Leadership for the Service Professions  
PADP 40:827:408-Fall 2013  
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Rutgers University-Newark  
School of Public Affairs and Administration

Office: Time: T/Th 11:30-12:50pm  
Hours: Tuesday 1:00-2:30pm Location:  
E-mail: madinahf@gmail.com

Course Description

Leadership for the Service Professions builds upon the skills and knowledge successful college graduates learn through their many years as students, including: collaboration, leadership, active citizenship, multicultural understanding, reflective thinking, critical analysis, and the ability to be a change agent in their community. This course provides students with an understanding of public service providers and those in professional fields that reach out to communities through the provision of some type of public service. Periodically guest lecturers from various areas, such as public administration, social work, law, urban education, criminal justice, public health, business, and philanthropy, etc., will lecture to students on the public service they provide or how they are enhancing a community through public service. This course will provide students with issue-oriented perspectives on public service that are potentially of interest to them.

Required Text


Recommended Text


Required Assignments

In addition to reading the textbook, selected articles and book reviews, each student is expected to participate in class discussions.

Grading

Exams (50%): Two exams will be administered. Each exam will constitute 25 percent of the course grade.

Career Biography (20%): Each student will produce a career biography on a public or non-profit leader in the community.
**Book Review (20%)**: Each student will prepare a written and oral report on a book about leadership.

**Participation and Attendance (10%)**: Class attendance is required and expected. Two or more absences will hurt your grade. This class will be in a seminar format. Students will be expected to share their knowledge and opinions of lectures, required readings and related materials. This is a course based primarily on class discussion so class attendance is required.

**Policies**

**Attendance**: Required.

**Disabilities**: Students with any form of disability should inform me during the first week of class so that I may make reasonable accommodations where necessary.

**Syllabus**: This syllabus serves as a general outline. I reserve the right to deviate from any part of the plan as necessary. Students will be notified of any such modifications.

**Make-Up Exams**: As a general rule, make-up exams will not be given, except in those cases where a medical emergency is adequately documented (involving yourself or your immediate family) and are solely at the discretion of the instructor.

**Late Assignments**: Late assignments will not be accepted unless accompanied by a university excused absence.

**Grade Disputes**: If a student has a grade dispute, they should submit a one-page memo to the instructor presenting evidence for their case. The instructor will review and re-grade the original assignment. This review can create a grade increase, but may also create a grade decrease based on the new overall evaluation.

**Academic Integrity** [http://andromeda.rutgers.edu/~gradnwk/integrity.html](http://andromeda.rutgers.edu/~gradnwk/integrity.html):

"Academic freedom is a fundamental right in any institution of higher learning. Honesty and integrity are necessary preconditions to this freedom. Academic integrity requires that all academic work be wholly the product of an identified individual or individuals. Joint efforts are legitimate only when the assistance of others is explicitly acknowledged. Ethical conduct is the obligation of every member of the university community, and breaches of academic integrity constitute serious offenses" (Academic Integrity Policy, p. 1). The principles of academic integrity entail simple standards of honesty and truth. Each member of the university has a responsibility to uphold the standards of the community and to take action when others violate them. Faculty members have an obligation to
educate students to the standards of academic integrity and to report violations of these standards to the appropriate deans. Students are responsible for knowing what the standards are and for adhering to them. Students also should bring any violations of which they are aware to the attention of their instructors.

**Violations of Academic Integrity**
Any involvement with cheating, the fabrication or invention of information used in an academic exercise, plagiarism, facilitating academic dishonesty, or denying others access to information or material may result in disciplinary action being taken at either the college or university level. Breaches of academic integrity can result in serious consequences ranging from reprimand to expulsion.

**Class Etiquette:** So that class is enjoyable for everyone, laptops, cell phone ringers and pagers should be turned off. Reading the newspaper, talking during lectures, leaving classes early, text messaging, emailing, and surfing the web are prohibited in class. Please arrive on time. Thank you!

**School of Public Affairs and Administration Student Learning Outcomes**
- to be able to lead and manage in public governance
- to participate in and contribute to the public policy process
- to analyze, synthesize, think critically, solve problems, and make decisions
- to articulate and apply a public service prospective
- to communicate and interact productively with a diverse and changing workforce and citizenship

**Key Dates**

**Book Selection:**

**Book Review Due:**

**Exam 1 (In Class):**

**Career Bio Due:**

**Exam 2 (Take Home):**

**Exam 2 Due:**
## Schedule

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<th>Week</th>
<th>Topic(s)</th>
<th>Reading</th>
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<tbody>
<tr>
<td>0:</td>
<td>Introduction to Leadership</td>
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<tr>
<td>1:</td>
<td>Practices of Exemplary Leadership</td>
<td>Chapter 1</td>
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<td>2:</td>
<td>Foundation of Leadership</td>
<td>Chapter 2</td>
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<td>3:</td>
<td>Values</td>
<td>Chapter 3</td>
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<td>Set the Example</td>
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<td>Enlist Others</td>
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<td>7:</td>
<td>Review</td>
<td>Midterm</td>
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<td>8:</td>
<td>Search for Opportunities (Book Reviews Due)</td>
<td>Chapter 7</td>
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<td>9:</td>
<td>Experiment and Take Risks</td>
<td>Chapter 8</td>
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<td>10:</td>
<td>Foster Collaboration</td>
<td>Chapter 9</td>
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<td>11:</td>
<td>Strengthen Others</td>
<td>Chapter 10</td>
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<td>12:</td>
<td>Recognize Contributions</td>
<td>Chapter 11</td>
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<td>13:</td>
<td>Celebrate Values and Victories Leadership is Everyone’s Business</td>
<td>Chapter 12/13</td>
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<td>14:</td>
<td>Career Bio Presentations and Review</td>
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<td>15:</td>
<td>Final Exam Due</td>
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