

Bulletin Preview

[ES][IS] **ALEC 102. Interpersonal Skills for Leadership** (3 cr I, II) Lec. *Open to freshman and sophomores only.*

Introduction to the principles and practices of positive interpersonal relationships for leadership development. Self-awareness, awareness of others, effective interpersonal communication, and the building of trust relationships as a basis for understanding and developing leadership. An experiential approach, field projects and a supervised service project.

This response clearly identifies which component of SLO2 is addressed by the course.

ACE Certification

In its review of requests for ACE certification, the Interim ACE committee (eventually the UCC ACE subcommittee) will use such criteria as:

- Does the course clearly address the Learning Outcome(s) identified?
- Does the course provide students with opportunities to develop the knowledge/skills necessary for successful achievement of the Learning Outcome(s)?
- Does the course provide students with opportunities to demonstrate achievement of the Learning Outcome(s)?
- Does the course reinforce at least one of the following as appropriate for the discipline and as identified by the department offering the course: Writing, Oral Communication, Visual Literacy, Historical Perspectives, Mathematics and Statistics, Critical Thinking, Teamwork, Problem Solving, Ethics, Civics, Social Responsibility, Global Awareness, or Human Diversity?
- Have the hosting department/unit and the instructor(s) agreed to follow through with their responsibilities as outlined in the ACE Course Certification Request Form?

Students select which one outcome they will receive ACE credit for. Faculty should indicate which one or two ACE Learning Outcome(s) are satisfied by the course.

SLO2. Demonstrate communication competence in one or more of the following ways: (a) by making oral presentations with supporting materials, (b) by leading and participating in problem-solving teams, (c) by employing a repertoire of communication skills for developing and maintaining professional relationships, or (d) by creating and interpreting visual information.

Describe opportunities students should have to learn the outcome. How is the learning objective embedded in the course?

The specific item addressed is (c) employing a repertoire of communication skills for developing and maintaining professional and personal relationships. This is a course about the "personal" level of leadership. Through learning to lead self, the individual becomes better prepared to learn to work with others, communicate, and engage in the work of organizations and communities. The service learning project serves as a "laboratory" for students to apply this knowledge in variety of planned and personal experiences in order to acquire or improve communication skills and abilities needed to be successful in their personal and career life.

Describe student work that will be used to assess student achievement of the outcome and explain how the students demonstrate the knowledge and skills specified by the outcome.

Traditional exams and quizzes will be utilized to assess content knowledge acquisition. The student's ability to employ a repertoire of communication skills for developing and maintaining professional and personal relationships will be assessed through the required service learning project. Consistently, throughout the semester, students

Answer #2 continues on page 2

Answer #2 continued from page 1

will also interpret the application of their learning through journal postings of their experiences related to the service learning project. A final course presentation and personal analysis of individual learning outcome(s) will be assessed by the course instructor.

As part of the ACE certification process, the department/unit agrees to collect and assess a reasonable sample of students' work and provide reflections on students' achievement of the Learning Outcomes for its respective ACE-certified courses.

Please comment on your plans to develop a process to collect and evaluate student work over time for the purpose of assessing student success for this ACE outcome.

Final service learning project presentations (poster presentation, brochure development or portfolios) will be randomly selected and monitored in order to measure the extent of outcome. This information will be used as a basis for course modification to enhance outcome achievement.

What Outcome(s) or skill(s) will be reinforced in this course?

According to the ACE document approved by faculty (Structural Criteria, item 9), "Every ACE course will reinforce at least one of the following skills listed below as appropriate for the discipline and as identified by the department offering the course..." Indicate skills that will be reinforced by the course by clicking on as many as apply and describe briefly how those skills will be reinforced.

These areas are those *OTHER THAN* the one or two outcomes for which you seek ACE certification. Students will not receive ACE credit for the reinforced skills, and the reinforced skills do not need to be assessed for ACE purposes.

Oral Communication

Describe briefly how this skill will be reinforced.

Through the service learning project requirement which requires an initial interview with a project supervisor, periodic in-class oral presentations explaining the application of course concepts, and a final formal 10 minute presentation explaining the project origin, interpersonal challenges and growth experienced, and explanation of course concepts specifically achieved.

Critical Thinking

Describe briefly how this skill will be reinforced.

Through reaction journal entries students are guided through the critical thinking process of WHAT - SO WHAT - and NOW WHAT format. This process demonstrates to students specificity of reflection, an exploration of their feelings toward events and interactions, and interpretation of the events and their personal role, with reflective encouragement to consider different reactions and change of interpersonal behavior.

Reinforcements continued on page 3

Teamwork

Describe briefly how this skill will be reinforced.

Through the online (Blackboard) reaction journal entries students are required to submit interpretations of course concepts to a group discussion board as they experience them everyday and especially via their service learning project. In this manner students are collaborating as a class group/team to compliment each others interpretation of course concepts. Other team members depend on each other to enrich their learning experience.

Human Diversity

Describe briefly how this skill will be reinforced.

Three course meetings are specifically related to diversity and communication. Major focus of these sessions is on gender differences as well as cross cultural considerations of interpersonal preferences. The question of, "How do I lead in a diverse environment?" is explored. Practical applications of the theory are presented to the students via guest speakers addressing both gender and cross cultural issues.

Supportive Material

Syllabus (Required)

[ALEC 102 Syllabus.doc](#)

Attach a copy of the sample syllabus that clearly identifies:

- The Learning Outcome(s) that are satisfied by the course.
- A brief description of the opportunities this course provides students to acquire the knowledge or skills necessary to achieve the Learning Outcome(s)
- A brief description of the graded assignments that the instructor(s) uses to assess the students' achievement of the Outcome(s).

Cross-list Memo (Required if applicable)

If the course proposed for ACE certification is cross-listed, include a letter of support from the chair/head of each cross-listed unit.

Additional Documentation (Optional)