Course Description

Learners develop the “use of self” as an instrument for change, applying critical thinking skills. Personal reflection and self-assessment are used to identify preferred learning styles and leadership tools that complement one’s personal style. Additionally, this course introduces learners to the Organizational Leadership program, acclimates them to the online format, and builds their identity as members of the Waldorf community.

Course Textbook


Course Learning Outcomes

Upon completion of this course, students should be able to:

1. Demonstrate familiarity with Waldorf’s online learning format.
2. Explain the “self as instrument” approach to leadership.
3. Discuss “self as instrument” leadership as a journey and reflect on their personal journeys toward leadership.
4. Analyze their personal values and motivations for leadership and develop a personal purpose statement.
5. Analyze their leadership skills and abilities to create a leadership talent inventory.
6. Apply “self as instrument” to identify how to leverage their leadership talents to develop and empower people.
7. Apply “self as instrument” to identify how to leverage their leadership talents to serve as instruments for change.
8. Create a personal leadership development plan.

Academic Integrity

Honesty and integrity are taken very seriously at Waldorf University. All students should be familiar with the Waldorf University Academic Integrity Policy (found in the current Student Handbook) and the consequences that will result from breaches of this policy.

Credits

Upon completion of this course, the students will earn three (3) hours of college credit.

Course Structure

1. **Study Guide**: Each unit contains a Study Guide that provides students with the learning outcomes, unit lesson, required reading assignments, and supplemental resources.
2. **Learning Outcomes**: Each unit contains Learning Outcomes that specify the measurable skills and knowledge students should gain upon completion of the unit.
3. **Unit Lesson**: Each unit contains a Unit Lesson, which discusses lesson material.
4. **Reading Assignments**: Each unit contains Reading Assignments from one or more chapters from the textbook.
5. **Suggested Reading**: Suggested Readings are listed in each unit’s study guide. Students are encouraged to read the resources listed if the opportunity arises, but they will not be tested on their knowledge of the Suggested Readings.
6. **Learning Activities (Non-Graded)**: These non-graded Learning Activities are provided to aid students in their course of study.

7. **Discussion Boards**: Discussion Boards are a part of all Waldorf courses. Information and specifications regarding these assignments are provided in the Course Policies listed in the Course Menu bar.

8. **Unit Assignments**: Students are required to submit for grading Unit Assignments in Units I-VIII. Specific information and instructions regarding these assignments are provided below. Grading rubrics are included with each assignment. Specific information about accessing these rubrics is provided below.

9. **Ask the Professor**: This communication forum provides you with an opportunity to ask your professor general or course content related questions.

10. **Student Break Room**: This communication forum allows for casual conversation with your classmates.

**Unit Assignments**

**Unit I Assignment**

Submit Exercise 1.2: Learning About Your Leadership, from *The Discover Your True North Fieldbook: A Personal Guide to Becoming an Authentic Leader*. Record the questions and your answers.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

**Unit I Course Project**

Throughout this course, you will reflect on the various aspects of your own leadership style. During this process, you will naturally uncover your strengths, areas of development, and topics you would like to explore further.

Your Personal Leadership Development Plan will be the one document in which you record your thoughts and ideas. This final project will include three sections:

- **Section I: Who am I?**
- **Section II: What Moves Me?**
- **Section III: What is Next?**

You will use the Personal Leadership Development Plan Template for this course project, which can be found using the link below:

Click [here](#) to access the Personal Leadership Development Plan Template.

You will turn in the same template in each unit by adding new information for that unit’s course project assignment, and making sure to add any updates to the previous unit’s submissions based on instructor feedback/recommendations.

- **Section I: Who am I?**

During Unit I of this course, you had an opportunity to reflect on your leadership journey so far. Please note any important discoveries about yourself you would like to remember later in the course to include in your final project/Personal Leadership Development Plan.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit II Assignment**

Submit Exercise 3.2: The Story of Your Crucible(s), from *The Discover Your True North Fieldbook: A Personal Guide to Becoming an Authentic Leader*.

This exercise will be added to and used to write your Personal Leadership Development Plan.
The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit II Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.

In Unit II, you will add the following to Section I:

**Section I: Who am I?**

During Unit II of this course, you have considered what pitfalls you personally are most susceptible to. Please include any notes about potential pitfalls if you believe they may help you as you complete your Personal Leadership Development Plan.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit III Assignment**

Review the crucible you wrote about in the previous unit. Add any details necessary, and then discuss how your values were affected when you were in the crucible.

Use Exercise 5.1: Identifying Your Values from *The Discover Your True North Fieldbook: A Personal Guide to Becoming an Authentic Leader* as a template.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit III Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.

In Unit III, you will add the following to Section I:

**Section I: Who am I?**

During Unit III, you have had the opportunity to consider your core values. Record them for your reference when you write your Personal Leadership Development Plan.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit IV Reflection Paper**

This unit has stressed the importance of staying grounded and also clearly defining your true north. Keeping with that focus, put together a solid mantra/motto which captures your personal belief about your leadership goal. What are you willing to go to the wall for? What do you stand for? Make the statement brief (almost bumper-sticker style).

From that statement, construct a one-page essay explaining why that drives you and keeps you headed true north.
The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit IV Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.

In Unit IV, you will add the following to Section II:

**Section II: What Moves Me?**


The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit V Reflection Paper**

You have considered and written your personal leadership story earlier in the course. Reflect now on how your purpose can be seen throughout your story. Share the answers to the following questions:

1. Can you see your leadership purpose more clearly when you review your personal leadership journey so far?
2. What decisions have you made based on the passions in your life?
3. What decisions will you make about your leadership purpose based on what you understand your life passions to be?

Your reflection paper must be at least 500 words in length.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit V Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.

In Unit V, you will add the following to Section II:

**Section II: What Moves Me?**


The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit VI Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.
In Unit VI, you will add the following to Section III:

Section III: What is Next?

Complete Exercise 11.5: Sharing Your Story in *The Discovering Your True North Fieldbook: A Personal Guide to Becoming an Authentic Leader*, and record your responses. Use what you have learned about yourself in previous section of the *True North textbook and fieldbook*.

Once you complete this exercise, write a summary of your leadership story.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit VII Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.

In Unit VII, you will add the following to Section III:

Section III: What is Next?


Use *Discover Your True North: Expanded and Updated Edition* as a reference as needed.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

**Unit VIII Course Project**

You will use the same Personal Leadership Development Plan Template you started in Unit I for this course project. Be sure to apply any updates based on feedback from your instructor.

In Unit VIII, you will add the following to Section III:

Section III: What is Next?

Review the content you have contributed throughout this course and determine three measurable next steps for your personal leadership development. For each step, answer the following questions:

1. What will I do by when?
2. Does this support my values and purpose?
3. Who will support me through this development process?

This will be the final section in your completed Personal Leadership Development Plan Project.

The use of APA format for in-text citations and a reference listing in all assignments is required if you use quotes or paraphrases of content from your textbook or other source.

Information about accessing the Blackboard Grading Rubric for this assignment is provided below.

ORG 5000, Personal Leadership Development
Submitting Course Papers/Projects

Once you have completed your papers/projects, submit your completed papers/projects by uploading through the Assignment tab in each unit. Do not e-mail your paper directly to your professor. By using the Assignment tab, your record will automatically be updated to indicate you have submitted your papers/projects and the assignment will be provided to your professor for grading. Instructions for submitting your assignment can be found under the Assignment tab in each unit.

APA Guidelines

Waldorf University requires that students use APA style for papers and projects. Therefore, the APA rules for formatting, quoting, paraphrasing, citing, and listing of sources are to be followed. Students can find Waldorf’s Citation Guide in the myWaldorf Student Portal by clicking on the “Citation Guide” link under the “Resources” heading. This document includes examples and sample papers.

Grading Rubrics

This course utilizes analytic grading rubrics as tools for your professor in assigning grades for all learning activities. Each rubric serves as a guide that communicates the expectations of the learning activity and describes the criteria for each level of achievement. In addition, a rubric is a reference tool that lists evaluation criteria and can help you organize your efforts to meet the requirements of that learning activity. It is imperative for you to familiarize yourself with these rubrics because these are the primary tools your professor uses for assessing learning activities.

Rubric categories include: (1) Discussion Board, (2) Assessment (Written Response), and (3) Assignment. However, it is possible that not all of the listed rubric types will be used in a single course (e.g., some courses may not have Assessments).

The Discussion Board rubric can be found within Unit I’s Discussion Board submission instructions.

The Assessment (Written Response) rubric can be found embedded in a link within the directions for each Unit Assessment. However, these rubrics will only be used when written-response questions appear within the Assessment.

Each Assignment type (e.g., article critique, case study, research paper) will have its own rubric. The Assignment rubrics are built into Blackboard, allowing students to review them prior to beginning the Assignment and again once the Assignment has been scored. This rubric can be accessed via the Assignment link located within the unit where it is to be submitted. Students may also access the rubric through the course menu by selecting the “Grades” link.

Again, it is vitally important for you to become familiar with these rubrics because their application to your Discussion Boards, Assessments, and Assignments is the method by which your instructor assigns all grades.

Communication Forums

These are non-graded discussion forums that allow you to communicate with your professor and other students. Participation in these discussion forums is encouraged, but not required. You can access these forums with the buttons in the Course Menu. Instructions for subscribing/unsubscribing to these forums are provided below.

Click here for instructions on how to subscribe/unsubscribe and post to the Communication Forums.

Ask the Professor

This communication forum provides you with an opportunity to ask your professor general or course content questions. Questions may focus on Blackboard locations of online course components, textbook or course content elaboration, additional guidance on assessment requirements, or general advice from other students.

Questions that are specific in nature, such as inquiries regarding assessment/assignment grades or personal accommodation requests, are NOT to be posted on this forum. If you have questions, comments, or concerns of a non-
public nature, please feel free to email your professor. Responses to your post will be addressed or emailed by the professor within 48 hours.

Before posting, please ensure that you have read all relevant course documentation, including the syllabus, assessment/assignment instructions, faculty feedback, and other important information.

Student Break Room

This communication forum allows for casual conversation with your classmates. Communication on this forum should always maintain a standard of appropriateness and respect for your fellow classmates. This forum should NOT be used to share assessment answers.

Grading

- Discussion Boards (8 @ 2%) = 16%
- Assignments (3 @ 8%) = 24%
- Course Projects (8 @ 6%) = 48%
- Reflection Papers (2 @ 6%) = 12%
- Total = 100%

Course Schedule/Checklist (PLEASE PRINT)

The following pages contain a printable Course Schedule to assist you through this course. By following this schedule, you will be assured that you will complete the course within the time allotted.
## ORG 5000, Personal Leadership Development

### Course Schedule

By following this schedule, you will be assured that you will complete the course within the time allotted. Please keep this schedule for reference as you progress through your course.

### Unit I  
**Self as Instrument: The Power of Awareness**

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| □ Discover Your True North: Becoming an Authentic Leader:  
  □ Chapter 1: Your Life Story  
  The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership:  
  □ Introduction: Why Authentic Leadership Development?  
  □ Chapter 1: Life Story  
  □ Suggested Reading: See Study Guide |  |  |

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### Unit II  
**Potential Pitfalls: What Can We Learn from Leaders Before Us?**

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| □ Discover Your True North: Becoming an Authentic Leader:  
  □ Chapter 2: Losing Your Way  
  □ Chapter 9: I to We  
  The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership:  
  □ Chapter 2: Losing Your Way  
  □ Chapter 9: The Transformation from I to We  
  □ Chapter 3: Crucibles  
  □ Suggested Reading: See Study Guide |  |  |

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Notes/Goals:
### Unit III - Self-Awareness: Knowing What You do Not Know

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- *Discover Your True North: Becoming an Authentic Leader:*
  - Chapter 4: Self-Awareness
  - Chapter 5: Values

  *The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership:*
  - Chapter 4: Develop Your Self-Awareness
  - Chapter 5: Practice Your Values

- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
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**Submit:**
- **Assignment** by Tuesday, 11:59 p.m. (Central Time)
- **Course Project** by Tuesday, 11:59 p.m. (Central Time)

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### Unit IV - The Roots of Motivation

**Review:**
- Unit Study Guide
- **Learning Activities (Non-Graded):** See Study Guide

**Read:**
- *Discover Your True North: Becoming an Authentic Leader:*
  - Chapter 6: Sweet Spot
  - Chapter 8: Integrated Life

  *The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership:*
  - Chapter 6: Find Your Sweet Spot
  - Chapter 8: Integrate Your Life

- **Suggested Reading:** See Study Guide

**Discuss:**
- **Discussion Board Response:** Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- **Discussion Board Comment:** Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- **Reflection Paper** by Tuesday, 11:59 p.m. (Central Time)
- **Course Project** by Tuesday, 11:59 p.m. (Central Time)

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**Notes/Goals:**
### Unit V: Finding and Refining Your Sense of Purpose

**Review:**
- Unit Study Guide

**Read:**
- Discover Your True North: Becoming an Authentic Leader:
  - Chapter 10: Purpose
- The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership:
  - Chapter 10: Lead with Purpose
- Suggested Reading: See Study Guide

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
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**Submit:**
- Reflection Paper by Tuesday, 11:59 p.m. (Central Time)
- Course Project by Tuesday, 11:59 p.m. (Central Time)

### Unit VI: Empowering Others

**Review:**
- Unit Study Guide
  - Learning Activities (Non-Graded): See Study Guide

**Read:**
- Discover Your True North: Becoming an Authentic Leader:
  - Chapter 11: Empowerment
- The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership:
  - Chapter 11: Empower Others to Lead
- Suggested Reading: See Study Guide

**Discuss:**
- Discussion Board Response: Submit your response to the Discussion Board question by Saturday, 11:59 p.m. (Central Time)
- Discussion Board Comment: Comment on another student’s Discussion Board response by Tuesday, 11:59 p.m. (Central Time)

**Submit:**
- Course Project by Tuesday, 11:59 p.m. (Central Time)

Notes/Goals:
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| Read:    | □ *Discover Your True North: Becoming an Authentic Leader*:  
|          |   □ Chapter 11: Empowerment, pp. 239-242 |
|          |   □ Chapter 12: Global Leadership  
|          |   *The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership*:  
|          |   □ Chapter 12: Become a Global Authentic Leader |
|          | □ Suggested Reading: See Study Guide |
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| Read:     | □ *Discover Your True North: Becoming an Authentic Leader*:  
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|          |   *The Discover Your True North Fieldbook: A Personal Guide to Finding Your Authentic Leadership*:  
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