Leadership for the Service Professions  
PADP 40:827:408-Fall 2015  
Melissa Rivera, PhD  
Rutgers University-Newark  
School of Public Affairs and Administration

Office: CPS 223  
Time: Friday 6-9pm  
Hours: By appointment  
Location: CPS TBD  
E-mail: melar@rutgers.edu

Course Description

Leadership for the Service Professionals 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 lectures 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 potentially of interest to them.

Additional 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 perspective
- To communicate and interact productively with a diverse and changing workforce and citizenship

Policies

Format of Written Assignments: All papers are to be submitted in 12-font, double-spaced, with one-inch margins. The cover page must include the student’s name, date of submission, title of assignment, and instructor’s name. All non-original work MUST be cited. The following websites provide basic guidelines regarding the APA citation style:

http://www.lcc.edu/library/help/citation/apaonline

http://www.landmark.edu/library/citation-guides/landmark-college-citation-guides/apa-citation-style-guide
For any further help with reading, writing or even research skills, students may reach out to the Rutgers Newark Writing Center, which provides writing tutoring and writing workshops to all undergraduate students currently enrolled in classes on the Rutgers University, Newark Campus. The Newark Writing Center is located in Conklin 126. Contact information may be found on their website: http://www.ncas.rutgers.edu/writingcenter

**Academic Integrity** Principles of academic integrity require that every Rutgers University student:

- properly acknowledge and cite all use of the ideas, results, or words of others
- properly acknowledge all contributors to a given piece of work
- make sure that all work submitted as his or her own in a course or other academic activity is produced without the aid of unsanctioned materials or unsanctioned collaboration
- obtain all data or results by ethical means and report them accurately without suppressing any results inconsistent with his or her interpretation or conclusions
- treat all other students in an ethical manner, respecting their integrity and right to pursue their educational goals without interference. This requires that a student neither facilitate academic dishonesty by others nor obstruct their academic progress
- uphold the canons of the ethical or professional code of the profession for which he or she is preparing

**Academic Integrity Policy:**

**Code of Student Conduct:**

**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.

**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.

Rutgers University welcomes students with disabilities into all of the University's educational programs. In order to receive consideration for reasonable accommodations, a student with a disability must contact the appropriate disability services office at the campus where you are officially enrolled, participate in an intake interview, and provide documentation: https://ods.rutgers.edu/students/documentation-guidelines. If the documentation supports your request for reasonable accommodations, your campus's disability services office will provide you with a Letter of Accommodations. **Contact:** Student Life and Leadership  Robeson, Room 352 973-353-5300
Syllabus: This syllabus serves as a general outline. The instructor reserves the right to deviate from any part of the plan as necessary. Students will be notified of any such modifications.

Make-Up Exam: 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.

Course Requirements and Practices

Respectful Discussion. Students are required to be respectful of divergent opinions and viewpoints. That does not mean students must agree with all persons in the room. Differences of opinion can provide an opportunity to look at situations from someone else’s point of view, which can only facilitate students’ discourse on ethics. Such discussions will be impossible without a basic level of courtesy and respect. Consequently, certain types of speech will not be tolerated. This includes offensive remarks and personal attacks that demean and belittle other students. Constructively criticize ideas. Do not attack individuals.

Class attendance. Attendance is critically important for class participation. As such, students’ attendance and active participation are both desired and expected. Failure to attend a class or leaving class before its conclusion will constitute an absence, unless a documented excuse is provided. If you miss more than two (2) classes without a documented excuse, your ability to pass this class will be placed in serious jeopardy. Missing more than two (2) classes without a documented excuse will result in a significantly lower grade in the course. It also is important to note that lateness will not be tolerated. You will be considered late if you arrive after class has started. Please note that two (2) tardy days equate to one absence.

Informed, active participation. Cooperative learning can only happen if students engage in the widest possible level of participation. This means students are required to participate regularly and discuss from an informed perspective. Students are encouraged to turn their feelings and opinions into arguments -- ground them in the reading, lectures, news reports, etc. The use of cell phones (including texting and surfing the Internet), is prohibited in class!! Students engaging in such behavior are not actively participating and run the risk of being considered absent for the entire class period.
Rutgers Blackboard System
All of the materials and assignments for this course can be accessed on, and downloaded from, the Rutgers’ Blackboard Course site: http://blackboard.newark.rutgers.edu/. Your login information is the same username and password you use to access your Rutgers student information. If you utilize an email address that is different from the one that Rutgers assigns you, PLEASE CHANGE YOUR EMAIL ADDRESS ON BLACKBOARD!! Emails will be sent to the class frequently through Blackboard. Students are responsible for any messages sent via the Blackboard message system.

Required Text


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

Grading
Exam: One final exam will be administered.

Career Biography: Each student will produce a career biography on a public or non-profit leader in the community.

Course Assignments: Each student will complete course assignments-TBD throughout the course.

Course Assignments
Readings. Students are expected to complete all assigned readings before each class meeting. Class discussions will provide a venue to share insights gained from the assigned readings and to ask questions about issues of concern from the readings. Students also are responsible for reading all supplemental material assigned or provided.
## Schedule

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<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topic(s)</th>
<th>Reading</th>
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<tbody>
<tr>
<td>1:</td>
<td>9/4</td>
<td>Introduction to Leadership (course outline)</td>
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<tr>
<td>2:</td>
<td>9/11</td>
<td>Practices of Exemplary Leadership / Foundation of</td>
<td>Chapter 1</td>
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<td>Leadership</td>
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<td>3:</td>
<td>9/18</td>
<td>Clarify Values / Set the Example</td>
<td>Chapter 2 &amp; 3</td>
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<td>4:</td>
<td>9/25</td>
<td>Envision the Future / Enlist Others</td>
<td>Chapter 4 &amp; 5</td>
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<td>Reader Presentations</td>
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<td>5:</td>
<td>10/2</td>
<td>Search for Opportunities / Experiment and Take</td>
<td>Chapter 6 &amp; 7</td>
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<td>Risks</td>
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<td>Reader Presentations</td>
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<td>6:</td>
<td>10/9</td>
<td>Leadership</td>
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<td>Leadership Case-Study</td>
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<td>7:</td>
<td>10/16</td>
<td>Leadership Panel Discussion</td>
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<td>8:</td>
<td>10/23</td>
<td>Foster Collaboration / Strengthen Others</td>
<td>Chapter 8 &amp; 9</td>
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<td>Reader Presentations</td>
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<td>9:</td>
<td>10/30</td>
<td>Leadership in Action</td>
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<td>Reader Presentations</td>
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<td>10:</td>
<td>11/6</td>
<td>Recognize Contributions / Celebrate Values and</td>
<td>Chapter 10 &amp; 11</td>
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<td>Victories</td>
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<td>11:</td>
<td>11/13</td>
<td>Leadership is Everyone’s Business</td>
<td>Chapter 12</td>
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<td>12:</td>
<td>11/20</td>
<td>Career Bio Presentations</td>
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<td>13:</td>
<td>11/25</td>
<td>Last day of class 12/14**</td>
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<td>Career Bio Presentations and Review</td>
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<tr>
<td>14:</td>
<td>12/4</td>
<td>Final Exam</td>
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