

**AEC 6932 - Facilitating Leadership Programs**  
**Agricultural Education and Communication**

**Course Instructor:**

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**Office Hours:** Wednesdays 10-11AM or by appointment

**Course Time and Location:**

Thursday 4-6 periods (10:40-1:40), McCarty A 2186

**Course Description:**

Theory of planning and creation of facilitation and teaching methods for leadership education students; discovery of presentation and training activities to create change within an organization. In this course, students will plan and carry out a leadership training program to a particular clientele with leadership education needs.

**Course Objectives:**

1. To identify strategies for using facilitation in groups,
2. synthesize facilitation theory guiding action,
3. practicing facilitation in skills in leadership scenarios, and
4. expanding facilitation approaches to include training and development.

**Course Required Readings:**

See Canvas for assigned readings

**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. All assignments are due at 11:55pm on the date indicated on Canvas and in this syllabus, unless otherwise noted. Late work is accepted, penalized by 10% per University business day.

**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://gradcatalog.ufl.edu/graduate/regulations/>) and require

appropriate documentation. Additional information can be found here:  
<https://catalog.ufl.edu/ugrad/current/regulations/info/attendance.aspx>

### **Online Course Evaluation Process:**

Students are expected to provide feedback on the quality of instruction in this course by completing online evaluations at <https://evaluations.ufl.edu/evals>. Evaluations are typically open during the last two or three weeks of the semester, but students will be given specific times when they are open. Summary results of these assessments are available to students at <https://evaluations.ufl.edu/results/>.

### **Academic Honesty:**

UF students are bound by The Honor Pledge which states, "We, the members of the University of Florida community, pledge to hold ourselves and our peers to the highest standards of honor and integrity by abiding by the Honor Code. On all work submitted for credit by students 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." The Honor Code (<https://www.dso.ufl.edu/sccr/process/student-conduct-honor-code/>) specifies a number of behaviors that are in violation of this code and the possible sanctions. Furthermore, you are obligated to report any condition that facilitates academic misconduct to appropriate personnel. If you have any questions or concerns, please consult with the instructor or TAs in this class.

### **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.

### **Student Privacy:**

There are federal laws protecting your privacy with regards to grades earned in courses and on individual assignments. For more information, please see:  
<http://registrar.ufl.edu/catalog0910/policies/regulationferpa.html>

### **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/](http://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/](http://www.umatter.ufl.edu/)*
- *Career Resource Center, First Floor JWRU, 392-1601, [www.crc.ufl.edu/](http://www.crc.ufl.edu/)*

**Students Requiring Accommodations:**

Students with disabilities requesting accommodations should first register with the Disability Resource Center (352-392-8565, <https://www.dso.ufl.edu/drc>) by providing appropriate documentation. Once registered, students will receive an accommodation letter which must be presented to the instructor when requesting accommodation. Students with disabilities should follow this procedure as early as possible in the semester.

**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
Personal Facilitator Reflection	1/19	30	
Personal Facilitator Reflection Update	Finals Week	30	
Case Studies	1/26, 2/2, 2/9, 2/16	60	
Facilitation Handbook	3/9	150	
Facilitation	3/23, 3/30, or 4/6	50	
Peer & Instructor Feedback/Takeaways	3/30, 4/6, 4/13	30	
Evaluation Concept Mapping	4/6	100	
Consulting Company Proposals	Finals Week	35	
Consulting Company Presentations	4/20	15	
TOTAL POINTS AVAILABLE		500	

**Assignment Descriptions:**

**FOR ALL ASSIGNMENTS- PLEASE DEFER TO THE RUBRIC!!**

**All assignments must be turned in on Canvas on the date assigned by 11:55pm. Emailed assignments will not be accepted unless pre-arranged (this includes through Canvas). All papers are expected to be typed in 12-point Times New Roman or Calibri with 1-inch margins and utilize APA style formatting. Each assignment must follow the requirements in the rubric. All rubrics are available on Canvas. All assignments will be returned to students on Canvas.**

**Personal Facilitator Reflection (30 points)**

Early on in the semester, you'll be asked to write a 2-3 double-spaced page reflection on who you are as a facilitator, your personal leadership facilitation philosophy, and what niche you see yourself filling as a leadership program facilitator.

**Personal Facilitator Reflection Update (30 points)**

At the end of the semester, you'll provide an additional 2-3 double-spaced page update to your previous reflection considering things you learned throughout the semester and feedback provided during and following your in-class facilitation. You'll provide a critical reflection on what has changed or stayed the same about your original reflection and why.

### **Case Studies (60 points)**

Each case study is worth 15 points. During class the week prior to the due date for each case study, a case study handout and questions will be provided to class members on that week's topic (I.E. handout out week 3 it will be on week 3's course material). These questions will relate to course material application for the case presented. Depending on the week, students will typically have some course time to review and begin responding to case study questions. Students will be responsible for turning in full case study responses before the due date.

### **Facilitation Handbook (150 points)**

You will select an organization to create a leadership training for. You may work individually or in pairs on this handbook. You will complete a handbook for a two-day training designed to meet your set objectives and outcomes. The handbook should be constructed as if it was created by a consultant hired to help the organization. An example plan and further details will be provided throughout the semester.

### **In Class Facilitation (50 points)**

During week's 10-12, each class member will facilitate in a "mock facilitation". You will be given approximately 20-25 minutes to complete a facilitation training with the class. This facilitation should include one component from your facilitation handbook. Following the facilitation, you will answer questions and receive feedback from fellow class members.

### **Peer & Instructor Feedback/Takeaways (30 points)**

During week's 10-12 various instructors and other class members will be facilitating lessons during class aimed at expanding your tool belt. Following the class each week, course members will be asked to complete a feedback survey to answer reflection questions for instructors and discussed tools and provide feedback to their peer's facilitation.

### **Evaluation Concept Mapping (100 points)**

You will be assigned a team and long-term program to evaluate. You will be provided with all of the evaluation data needed to evaluate and concept map how the program is meeting their mission, objectives, and outcomes. Teams will be asked to provide their concept maps, overview of methods, and discussion, conclusions, and recommendations. This will act as an exercise for providing a formal program evaluation.

### **Consulting Company Proposals (35 points)**

At the end of this course, you will be tasked with creating your own consulting company. You'll be asked to design a pitch for your company and what you'll offer. You should provide an overview and introduction of yourself, what facilitation programming you offer, important background information on the programming and how to know if it is the right fit for your customer, budgeting, pricing, etc.

### **Consulting Company Presentations (15 points)**

You'll provide a short pitch for your consulting company in class.

**Course Outline:**

<b>Week</b>	<b>Topic</b>	<b>Reading</b>	<b>Assignment Due</b>
1 Jan. 12	Introduction/Syllabus The Skilled Facilitator Way Exploring your own Style & Niche	Schwarz, Chapter 1 Lawson, Chapter 3	
2 Jan. 19	Assessing Needs Understanding Learners Developing your Facilitation Style	Needs Assess. Guide Myers, EDIS Pub Schwarz, Chapter 4	• Personal Facilitator Reflection
3 Jan. 26	Understanding Learning Outcomes Selecting, Designing, and Developing Active Training Methods	Train the Trainer Handout Lawson, Chapter 7	• Case Study 1 Due
4 Feb. 2	Understanding Team Interventions Facilitating Teams & Groups	Franz, Chapter 1	• Case Study 2 Due
5 Feb. 9	Diagnosing & Intervening	See Canvas	• Case Study 3 Due
6 Feb. 16	Creating Short-term Interventions from the 1-hour to the several days	See Canvas	• Case Study 4 Due
7 Feb. 23	Long-term leadership programs Logic modeling and concept mapping	See Canvas	• Optional Facilitation Plan Review
8 Mar. 2	Evaluating Leadership Programs	See Canvas	• 21 <sup>st</sup> Century Topic Submission Due
9 Mar. 9	Facilitating in the 21 <sup>st</sup> Century- Topics of Choice	See Canvas	• Facilitation Handbook
<b>Spring Break</b>			
10 Mar. 23	Potential Tools for your Belt/ Class Member Facilitation	See Canvas	
11 Mar. 30	Potential Tools for your Belt/ Class Member Facilitation	See Canvas	• Peer & Instructor Feedback/Takeaways
12 Apr. 6	Potential Tools for your Belt/ Class Member Facilitation	See Canvas	• Evaluation Concept Mapping • Peer & Instructor Feedback/Takeaways
13 April 13	Developing your Consulting and Facilitation Business	See Canvas	• Peer & Instructor Feedback/Takeaways
14 April 20	Developing your Brand & Who you are	See Canvas	• Consulting Company Presentations
<b>Finals Week</b>			
<ul style="list-style-type: none"> <li>• Personal Facilitator Reflection Update Due</li> <li>• Consulting Company Proposals Due</li> </ul>			

Drop/Add, 1/9-13

Last Day to Drop, 4/14

