Working with People: Interpersonal Leadership Skills
AEC3413
Spring 2025 - 3 Credit Hours

Instructor

Mrs. Megan Cantrell
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Office hours: Tuesday, 2-3PM via Zoom or by appointment

Teaching Assistant

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Office hours: By Appointment Only

Class Times & Location

Tuesday – Period 4 (11:45 – 12:35PM) & Thursday – Period 4 & 5 (10:40AM – 12:35PM)
McCarty Hall D – Room G001

Course Description

Interpersonal leadership is charted by self-discovery. AEC3413 is designed to assist students in the development of an understanding of oneself and one's personal leadership through self-reflection and assessments. Throughout the semester, we will cover topics including personal values, strengths, resilience, and leadership preferences which are intrinsically woven with the life experience we each bring to the online classroom. We will test our ability to face challenges, navigate potential leadership solutions, and explore our leadership styles through the context of our future endeavors.

Course Objectives

The general objectives of the course are:
- Become aware of, apply, and reflect upon personal leadership capacities through self-assessments and experiential learning
- Synthesize course material in developing a personal leadership learning statement
- Identify and develop your personal powers through a personal growth project
- Create a personal leadership vision, which reflects personal values
- Identify ways to integrate personal leadership in interpersonal relationships

Requirements

Textbook:

No required textbook – readings and supplemental materials will be available via Canvas

Technology:
To succeed in this course, you must have access to the following technology:
- Desktop Computer or Laptop
  - Audio Capabilities
  - Webcam and Microphone for synchronous sessions
  - Basic video editing software/app
- Microsoft Word - Microsoft 365 basics video training
- Internet Connection with access to Canvas
  - Canvas is the course management system at the University of Florida in which students will find course content, links to video lectures, assignments, quizzes, discussions, and grades. The use of this system will vary by instructor, but the following videos describe the most common tools in Canvas. The full student guide is provided if you have additional questions.
  - View Canvas Privacy Policy
- **Web Browser - Chrome** is the preferred browser for Canvas. If you do not have Chrome, you can download it.
- University of Florida Email
  - Students are expected to check their ufl.edu emails daily. View the Student Computing Requirements page for information on technology requirements and expectations.

Minimum Technical Skills:
Minimum technical skills required:
- Proficiency in utilizing Canvas and navigating the internet effectively.
- Competence in using email for communication purposes, including sending and receiving messages and managing attachments.
- Familiarity with commonly used word processing applications (such as Microsoft Word or Google Docs), including the ability to create, edit, and format documents.
- Basic computer skills, including understanding fundamental operations like file management, using menus and toolbars, and navigating between different applications.
- Ability to perform online research using a variety of search engines and library databases.
- Basic video editing skills

Instructor Response & Feedback
All students are expected to check UF email regularly. Please ensure that you will have reliable access to this over the semester. Some information corresponded via email or Canvas announcement may be time-sensitive. Correspondence is expected to be professional and follow AEC Expectations for Writing. **Please expect responses from the instructor team to emails and inquiries within 24 business hours (8AM – 5PM, Monday through Fridays, excluding holidays).** *PLEASE CONTACT THE INSTRUCTOR THROUGH UF EMAIL at* megancantrell@ufl.edu. Mrs. Cantrell is unable to access Canvas message when she is travelling to present leadership training throughout Florida and the southeast.

The instructor team will provide students with feedback within two weeks of the submission deadline. This excludes any UF holidays, natural disasters, or holiday breaks.

Assignments

Assignment Explanation:

Personal Growth Project

Topic Selection:

Before you engage in your personal growth project, you must select a project topic. Over the semester, you will learn a new skill or topic. You will engage in this skill at a minimum of two times over the semester. For this assignment, you must explain the new skill or topic you are learning, why you chose it, and who you have identified to give you feedback on your growth. Once your topic is approved by the instructor, you are welcome to begin trying to learn your new skill. Before you get started, read more information on the Personal Growth Project Topic Selection assignment and download the submission template under the assignments tab in e-Learning.

Project Presentation:

Challenging yourself to learn a new skill over the course of the semester will be our capstone project. Through the process of skill development, you will have the opportunity to engage with and experience the topics we will discuss over the semester. While you are practicing for your project you will record brief video logs documenting what you are doing and how your project is going. You will be required to identify a mentor who has experience in the topic to give you feedback throughout your experience. After you have attempted your new skill a minimum of two times, you will include your videos in a presentation. To ensure that you are working on your project throughout the semester, there will be one random check-in via discussion post worth 10 of your 150 points.

Project Showcase: In-Class

This is your opportunity to show us what you have learned! You will prepare a 3-minute presentation demonstrating your skill and sharing one connection on what learning this skill has taught you about leadership and the course content. Samples/materials/examples of your project are required.

Reflections: Due throughout the semester

You will complete exercises and activities for this course. Reflections allow you to engage with the material individually. Each reflection will be different and challenge you to make connections from the material to your past, future, and current contexts. If the reflection requires an assessment or exercise to be completed, the points associated with those questions will be forfeited if proof of the assessment or exercise is not provided.

Personal Leadership Vision:

A good leader has a vision for their life based on their values. For this assignment, you will describe your vision as it applies to different aspects of your life and produces goals to achieve your vision. This will clarify your values and align your actions and behaviors with these. See assignment on e-Learning for more information.

Leadership Portfolio:

For this assignment, you will compile your personal assessment results from throughout the course into a leadership portfolio. You will also include leadership and followership learning statements that describe how you act in a position of leadership and as a follower. See assignment on e-Learning for more information.

Quizzes: Due throughout the semester

Quizzes will cover the content in the course since the previous quiz. They are not cumulative; however, as the course content builds on itself, you may need prior information to do well. Quizzes can include any information from the lectures, leadership assessments, videos, activities, and readings.

Engagement – Throughout the semester

The nature of the course is built on one's ability to interact with others. Due to this, you must be engaging with the course discussions, activities, and with your classmates.

Tentative Course Calendar

Week - Dates	Tuesday	Thursday	Assignments Due
1 – January 13 - 19	Welcome!	True Colors	
2 – January 20 - 26	Mindset	Listening & Storytelling	Personal Growth Project Topic Selection – 1/26
3 – January 27 – February 2	Goals	Values	
4 – February 3 – 9	Vision	Self-Awareness	Personal Leadership Vision – 2/9
5 – February 10 - 16	Resilience	Emotional Intelligence	Quiz 1 – 2/16
6 – February 17 - 23	Personality Types	Personality Types	
7 – February 24 – March 2	Strengths	Strengths	
8 – March 3 - 9	Feedback	Crucial Conversations with Mrs. Chiarelli	Strengths Reflection – 3/9
9 – March 10 - 16	Balance	Mindfulness	
	SPRING	BREAK	
10 – March 24 - 30	Followership	Levels of Leadership	Quiz 2 – 3/30
11 – March 31 – April 6	Generations	Generations	Leadership Portfolio – 4/6
12 – April 7 - 13	Leading Dynamic Populations	Leading Dynamic Populations	Dynamic Populations – 4/10
13 – April 14 - 20	Personal Growth Project Showcase	Personal Growth Project Showcase	PGP Presentation – 4/15 Showcase - 4/15, 4/17
14 – April 21 - 23	Course Connections		Quiz 3 – 4/23

Point Breakdown

Assignment	Due Date	Possible Points	Points Earned
Personal Growth Project Topic	1/26	25	
Personal Leadership Vision	2/9	100	
Quiz 1	2/16	75	
Reflection 2	3/9	50	
Quiz 2	3/30	75	
Leadership Portfolio	4/6	125	
Dynamic Populations – In-Class Project	4/15	125	
Personal Growth Project	4/12	125	
Quiz 3	4/23	75	
Personal Growth Project Showcase	Varies	75	
Engagement	Throughout	150	

Total = _____/1000

*Extra credit may be given out through the semester at the instructor's discretion.
This syllabus is subject to change at the discretion of the instructor.

Course Grading:

Please note this class will be calculated based on points rather than percentages. Course grades will fall in accordance to the following standards:

1000 - 930 = A   859 – 830 = B   759 – 730 = C   659 – 630 = D
929 - 900 = A-   829 – 800 = B-   729 – 700= C-   629 - 600 = D-
899 – 860 = B+   799 – 760 = C+   699 – 660 = D+   599 or below = E

Further information about UF grading policies can be found here:
https://catalog.ufl.edu/UGRD/academic-regulations/grades-grading-policies/

Course Policies

Assignment Submission

The majority of your assignments should be submitted via the e-Learning assignments tool in Word (.doc or .docx) or .pdf format and are due on the dates listed in the syllabus. Pages files will not be accepted. Assignments will only be accepted via email with prior approval by the instructor. You may submit **ONE** late assignment within seven days of its due date without penalty. This late assignment waiver is not eligible on quizzes, group work, pop-up check-ins, or assignments due within seven days of the last day of the semester. Otherwise, **late assignments will receive a zero** unless *prior* accommodations have been approved by the instructor or you have a valid, University-approved excuse. Students are expected to complete all assignments within the course during the time frame specified. **It is your responsibility to make sure your assignments have been received by the instructor**; if you suspect you are having computer issues, you will need to submit a copy of a UF Help Desk ticket as proof of your technical issues. Otherwise, your assignment will be considered late.

Academic Integrity

UF's Academic Honesty Statement:

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 dishonesty to the instructor, department chair, college dean or Student Honor Court. **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: UF Student Code of Conduct Webpage.

Plagiarism:

Plagiarism includes taking **verbatim phrases of *just a few words*** without permission or full attribution. It includes *quoting too much* from your sources, thereby substituting their expression for your own, or quoting too much from one source, effectively taking more than a *fair use* of their work. **Over quoting (direct quotes)** comprising more than 10% of any assignment will be considered plagiarism. Plagiarism includes *unique expression*, which can be a phrase of a few words or a simple moniker. Our writing is mostly *our own expression*. When writing for science and business, we base our work on **facts** obtained from a variety of **credible sources.** We give credit where it is due. We **cite our sources** so others can access the information we present. When appropriate, we very carefully, ethically, and lawfully use others' expression of that information. We obtain permission to use our sources' expression or give full credit for a *limited, fair use,* including direct quotes.

Attendance Policies

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

Institutional Policies

Recording Statement

Students are allowed to record video or audio of class lectures. However, the purposes for which these recordings may be used are strictly controlled. The only allowable purposes are (1) for personal educational use, (2) in connection with a complaint to the university, or (3) as evidence in, or in preparation for, a criminal or civil proceeding. All other purposes are prohibited. Specifically, students may not publish recorded lectures without the written consent of the instructor.

A "class lecture" is an educational presentation intended to inform or teach enrolled students about a particular subject, including any instructor-led discussions that form part of the presentation, and delivered by any instructor hired or appointed by the University, or by a guest instructor, as part of a University of Florida course. A class lecture does not include lab sessions, student presentations, clinical presentations such as patient history, academic exercises involving solely student participation, assessments (quizzes, tests, exams), field trips, private conversations between students in the class or between a student and the faculty or guest lecturer during a class session. Publication without permission of the instructor is prohibited. To "publish" means to share, transmit, circulate, distribute, or provide access to a recording, regardless of format or medium, to another person (or persons), including but not limited to another student within the same class section. Additionally, a recording, or transcript of a recording, is considered published if it is posted on or uploaded to, in whole or in part, any media platform, including but not limited to social media, book, magazine, newspaper, leaflet, or third party note/tutoring services. A student who publishes a recording without written consent may be subject to a civil cause of action instituted by a person injured by the publication and/or discipline under UF Regulation 4.040 Student Honor Code and Student Conduct Code. UF IN-CLASS RECORDING

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. UF ACCEPTABLE USE POLICY

Use of Artificial Intelligence
If you are suspected of using artificial intelligence (including but not limited to Chat GPT) without permission, your grade could be penalized up to 100%. Exception: Use of Grammarly is permitted and encouraged.

Course Evaluations
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. Students are expected to provide professional and respectful feedback on the quality of instruction in this course by completing course evaluations online via GatorEvals. Guidance on how to give feedback in a professional and respectful manner is available at: https://gatorevals.aa.ufl.edu/students/. Students will be notified when the evaluation period opens and can complete evaluations through the email, they receive from GatorEvals, in their Canvas course menu under GatorEvals, or via https://ufl.bluera.com/ufl/. Summaries of course evaluation results are available to students at: https://gatorevals.aa.ufl.edu/public-results/

Student Services

Health & Wellness
- U Matter, We Care
  - If you or someone you know is in distress, please contact umatter@ufl.edu, 352-392-1575, or visit U Matter, We Care website to refer or report a concern and a team member will reach out to the student in distress.
- Counseling and Wellness Center
  - Visit the Counseling and Wellness Center website or call 352-392-1575 for information on crisis services as well as non-crisis services.
  - 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.
- Student Health Care Center
  - Call 352-392-1161 for 24/7 information to help you find the care you need, or visit the Student Health Care Center website.
- University Police Department
  - Visit UF Police Department website or call 352-392-1111 (or 9-1-1 for emergencies).
- GatorWell Health Promotion Services

- o For prevention services focused on optimal wellbeing, including Wellness Coaching for Academic Success, visit the GatorWell website or call 352-273-4450.

Academic Resources
- E-learning technical support
- o Contact the UF Computing Help Desk at 352-392-4357 or via e-mail at helpdesk@ufl.edu.
- Career Connections Center
  - o Reitz Union Suite 1300, 352-392-1601. Career assistance and counseling services.
- Library Support
  - o Various ways to receive assistance with respect to using the libraries or finding resources.
- Teaching Center
  - o Broward Hall, 352-392-2010 or to make an appointment 352-392-6420. General study skills and tutoring.
- Writing Studio
  - o 2215 Turlington Hall, 352-846-1138. Help brainstorming, formatting, and writing papers.
- Student Complaints On-Campus
  - o Visit the Student Honor Code and Student Conduct Code webpage for more information.
- On-Line Students Complaints
  - o View the Distance Learning Student Complaint Process.

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, UF Disability Resource Center.
Canvas Accessibility Standards
Zoom Accessibility Information