



## **LEAD 100**

# **Leadership, Integrity and Change**

## **1. Instructor Information and Introduction**

### **Instructor Contact Information**

Instructor name: Jane Case  
Instructor pronouns: she/her/hers  
Email address: [janecase@udel.edu](mailto:janecase@udel.edu)  
Office location: 274 Graham Hall  
Student hours/Office hours: By Appointment

### **Teaching Assistant Contact Information**

TA name: TBA  
TA pronouns:  
E-mail address:  
Office location:  
Student hours/Office hours:  
Additional information:

## **2. Course Description**

### **Course Catalog Description**

LEAD 100, Leadership, Integrity and Change, introduces students to the challenges of leadership. An experiential practice-based change project will give students hands-on experience in applying the skills and practices of effective leadership to create positive change.

### **Course Delivery**

This course is offered online. Students are expected to be able to comfortably use the learning management system, Canvas, and will be expected to participate in online conversations throughout the semester. Zoom will be used for video conferencing when necessary. "Office hours" are offered as a course enhancement and are not required. If you have questions or concerns about the course or just want to say "hello," please email Dr. Case ([janecase@udel.edu](mailto:janecase@udel.edu)) to arrange a meeting time.

### **University/College/Department Requirements this Course Meets**

University Breath: Social and Behavioral Sciences  
College of Arts and Sciences Breath: Group C: A&S Social & Behavioral Sciences

### 3. Learning Outcomes

As the course title indicates, this course is meant to emphasize leadership, integrity, and the change process. By the end of this course, students will be able to:

- *Understand that leadership today is not just exercised by those at the top but by individuals at all levels of an organization;*
- *Demonstrate their ability to lead with integrity; to act in a way that is consistent with your personal beliefs and ethical values;*
- *Understand the change process and how it affects individuals, groups, and organizations.*

### 4. Learning Resources

#### Technology

**Canvas:** In this class, Canvas, UD's online learning management system, will be used for all course activities and communication channels. All assignments will be posted through the Canvas course site unless otherwise directed. Information on how to use Canvas is available through the [Canvas Student Guide](#). Canvas can also be accessed via [MyUD](#).

**Zoom:** In this class, Zoom will be used for video conferencing. You will receive a meeting invitation with a specific web link and meeting ID number for use in this class. Zoom is a web-based application that can be used from a computer, tablet, or phone. From a computer, click the class web link and be sure to install the small program that will download to your computer. You only need to install the program once. From a mobile device, download the free Zoom app and type in the class meeting ID number. A microphone and camera are recommended for online meetings. Information on how to test your computer's audio and video can be found on [Zoom's website](#). Learn more info about [Zoom at UD](#).

#### Student Hours (aka: Office Hours)

Student hours (also called office hours) are a dedicated time during the week for you to ask questions or engage in discussion about course content with me, your TA, or other learning assistant. Please email the person you wish you speak to directly to set up an appointment.

### 5. Learning Assessment

#### Final Grade Breakdown

The final course grade will be calculated using the following components:

Course Component	Total Points
<b>Attendance and Participation</b>	100
<b>Change Project Proposal</b>	50
<b>Change Project Presentation</b>	100
<b>Personal Integrity Paper</b>	50

## Grading Scale

Students will be assigned the following letter grade based on the calculation coming from the course assessment section.

Grade	Interval
A	94.0 and above
A-	90.0 to <94.0
B+	87.0 to <90.0
B	[84.0 to <87.0
B-	80.0 to <84.0
C+	77.0 to <80.0
C	74.0 to <77.0
C-	70.0 to <74.0
D+	67.0 to <70.0
D	64.0 to <67.0
D-	61.0 to <64.0
F	<61.0

## 6. Policies

### Communication

Email is the best way to initiate communication in this course. Please allow 48 hours M-F for a response.

## Student Mental Health & Wellbeing

College students often experience things that may interfere with academic success such as academic stress, sleep problems, juggling responsibilities, life events, relationship concerns, or feelings of anxiety, hopelessness, or depression. If you are experiencing any of the above in a way that is negatively impacting your ability to participate fully in the learning activities for this class, I strongly encourage you to get in touch with me. Additionally, I have provided information from other campus-wide units below.

- Contact me
  - If you are struggling with this class, please contact me by email at [janecase@udel.edu](mailto:janecase@udel.edu)
- Check-in with your academic advisor or the Assistant Dean for Student Services in your college.
  - If you are struggling in multiple classes, unsure whether you are making the most of your time at UD, or unsure what academic resources are available at UD.
  - For a complete list of advisors, check out <https://www.advising.udel.edu/academic-advisor-directory/>
- UD's Center for Counseling & Student Development (CCSD), TimelyCare, and UD Helpline
  - UD's Center for Counseling & Student Development (CCSD) provides cost-free and confidential mental health services promoting psychological wellbeing so that students can be more successful in their academic, personal, and career pursuits. CCSD provides in-person services including walk-in urgent visits, scheduled individual and group counseling, and consultation for students, parents, and faculty.
  - CCSD partners with [TimelyCare](#) to provide scheduled counseling and health coaching via telehealth.
  - For 24/7 mental health support, students have the option of calling the UD Helpline at 302-831-1001 or accessing TimelyCare's Talk Now service through the TimelyCare app or online. Visit the [Student Wellbeing website](#) for additional information and resources.
- Student Wellbeing- Division of Student Life
  - Our three wellbeing units—Student Health Services (SHS), Student Wellness and Health Promotion (SWHP) and the Center for Counseling and Student Development (CCSD)—are here to help you thrive both mentally and physically in your time as a Blue Hen and beyond. Come visit us on the South Green for all of your wellness needs!
  - Explore the [Student Life's Wellbeing webpage](#) for a comprehensive listing of well-being resources, activities, and services available to all students.

## UD Academic Policies

### The Safety of Our Learning Environment

Student learning can only occur when students and their instructors feel safe, respected, and supported by each other. To ensure that our learning environment is as safe as possible, you are expected to abide by the most up-to-date [University of Delaware's COVID-19 Guidelines](#).

**[[Important: Be sure to include the following required policies regarding academic integrity, harassment, sexual misconduct, and diversity.]]**

### Academic Honesty

Please familiarize yourself with UD policies regarding academic dishonesty. The [Academic Honesty Policy](#) states: "Students must be honest and forthright in their academic studies. Students are expected to do their own work and must give proper credit for any work not their own. Students may neither give nor receive unauthorized assistance. Engaging in academic dishonesty, or allowing other students to do the same, corrupts the educational process and diminishes the quality of a University of Delaware degree." View the [university's procedures](#) for resolving academic dishonesty concerns. Contact Community Standards & Conflict Resolution at [communitystandards@udel.edu](mailto:communitystandards@udel.edu) or (302) 831-2117.

## Harassment, Discrimination, and Sexual Misconduct

The University of Delaware works to promote an academic and work environment that is free from all forms of discrimination, including harassment and sexual misconduct. As a member of the community, your rights, resources and responsibilities are reflected in the Non-Discrimination, Sexual Misconduct, and Title IX policy. Please familiarize yourself with this policy at the [University's Office of Equity & Inclusion's website](#). You can report any concerns to the University's Office of Equity & Inclusion (302) 831-8063 or at [titleixcoordinator@udel.edu](mailto:titleixcoordinator@udel.edu). you can report anonymously through UD Police (302) 831-2222 or the [EthicsPoint Compliance Hotline](#).

- Read the [full policy](#)
- [File a report](#)

## Faculty Statement on Disclosures of Instances of Sexual Misconduct

If, at any time during this course, I happen to be made aware that a student may have been the victim of sexual misconduct (including sexual harassment, sexual violence, domestic/dating violence, or stalking), I am a responsible employee, which means I am directed to report any incident of sexual harassment or misconduct to the University's Title IX Coordinator. The Title IX Coordinator will then meet with the student to discuss how the University will respond to the report and the student's rights and options, to offer resources, and to ensure that the student and the campus community are safe. If such a situation is disclosed to me in class, in a paper assignment, or in office hours, I promise to protect your privacy--I will not disclose the incident to anyone but the Title IX Coordinator in a confidential manner.

For more information on Sexual Misconduct policies, where to get help, and reporting information, please refer to [www.udel.edu/sexualmisconduct](http://www.udel.edu/sexualmisconduct). You can also send an email to the Title IX Coordinator at [titleixcoordinator@udel.edu](mailto:titleixcoordinator@udel.edu). At UD, we provide 24/7/365 crisis assistance and victim advocacy and counseling. Contact 302-831-1001 to get in touch with a sexual offense support advocate, as well as confidential and anonymous counseling services for other concerns.

## Accommodations for Students with Disabilities

Any student who may need disability-related accommodations should contact the Office of Disability Support Services (DSS) office as soon as possible. For more information, please visit [Getting Registered at DSS](#). Contact DSS by phone: 302-831-4643; fax: 302-831-3261; website: [www.udel.edu/dss](http://www.udel.edu/dss); email: [dssoffice@udel.edu](mailto:dssoffice@udel.edu); or visit 240 Academy Street, Alison Hall Suite 130 during business hours (8-5 M-F).

## Non-Discrimination

The University of Delaware does not discriminate against any person on the basis of race, color, national origin, sex, gender identity or expression, sexual orientation, genetic information, marital status, disability, religion, age, veteran status or any other characteristic protected by applicable law in its employment, educational programs and activities, admissions policies, and scholarship and loan programs as required by Title IX of the Educational Amendments of 1972, the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, Title VII of the Civil Rights Act of 1964, and other applicable statutes and University policies. The University of Delaware also prohibits unlawful harassment including sexual harassment and sexual violence.

For inquiries or complaints related to non-discrimination policies, please contact: Office of Equity & Inclusion- [oei@udel.edu](mailto:oei@udel.edu), (302) 831-8063

For complaints related to Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act, please contact: Office of Disability Support Services, [dssoffice@udel.edu](mailto:dssoffice@udel.edu), Alison Hall, Suite 130, Newark, DE 19716 (302) 831-4643 OR contact the [U.S. Department of Education - Office for Civil Rights](#)