develop spring schedule

Attendance to this class is required.

**Week 11 – Advisement Week/Library**

- During individualized student meeting:
  - Review midterm grades
  - Review degree curricula
  - Develop spring schedule
- Attendance to this class is required.

**Week 12 – Advisement Weel/Library**

- During individualized student meeting:
  - Review midterm grades
  - Review degree curricula
  - Develop spring schedule
- Attendance to this class is required.

Homework Assignments for class #13 – read handout

Gardner, J. N., & Jewler, A. (2005). Thinking Mathematically and Scientifically, chapter 11. *Your College Experience: Strategies for Success* (pp. 177-195). CA: Wadsworth.



### **Week 13 – Reflection and Self Awareness**

- In class writing assignment – choose one of the following topics:
  - Create a practical, personal definition and philosophy of leadership
  - Explain in detail why it is important for you as a leader to communicate effectively. What are some of the barriers to effective communication and how do you overcome them?
  - As a leader describe your personal strengths (and why you consider them strengths), weaknesses (and how you plan on overcoming them) and your core values (how they will guide you?)
- Penmanship counts
- This paper to be graded

### **Week 14 – Student Feedback – Group discussion**

- Submission of Final Paper (no extension will be granted).
- Faculty member poses these questions – takes notes – sends to Provost and Associate Provost.
  - Biggest challenges to your studies?
  - Most difficult adjustment?
  - Where have you found support?
  - Did you go to the learning center?
    - If no, why not?
    - If yes, was it helpful?
  - Did you find your work load manageable?