**COUN 263 Reedley College**

**Mr. Dan Kilbert Fall 2013**

**Office: SU109 Ext. 3397**

**Office Hours: 10-2 Meeting Room: SU 104**

[**www.reedleycollege.com**](http://www.reedleycollege.com) **Meeting Days: T,TH 12:00-1:00**

**Syllabus**

**E-Mail:** dan.kilbert@reedleycollege.edu

**COURSE DESCRIPTION:** This course is designed to introduce students to theory, principles and techniques of leadership. It will also focus on developing a better understanding of the principles and application of parliamentary procedures. As well as student activity programs that discuss planning, finances, and budgeting procedures involved in student body leadership affairs through active participation in Associated Student Government.

**Course Objectives:** Students will develop and/or improve specific leadership skills that can be practically applied to student body leadership affairs. Students will develop a level of responsibility when making commitments and following thru with them.

**Attendance**: Students are expected to attend all class meetings, be on time, and be in class the entire class session. Calling me to tell me you will be absent **does not** excuse you. **STUDENTS LEAVING CLASS BEFORE THE END OF CLASS WILL BE COUNTED AS BEING ABSENT!** Furthermore, if you decide to drop the course, it is **your** responsibility to make the drop official in the Administrations and Records office or else possibly receive a grade of **F.**

**Behavioral Standards**: Your classmates and I would greatly appreciate that students in the class take care of any personal needs (i.e., using the restroom, getting a drink, sharpening a pencil) before class begins. Please turn your phone off when entering the class. I would appreciate that you not bring guests to class.

**Drop Deadline:**  The drop deadline is **August 30, 2013**.

**TARDIES:** Students are expected to be on time. It is distracting and unfair to fellow classmates and to the instructor when a student is late.

**Course Requirements:**

 1. Active participation in all events assigned to you. 150 pts.

 2. Participation in Class. 50 pts.

 3. Speaker Series Log. (3 written summaries) 50 pts.

 4. Team Grade 50 pts.

 5. Midterm Exam 50 pts.

 6. Final Exam (December 11th 12-1:50) 50 pts.

 **TOTAL POINTS 400 PTS.**

**Course Requirement Clarifications:**

1. **Active participation in mandatory events:** Your participation is mandatory in the following events. If you do not show you are in jeopardy of not passing the class. 1. HOMECOMING 2. BATTLE OF THE PUMP GAME.
2. **Participation in Class Meetings:** You are required to be in class every day and ready to participate.
3. **Speaker Series Log:** You will be required to turn in a summary of 3 guest speakers during the semester.
4. **Team Grade:** You will be assigned to a “Team” during the semester. Your team will be responsible for different months during the semester. You will be involved in putting on activities and sitting on campus committees.
5. **Midterm Exam:** Parliamentary procedures.
6. **Final Examination:**  A final examination will be given on Leadership skills. ***Tuesday December 11th @ 12:00***.

**Grade Breakdown**

**A 400-360**

**B 359-320**

**C 319-280**

**D 279-240**

**F 239-0**

## WHERE TO FIND YOUR GRADE:

* Available at <http://sc.webgrade.classmanager.com/ReedleyCollege/> Your class will be identified by schedule number.
* You can also find it [www.reedleycollege.edu](http://www.reedleycollege.edu) . Click on Academic Programs. Under other links click on Micrograde and Webgrade. Enter your Reedley College Student ID number and password.

**SPECIAL NEEDS REQUESTS:** If you have a verified need for an academic accommodation or materials in alternate media (i.e., Braille, large print, electronic text, etc.) per the Americans with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

**Academic Dishonesty:** Students at Reedley College are entitled to the best education that the college can make available to them, and they, their instructors, and their fellow students share the responsibility to ensure that this education is honestly attained. Because cheating, plagiarism, and collusion in dishonest activities erode the integrity of the college, each student is expected to exert an entirely honest effort in all academic endeavors. Academic dishonesty in any form is a very serious offense and will incur serious consequences.

**Cheating** is the act or attempted act of taking an examination or performing an assigned, evaluated task in a fraudulent or deceptive manner, such as having improper access to answers, in an attempt to gain an unearned academic advantage. Cheating may include, but is not limited to, copying from another’s work, supplying one’s work to another, giving or receiving copies of examinations without an instructor’s permission, using or displaying notes or devices inappropriate to the conditions of the examination, allowing someone other than the officially enrolled student to represent the student, or failing to disclose research results completely.

**Plagiarism** is a specific form of cheating: the use of another’s words or ideas without identifying them as such or giving credit to the source. Plagiarism may include, but is not limited to, failing to provide complete citations and references for all work that draws on the ideas, words, or work of others, failing to identify the contributors to work done in collaboration, submitting duplicate work to be evaluated in different courses without the knowledge and consent of the instructors involved, or failing to observe computer security systems and software copyrights.

Incidents of cheating and plagiarism may result in any of a variety of sanctions and penalties, which may range from a failing grade on a particular examination, paper, project, or assignment in question to a failing grade in the course, at the discretion of the instructor and depending on the severity and frequency of the incidents.

**Student Learning Outcome** Students will use Parliamentary Procedures in a meeting.

**Advisors Office Hours: Monday thru Friday, 10:00 a.m. - 2:00 p.m.**

**Student Activities Office Hours: Monday thru Friday, 8:00 a.m. – 5:00 p.m.**