

Spring 2021

HSS 408-454: Leadership and Civic Engagement

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Recommended Citation

Lipuma, James, "HSS 408-454: Leadership and Civic Engagement" (2021). *Humanities Syllabi*. 415.
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HSS 408 –Leadership and Civic Engagement Syllabus (Honors option available)

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Please always email for an appointment; I am on campus often, but have many meetings

Prerequisites: To enroll for the senior seminar, you must have senior standing (91+ credits completed), have completed all lower division GERs coursework: HUM 102 with a grade of C or higher, and 6 credits at the 300-level History and Humanities GER with a grade of C or higher; 3 credits at the 300-level may be taken concurrently as a co-requisite. For questions about HSS 408 courses, contact humanities@njit.edu.

Overview

HSS 408 is a culminating experience that reviews the learning competencies from the Humanities classes taken as part of an NJIT student's degree work for graduation related to effective communication tied to a digital environment. The course provides instruction and practice to prepare students to demonstrate the use of skills such as effective written and oral communication, group work, argument and criticism, facility with digital media, and familiarity with working in digital environment. **The outcome of the course will be demonstration of student attainment in the core competencies through a final project essay that shows the level of improvement demonstrating the student ability to communicate his or her personal narrative effectively.** This class is organized as a 'game-style' virtual independent study set up with levels and missions for you to complete as you work towards the final goal usig. To complete the mission in the course students participate in 'CREATED' that has them:

Compose original works or written, oral and video as part of a final essay

Reflect on creations of oneself and that of peers and experts

Engage with primary sources, peers, and experts to communicate, collaborate & critique

Analyze products, feedback, and class materials to create, revise and improve work

Test alternative versions as drafting, revision and production proceeds

Explain drafts and revisions towards a final product

Demonstrate attainment of course goals through a final essay

of work meeting the following

By completing the course students will demonstrate:

SLO1 - An ability to communicate effectively in the written and oral form

SLO2 –Clearly and effectively convey a message with oral and graphical means

SLO3 – Effective use a range of digital tools

SLO4 - Capacity for group work and peer review and constructive feedback

SLO5 - Competency in digital communication through the completion of a final project

Recommended Resources:

There is one text suggested but not required for the class that will be helpful to complete assignments. You can order the text through the NJIT bookstore or pick it up on campus.

Lipuma, J. (2013). Fundamentals of Undergraduate Education and Learning (FUEL) Dubuque: Kendall Hunt

Other materials

Course material is intended to provide students with an understanding of forms of digital communication that are typically encountered in future chosen careers. This course will deliver course content and allow you to turn in reflection assignments, discussion forum posts, and larger project assignments as MS Word files. You **need to review the [submission guidelines](#)** for general instructions about how to submit work and understand the comments that are returned. The course has several overarching goals that fit together to accomplish the learning objectives as well as provide you the needed skills to accomplish the final projects to demonstrate Learning Outcomes. To accomplish this, students will:

- **Demonstrate the use of clear communication techniques and correct tone and rhetorical form for specified situations**
- **Communicate effectively in a digital environment**
- **Identify targets and accurately understand what will work best for those targets**
- **Select and adjust appropriate scope and tone**

- **Critique oneself and others to develop judgment and improve final products**
- **Utilize technologies to communicate effectively - Kaltura, PowerPoint, Google apps, etc.-**
- **Critically judge quality to make and support arguments**

For more in depth or expanded information, feel free to consult other sources such as The Online Writing Lab (OWL) at Purdue <http://owl.english.purdue.edu/owl/>. All materials for the class will be available through the web or the online course management tool. Every attempt has been made to find free materials for the course. Most readings are available publicly through the Internet or through the NJIT database system. Lectures and instructional material will be presented in MS Word documents or with PowerPoint and Net casts, most of which will be available through NJIT or directly from the web. For assistance with writing, the Humanities department has assistants that may be contacted for assistance. You may also ask your professors Dr. James Lipuma for further assistance or more detailed information.

To complete the tasks in this course, you must have a good quality microphone that can record to allow editing of class projects.

You are strongly encouraged to buy or borrow from Media Services a quality USB headphone microphone such as a Logitech in order to complete the needed recordings for the class. Other software needed for the course should be free through NJIT or with a PC or MAC. Students are required to download and install a number of programs for this course. I have tried to identify shareware/open source applications so that you do not have the burden of purchasing expensive software. If you already have a program that you are familiar with that is similar to one of the programs, feel free to use the item you already have.

From the Provost:

“Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on.

As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:

<http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf>.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university. If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at dos@njit.edu”

Please note that Faculty and instructional staff should also refer to the “Best Practices” document developed and published on the Provost’s website (on the policies page) or directly at http://www5.njit.edu/provost/sites/provost/files/lcms/docs/Best_Practices_related_to_Academic_Integrity.pdf. Any actual or alleged violation of the University Code on Academic Integrity must be formally processed through the Office of the Dean of Students & Campus Life. Faculty and instructional staff should be proactive on upholding the academic integrity, but should not handle violations on their own.

Exams for courses delivered on-line must be scheduled in ways accounting for the fact that students may be living in different time zones and most of them have full-time jobs. If an exam is scheduled on a particular day and time, the time should be in the evening (i.e., starting at 6 p.m.). All instructing staff members are encouraged to make use of the course profile tool that is developed to conveniently provide general information about their course. This tool can be accessed at <https://courseschedules.njit.edu/> In order to insure consistency and fairness in application of the NJIT policy on withdrawals, student requests for withdrawals after the deadline (end of the 10th week of classes) will not be permitted unless extenuating circumstances are documented. The course instructor and the Dean of Students are the principal points of contact for students considering withdrawing from a course.

When a student invokes extenuating circumstances for any reason (late withdrawal from a course, request for a make-up exam, and request for an incomplete grade) the student should be sent to the Dean of Students Office. The Dean of Students will be making the determination of whether extenuating circumstances exist or not and will be notifying the instructor accordingly. Instructors should never request or accept medical or other documents from students; such documents need to be submitted by the student to the Dean of Students. Except for cases determined by law, an instructor is not required to accommodate student requests even when extenuating circumstances are certified by the Dean of Students; however, all efforts should be made to ensure a student-friendly environment.

Early and periodic testing, assessment, and feedback are important. Tests should be returned in a timely fashion so that students know their status in the class. At least two tests and/or significant assignments must be scheduled, graded and returned before the deadline for withdrawal. Typically, the final examination in all courses constitutes approximately one third of the total grade for the course, and students need to be able to schedule their preparation for it, it is important that any and all final exams (including the ones for online courses) be given during the university final exam period. Modifications by instructors to the final exam schedule must be approved in writing by the Department Chair. Reporting of final (course grades): Instructors are required to electronically submit final (course) grades no later than 48 hours after the last day of final examinations. The grade of Incomplete ("I") may be given in rare instances where a student, and for documented (by the Dean of Students) reasons, could not complete parts of the work of the course. When giving a grade of "I", the instructor must notify the student (and copy the Department Chair), in writing, of the exact work to be completed and the date by which it must be submitted. The "I" grade must be removed in the next regular semester; otherwise, the "I" is automatically changed to a failing grade. Instructors should not accept work by a student after the end of the semester following the one in which the Incomplete was issued, unless the Dean of Students certifies extenuating circumstances, the instructor is willing to process a late change of grade and the Senior vice Provost for Academic Affairs & Student Services pre-authorizes such a change.

Policies for Lateness and Penalties

This is an online course, requiring you to complete lessons, participate in forums, and posts that occur throughout the semester. Each discussion posting will have an opening and closing date after which work will not be accepted. Major assignments and projects will have a due date.

Work submitted after this date will not be accepted unless a prior arrangement has been made with the professor or the NJIT Dean of Students provides written excuse for lateness.

The assignments handed in for this course are expected to be University-level work and must follow instructions and the supplied [submission guidelines](#). There should be no contractions, spelling errors, punctuation errors, or mistakes in grammar. Mistakes of these types are fatal errors and are penalized 20%. In addition, you must follow [submission guidelines](#) for formatting the work and naming the file correctly. Failure to follow instructions or [submission guidelines](#) will result in a loss of 10% of the grade. Basic Netiquette rules will be followed: <https://www.education.com/reference/article/netiquette-rules-behavior-internet/>

All assignments handed in for this course should be original and the sole work of the student. The rules and procedures set down in the student handbook as administered by the Dean of Students office will be used to judge plagiarism. **DO NOT PLAGIARIZE**. If you are unclear about the rules, please see the NJIT student handbook/Code of Student Conduct. www.Turnitin.com will be used to check for plagiarized work.

Meeting deadlines is part of the real world and vital to success in one's career. Be sure to read the assignments carefully and follow directions provided... It is your responsibility to keep up with course materials and complete assignments. The dates given are the last possible time to complete the work. Please start early and submit work. Not all the missions are open at the start of the class and as due dates pass, missions tasks will close—No late work accepted without prior consent from the professor--grade =0. The tasks should be progressed through in order as each assignment ties into the next. NOTE: grades in the online gradebook are unofficial and intended for the students to be able to track progress. Grade breakdown and weights are given below.

To excel in this course, you are expected to be able to locate and use web AND library resources effectively and to cite them correctly. Davida Scharf is the librarian who provides assistance to the students and faculty in the Humanities. Contact her at scharf@njit.edu and take advantage of her expertise. For DIY help, consult the Communications Research Guide and other forms of Research Help.

The grades for this class are based on a total of 1000 class points

A = 910+

B+ 909-860

B = 859-810

C+ = 809-760

C = 759-700

D = 699-600

F = 599 -0

Course missions and Points breakdown.

HSS408-Outline of Tasks with points

Due	Point	Topic level and mission assignments
1/19		Classes Begin
1/26	1	Verify Presence

1/26	19	Opening Discussions
1/26	30	Written summary—Personal & Social Responsibility
1/29	100	Opening Video Introduction
2/5	50	Level 1 Mission 1: Leadership overview
2/12	100	Level 1 Mission 2 Leadership analysis
2/19	100	Level 1 Mission 3 Research source analysis
2/26	50	Level 2 Mission 1 Civic Engagement analysis
3/5	50	Level 2 Mission 2-understanding Roles and intensions
3/12	100	Level 2 Mission 3: Literature Review essay
SP	SP	Spring Break
3/26	50	Level 3 mission 1-collaborative Change discussion
4/9	50	Level 3 mission 2- Research outline
4/16	50	Big Boss-group feedback
4/30	150	Big Boss Final Report
5/7	100	ePortfolio- Argument for course SLOs & CREATE
5/15		Grades Due

Figure 1 gives the due dates for the class tasks and the overall point total

This course is offered as a standard section during the fall and summer sessions but has been offered in an Honors format and may be enhanced if consent from the Honors College is obtained and prior arrangements and paperwork are completed by the student with the

appropriate professor and the Honors College. Honors students are required to complete additional work and are assigned additional tasks in accordance with the guidelines listed at: <http://honors.njit.edu/academics/guidelines-concurrent.php>