

**AEC 4417 (05AB) – Leadership for Personal and Organizational Change
Agricultural Education and Communication**

Course Instructor:

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Course TA:

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Office Hours: Tuesdays 1-2PM and Wednesdays 11-12PM

Course Time and Location: Monday 6-7th periods (12:50-2:45PM), Rolfs 205
Wednesdays 6th period (12:50-1:40), Rolfs 205

Course Description:

To prepare students for addressing complex personal and organizational issues related to leading change. Students will develop a systematic means for identifying areas of change, minimizing concern or resistance related to change, and implementing change practices within the contexts of personal and organizational change.

Change is the one constant in life and that has been widely accepted in business and organizations. This course is designed to provide students with the foundation to address concepts and issues related to personal and organizational change initiatives. Students will explore models of change and develop critical thinking skills, as to systematically address change. They will practice change concepts through personal and team projects designed to explore the complex issues related to change.

Course Objectives:

1. Identify the processes related to planned change at the personal and organizational levels.
2. Define the role of the change agent in affecting change.
3. Evaluate models of change for personal and organizational initiatives.
4. Enhance the communication skills required when working with people in organizations and agencies facilitating change.
5. Describe ways of predicting and minimizing undesirable consequences of change.
6. Identify sources of change in specific contexts: a) Personal, b) Social, c) Business/Economic, d) Political/Governmental, e) Natural Environment, f) Technology/Innovation

Course Textbooks Required:

Komives, S. and Warner, W. (2009). *Leadership for a better: world Understanding the social change model of leadership development*. San Francisco: Jossey-Bass.

Selected non-fiction novel. This book will be selected early in the semester.

Other Required Readings (distributed in class or on Canvas):

Rogers, E. (2003). *Diffusion of innovations* (5th ed.). New York: Free Press.

E-Learning:

All students are expected to check Canvas (<http://elearning.ufl.edu>) on a regular basis. Please ensure that you have access to this service. Additional handouts, readings and supplemental material will be housed on Canvas, this includes your grades.

Course Expectations:

First and foremost, this class should be fun and enjoyable! With that, this is an interactive class with a high level of student engagement – you must participate. This course is pragmatic in its approach and it is one that you will find useful in your future contacts and work with people.

Attendance is mandatory and recorded. It is up to you to attend class and make the most of it. There will be no late assignments allowed that are unexcused. All assignments are due by the date listed in the syllabus and course outline.

Attendance and Make-Up Work:

Requirements for class attendance and make-up exams, assignments and other work are consistent with university policies that can be found at:

<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>.

Online Course Evaluation Process:

Student assessment of instruction is an important part of efforts to improve teaching and learning. At the end of the semester, students are expected to provide feedback on the quality of instruction in this course using a standard set of university and college criteria. These evaluations are conducted online at <https://evaluations.ufl.edu>. Evaluations are typically open for students to complete during the last two or three weeks of the semester; students will be notified of the specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results>.

Expectations for Writing:

In all courses in the Department of Agricultural Education and Communication's Communication and Leadership Development (CLD) specialization, the following **writing** standards are expected to be followed, unless otherwise specified for a particular writing assignment. Not following these writing standards will result in substantially lower grades on writing assignments.

- Proper grammar and punctuation are mandatory.
- Proper sentence structure is required. This means...
 - Not using "tweet-talk" in your assignments.
 - Making sure that your sentences have a subject, verb, and (when needed) an object.
 - Not having sentence fragments.
 - And anything else that would pertain to "proper sentence structure."
- No use of first person (I, me, my, mine, our) unless denoted within the assignment rubric.
- No use of contractions.
- Good thoughts/content throughout the writing assignment.
- For assignments that require citations, use American Psychological Association style. Proper APA citation and reference document is expected.
- For assignments that are more reporter-style articles (news stories, news releases, public relations writing), you are expected to follow Associated Press Style, as discussed in AEC 4031.

If you are afforded the opportunity to resubmit an assignment you may do so only after visiting the UF Writing Studio. You must provide documentation of the visit with your resubmitted assignment.

“Our appointment schedule is now online, and you can make your own appointments. Go to tutortrac.clas.ufl.edu, and log on with your GatorLink username and UF ID. You can make a maximum of one appointment per day, and two per week. Remember to bring a PAPER COPY of your document when you come in for an appointment. If you need to speak to us, our office phone is (352) 846-1138.”

Academic Honesty

As a student at the University of Florida, you have committed yourself to uphold the Honor Code, which includes the following pledge: *“We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honesty and integrity.”* You are expected to exhibit behavior consistent with this commitment to the UF academic community, and on all work submitted for credit at the University of Florida, the following pledge is either required or implied: *“On my honor, I have neither given nor received unauthorized aid in doing this assignment.”*

It is assumed that you will complete all work independently in each course unless the instructor provides explicit permission for you to collaborate on course tasks (e.g. assignments, papers, quizzes, exams). Furthermore, as part of your obligation to uphold the Honor Code, you should report any condition that facilitates academic misconduct to appropriate personnel. It is your individual responsibility to know and comply with all university policies and procedures regarding academic integrity and the Student Honor Code. Violations of the Honor Code at the University of Florida will not be tolerated. Violations will be reported to the Dean of Students Office for consideration of disciplinary action. For more information regarding the Student Honor Code, please see: <http://www.dso.ufl.edu/SCCR/honorcodes/honorcode.php>.

Software Use:

All faculty, staff and students of the university are required and expected to obey the laws and legal agreements governing software use. Failure to do so can lead to monetary damages and/or criminal penalties for the individual violator. Because such violations are also against university policies and rules, disciplinary action will be taken as appropriate.

Campus Helping Resources

Students experiencing crises or personal problems that interfere with their general well-being are encouraged to utilize the university’s counseling resources. The Counseling & Wellness Center provides confidential counseling services at no cost for currently enrolled students. Resources are available on campus for students having personal problems or lacking clear career or academic goals, which interfere with their academic performance.

- *University Counseling & Wellness Center, 3190 Radio Road, 352-392-1575, www.counseling.ufl.edu/cwc/*
 - Counseling Services
 - Groups and Workshops
 - Outreach and Consultation
 - Self-Help Library
 - Training Programs
 - Community Provider Database
- *U Matter We Care, www.umatter.ufl.edu/*
- *Career Resource Center, First Floor JWRU, 392-1601, www.crc.ufl.edu/*

Services for Students with Disabilities

The Disability Resource Center coordinates the needed accommodations of students with disabilities. This includes registering disabilities, recommending academic accommodations within the classroom, accessing special adaptive computer equipment, providing interpretation services and mediating faculty-student disability related issues. Students requesting classroom accommodation must first register with the Dean of Students Office. The Dean of Students Office will provide documentation to the student who must then provide this documentation to the Instructor when requesting accommodation

0001 Reid Hall, 352-392-8565, www.dso.ufl.edu/drc/

Other Issues:

Please see the University of Florida Student Guide (<http://www.dso.ufl.edu/studentguide>) for specific questions concerning your college experience.

Grade Breakdown: Please note grades are based on points not percentages. For information on current UF policies for assigning grade points, see <https://catalog.ufl.edu/ugrad/current/regulations/info/grades.aspx>

A: 465 - 500 pts	B+: 435 - 449 pts	B-: 400 - 414 pts	C: 365 - 384 pts	D+: 335 - 349 pts	D-: 300 - 314 pts
A-: 450 - 464 pts	B: 415 - 434 pts	C+: 385 - 399 pts	C-: 350 - 364 pts	D: 315 - 334 pts	E: 299 and Below

Assignment Summary:

Assignment	Due Date	Points Available	Points Earned
Reading Quizzes (4*10)	Varies	40	
Reading Final Assignment	2/14	50	
Case 1	2/21	50	
Case 2	2/28	50	
Team Report	3/14	25	
Class Change Project	TBD	50	
Class Change Project Reflection	TBD	25	
KAI Reflection	4/4	30	
ITC Reflection	4/11	30	
Team Presentation	4/14	75	
Attendance	Throughout	50	
TOTAL POINTS AVAILABLE		500	

Course Outline:

Week	Date	Day	Topic	Reading	Assignment Due
1	January 8 & 10	M	Introduction & What is Social Change?	Chapter 1	
		W	SD Goals and the 7 Revolutions		
Global Change – How do we Move Forward Together?					
2	January 15 & 17	M	MLK, Jr. Day – Do Something Great!		
		W*	Models of Global Change	Chapter 4	
3	January 22 & 24	M*	Citizenship	Chapter 5	
		W*	Reading Discussion		Quiz 1
4	January 29 & 31	M*	Collaboration	Chapter 6	
		W*	Reading Discussion		Quiz 2
5	February 5 & 7	M*	Common Purpose	Chapter 7	
		W*	Reading Discussion		Quiz 3
Organizational and Community Change – What are the Challenges that Limit Success?					
6	February 12 & 14	M*	Adaptive Leadership and Change	Heifetz, 2009	
		W*	Reading Discussion		Quiz 4 & Book Review
7	February 19 & 21	M*	Technological Change	Rogers Ch. 1	
		W*	Case Study 1		Case Study 1
8	February 26 & 28	M*	Controversy with Civility	Chapter 8	
			Adopter Categories	Rogers Ch. 7	
		W*	Case Study 2		Case Study 2
UF Spring Break – March 5th – 9th					
10	March 12 & 14	M*	Panel Discussion		
		W*	Consequences of Change		Project Report
Personal Change Perspectives – Who am I as a Change Agent?					
11	March 19 & 21	M*	Who am I as a Change Agent?	Chapter 12	
		W*	Individual Approaches of Change		
12	March 26 & 28	M*	How do I respond to Change? KAI		
		W*	Consciousness of Self	Chapter 9	
13	April 2 & 4	M*	ITC Workshop		
		W*	ITC Workshop		KAI Reflection
14	April 9 & 11	M*	Congruence	Chapter 10	
		W*	Commitment	Chapter 11	ITC Reflection
15	April 16 & 18	M*	Group Presentations		
		W*	Open Day		
16	April 23 & 25	M	Group Presentations		
		W	Cumulative Class Experience		

***Days counted toward attendance**

Drop/Add, 1/12

Degree Application, 2/2

Last Day to Drop, 4/13

Assignment Descriptions:

FOR ALL ASSIGNMENTS PLEASE DEFER TO THE RUBRIC!!

All assignments must be turned in during the class period of the day they are due. Emailed assignments will not be accepted unless pre-arranged (this includes through Canvas). All papers are expected to be typed in 12 point Calibri with 1 inch margins. Each assignment must follow the requirements in the rubric. All rubrics are available on Canvas. Please print off and include a rubric as a cover sheet for each assignment. All assignments will be graded and updated in Canvas approximately one week after the assigned due date. All assignments will be returned to students in-class.

Reading Quizzes and Review: Quizzes (4x10 points) and Final Assignment (50 points)

There will be an assigned novel to read as a class over the course of the semester. The reading will be the basis of group discussion, as well as used for class examples. There will be 4 online quizzes covering the assigned reading material. The final documentation of completing the reading will be a 5-page paper (single-spaced) reviewing topics from the course, a personal reflection of the reading, and a summary of the novel through your eyes. The reflective component should include three specific segments: a) cognitive growth, b) behavioral change, and c) attitudinal/opinion statement.

Class Change Project: Two Parts, the Experience (100 points), and Reflection (25 points)

Description of Project: There are many issues facing our world today that will continue on for years to come, if we do not stop to collectively examine our current actions today. With this in mind, we will be embarking on class change project. Based upon the work of the United Nations Millennium Development Goals you will select a project that addresses one of the key priority areas. Of the 17, we will select one of the following: Zero Hunger, Clean Water and Sanitation, or Climate Change.

As a class, you will be given time to discuss these and facilitate your own class selection. From there we will work through elements of the book highlighting key activities necessary to address this one issue in our local area.

Experience: You will then be asked to come up with a specific activity that the class can collaborate on during the semester. We will decide this as a class. DUE TBD

Reflection: Using the rubric as a guide, you will reflect on your experience and how you feel change has been made. Key concepts from the text must be incorporated. DUE TBD

Case Studies: Two cases (50 points)

You will be provided two unique case studies to examine during our time discussing organizational and community change perspectives. These two cases will challenge your application of the theories and materials discussed in class, as well as the text. For each case, you will provide written answers to assigned questions, as well as a resolution recommendations. Final papers should be approximately 4 single-spaced pages.

Assigned Reflections: Two individual reflections, KAI and ITC (30 points each)

KAI: After completing the KAI you will complete a reflection summarizing the following: a cognitive element (what you learned about yourself), an affective element (your opinion or attitude toward your results), and a behavioral (what can you do differently or how does this reflect your personal skill). Four double-spaced pages.

ITC: This ITC is a pretty heavy-hitting assignment. Upon its completion, you will write a reflection summarizing your view of the change identified, the process, who are the helpers that you can identify that are available to assist you with the change you identified, and your SMART plan.

Team Project: Two parts: Team Report (25 points) and Team Presentation (75 points)

This is a comprehensive project that will be worked on throughout the semester. The goal is to present ways to address one of the assigned 7 Revolutions (discussed week 2). The team will prepare a team report and a final presentation to represent the work completed.

Team Presentation: Your team will prepare a 20-minute presentation providing to your classmates an overall description of the issue, your research, and the solution or recommendation that you have developed. The intent of the final presentation is to represent what your ideas are with respect to creating change, so that the assigned revolution does not become a full blown global crisis. All team members must be present, professional attire expected, creativity suggested.

You must submit your completed PPT, Prezi, or other presentation material in printed form for full credit.

Attendance and Participation: 50 points total

Each student is expected to attend class everyday and sign-in to receive the points associated with attendance. Each student must come prepared and be engaged to get the most out of the course experience. Half of the points will be generated from key unannounced activity days – think pop quiz, but not as stressful!

There are 25 days that will count toward your attendance at 2 points per day (50 total).

LATE ASSIGNMENT COUPON

I have no good excuse, other than I am late with this assignment.

Please accept this LATE ASSIGNMENT COUPON, with my paper.

****Coupon good for one week, past assigned due date****

****May NOT be used on Philosophy Statement or Exams****

No points will be removed from an assignment submitted with this coupon.

Not to be duplicated. Accepted only once. - - Spring 2018

Name: _____

Assignment: _____

Date Submitted: _____

Nicole H. Stedman

TA Initials: _____