

ALEF  
APST 220-20  
Course Syllabus  
Spring Semester 2019  
CRN 20721



**Course Time:** Tuesday, 8:00-9:20 p.m.

**Class Location:** Rahall 315

**Credit Hours:** One (1)

**Instructors:** Dr. Robert "Doc" Foglesong  
Shea J. Boothe, CPA, PHR, MPA

**Office Hours:** 8:30-4:30, Monday-Friday

**Office Location:** Administration 219 (Payroll)

**E-Mail:** ninegeee@gmail.com; sboothe@concord.edu

**Phone:** Boothe- 304-384-5272

**Fax:** 304-384-6289

**Department Website** <https://www.concord.edu/academics/>

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**Text:** *The Starbucks Experience: 5 Principles for Turning Ordinary Into Extraordinary* by Joseph Michelli. ISBN 978-0071477840

**Educational Goals:**

The educational goals for this course flow from the core values of the Foundation:

- To strive for character, leadership and technical excellence.
- To develop a sense of integrity in all matters.
- To put service before self and instill that value across all Fellows.

**Testing:** Student assessment will be done in seven areas to ascertain the course grade.

- First, Fellows are to be informed participants (class attendance and participation). Missing an ALEF class must be approved by Dr. Foglesong in ADVANCE. Failure to do so will impact your final grade.
- Second, Each Fellow is to engage in approved service projects (30 service hours). Fellows may be asked by the Service Coordinator to verify hours. Students will be provided with appropriate paperwork to be used in representation of community service completed (i.e, sign in sheets, photo representation, or the assigned verification forms). Each student is required to work 30 service hours a semester. No more than 10 hours can be counted per site. You are encouraged to explore a variety of service opportunities.
- Third, the class will agree on ALEF service project activities that will be required. All service projects selected by the group will be REQUIRED unless an exemption is granted by Dr. Foglesong in advance. Missing a service project will cause your grade to be dropped ONE FULL LETTER GRADE per missed project.
- Fourth, Fellows are to deepen their understanding of leadership. This will be done in several ways. Each Fellow was selected due to their leadership qualities, experience or potential. The core values of ALEF are:
  - To strive for character, leadership and technical excellence
  - To develop a sense of integrity in all matters
  - To put service before self and instill that value across all Fellows

Moreover, Fellows have been ambassadors for the ALEF PRIDE - Preparation, Respect, Integrity, Discipline, and Enthusiasm. Fellows have been mentors to students, demonstrating how these five qualities have influenced the Fellows' and their individual paths. We will revisit the core values and the five qualities of PRIDE. Each week Fellows may be required to share how they exemplified these qualities in the previous week.

- Fifth, Fellows will present a leadership article from a recent (past year), reliable source (mainstream news article, or academic database). If you are unsure if an article comes from a reliable source, ask me. Fellows may "springboard" other sources from an article but the primary source must be an article (and not a video, podcast, etc.)
- Sixth, Fellows will be assigned (by group) a chapter in *The Starbucks Experience* to read. The fellows will then present on the leadership skills and traits discussed in the chapter.
- Seventh, Fellows will continue to refine, and note progress on their thoughtful and informed leadership development plan, discussing their

strengths and weaknesses as leaders in depth and explaining how they plan to improve their weaknesses. A resume will also be required showing how the fellow exemplifies leadership. This will be turned in at the end of the semester.

It is the responsibility of the student, if the student has been absent, to obtain any materials distributed or information disseminated.

**INTEGRITY/Class**

**Behavior:**

One of our core values is, “To develop a sense of Integrity in all matters”. This includes our behavior in class. Thus, all work is to be completed independently unless otherwise instructed by the professor. All work is to be original and may not include work from other classes or previous semesters unless written permission has been received from the professor. Moreover, we should come to class with our assigned readings completed and outside readings available to enhance discussion (Preparation). In class we should treat others with Respect – actively listening, when others are speaking, clarifying what has been stated, insuring discussion is civil and informed. We should be disciplined in our approach to class, anticipating ways to elevate the level of academic discourse. Lastly, we should approach the study and experience of leadership with Enthusiasm, finding ways to make the leadership experience positive (in attitude and actions), interesting and meaningful.

**Grading:**

A standard grading span will be used:

Current Leadership Articles and Presentation	200 points
Group Book Presentation	250 points
Principled Leadership Plan and Resume	50 points
Exemplifying ALEF Values	100 points
Service Projects (10pts/hr)	300 points
Participating in ALEF group projects	Drop in letter grade per missed project
Attendance and Participation	100 points
<u>Total</u>	<u>1000 points</u>

- 900 - 1000    A
- 800 - 899    B
- 700 - 799    C
- 600 - 699    D
- 599 and below F

**Teaching Plan:** Students will be expected to attend all scheduled classes and be prepared to discuss projects or assigned readings as directed. Two meetings per month may be directed by either Dr. Foglesong or Mr. Boothe. In the interim a teaching assistant(s) will be designated by Dr. Foglesong to facilitate the class in accordance with the course objectives and directed by the professor. Due to the nature of leadership and the design of the ALEF program learning opportunities may be made available at times other than the regularly scheduled class time. This semester, two/three classes per month will be in the traditional class format. If time allows one class per month will be dedicated to team building and group cohesiveness exercises – these may be done in the classroom or off campus.

**Principled Leadership Plan (50 points):**

**\*Becoming a Better Leader – Deepening Leadership Skills and Characteristics  
Developing a Principled Leadership Plan**

- I. Honestly assess, your strengths as a leader and areas in which you feel you should improve.
  - a. Your strengths will come from the character you have developed through your experiences, your perception of those experiences, and your reactions to those experiences.
  - b. Leaders are self-reflective and subsequently self-aware. Most leaders know the areas in which they need to improve to become better leaders. It may be as simple as going through the PRIDE acronym and assessing which of those areas challenge you.
- II. Based upon the above-mentioned assessment, develop a leadership plan to address the areas of leadership in which you feel challenged. The plan should be specific with goals (on what you want to improve) and objectives – the specific, measurable tasks you will need to complete to accomplish your goals.
- III. Periodically review your plan to assess your progress.
- IV. If needed alter or amend your plan once you have completed your goal(s) or if other factors have changed the need for the goal.

**Other Comments:**

- I believe that your education is your primary responsibility. It is your job to prepare for and keep up with assignments. Deadlines are set, but you decide whether you want to start early or wait until the last day.

- I try to respond to email quickly, but this does not always occur. However, you can expect a response from 8am-8pm within 1 business day. This is not saying I won't respond at other times, just do not expect a response immediately.

### **Accessibility/Accommodations:**

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at [nellison@concord.edu](mailto:nellison@concord.edu) for assistance.

**Academic Dishonesty:** Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties - including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

### **Concord University Honor Code:**

A Concord University Honor Code was approved by students, staff, faculty, administration and the CU Board of Governors. The Code states:

*"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."*

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

### **Class Attendance Policy**

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.) For this reason, attendance will affect your final grade in the course.

### **Emergency Alert System**

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (301-384-5291).

## **Emergency Information**

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to: <http://www.concord.edu/student-life/node/25>

## **Inclement Weather Policy**

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

### University Closure

No students or employees are to report

### Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

### Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/node/76> for Athens/Beckley Inclement Weather Schedules.)

*\*Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

## **Student Conduct**

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

## **Technology Services**

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also email [cuhelpdesk@concord.edu](mailto:cuhelpdesk@concord.edu)

## **General Expectations of Business Students**

**Please review the general expectations of business students at <http://www.concord.edu/business/node/11>**

**To Review the Title IX Sexual Harassment Policy**

Please visit <https://www.concord.edu/student-life/node/47>

**For Academic Help**

The Academic Success Center is ready to assist any student with academic or personal concerns, tutoring, study skills, time management, and much more. The Academic Success Center is located in Suite 243 (Atrium) of the Rahall Technology Center open Monday - Friday, 8:00 am -4:00 or by appointment (304) 384-6074, (304) 384-6298, or [asc@concord.edu](mailto:asc@concord.edu).  
Website: <http://hub.concord.edu/academicsuccess/>

The drop-in tutoring schedule is online: <https://apps.concord.edu/tutoring/> . Smarthinking—online, and on-demand tutoring is available on Blackboard.

**This syllabus is subject to change based on the needs of the class. Please check it regularly.**