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Empowering Futures: Matthew's Knights of Distinction Leadership E-Portfolio in Academic Excellence

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	LDR 3905 Directed Independent Study **Knights of Distinction: Leadership e-Portfolio** **Section 0W61** Interdisciplinary Studies University of Central Florida **COURSE SYLLABUS**	

Instructor:	Mrs. Shelby Melfi, M.S.	**Term**:	Fall 2023
Office:	Career Services and Experiential Learning, Office 306	**Class Meeting**:	Online (W)
Phone:	407-823-0022		
E-Mail:	Shelby.Melfi@ucf.edu		

Office Hours: By appointment through UCF Handshake via phone, Zoom, or CSEL 306 (in-person)

Prerequisites:	U-LEAD students	**Credit Hours**:	Zero (0) or One (1)

I. Course Description and Overview

Students will develop their understanding of leadership as well as documentation of skills and learning across multiple contexts, within and beyond the classroom. Through the creation of an e-portfolio, students will reflect on their academic and co-curricular experiences in leadership to develop confidence in their skill set and readiness for their post-graduation goals.

Students are required to complete a **minimum of 15 hours of community service with one chosen organization** in addition to completing assignments and participating in the U-LEAD Social Change Showcase. Service agency matching can be done through Volunteer UCF or via your instructor if you do not already have an agency in mind. **Only non-profit organizations will be considered. You must volunteer with the same nonprofit organization for the 15 hours of community service.** Credit will not be given for paid positions, regardless of the organization. You must obtain instructor approval for your service-learning experience.

II. Student Learning Outcomes

Students who complete this program will be able to:

- **LEARN:** Explore leadership topics and identify personal areas of growth related to their leadership style while discussing the Social Change Model and how to make an impact in their communities. Students will develop personal, professional, and leadership perspectives and values.
- **LEAD:** Develop basic leadership skills and establish a strong leadership foundation that can be passed on to other students. Students will analyze the components of leadership and how to apply them in student or professional organizations.

- **SERVE:** Provide student leaders with opportunities to serve their community while reflecting on how their leadership experiences have contributed to the development of their character and awareness of self. Students will be involved in service-learning opportunities that support the importance of community values and the promotion of the UCF Creed.

III. Knights of Distinction: Leadership E-portfolio Program Competencies

As a result of participating in this program, students will be expected to demonstrate competence in their ability to:

Personal Leadership Development
- Reflect critically and deeply on themselves as a leader in the community.
- Connect the student's leadership roles to their future, goals, and/or other experiences.
- Showcase and reflect on artifacts included in the student's e-portfolio that relate to their relevant leadership experience(s).

Analytical & Critical Thinking
- Demonstrate thinking strategically about experiences engaged in throughout the student's college career thus far and how these experiences have been shaped by and/or impact their leadership development.
- Analyze how the student's leadership skills have been adapted in different contexts.
- Create a narrative of personal and professional goals and think critically about the steps that can be taken to reach these goals.

Leadership Development
- Express their personal values, passions, and individual style of leadership.
- Demonstrate the ability to engage in conversations and respect diverse perspectives.

Required Course Materials

The materials for this course are built into the individual modules. Students are not required to buy any materials for the course. Any supplemental materials required by the instructor will be provided to the students free of charge.

IV. Course Requirements

Student Introduction Discussion Post (required first week activity) (10 pts.): Students will introduce themselves to their classmates in a Webcourses discussion forum during the first week of class. This required activity must be completed by **Friday, August 25 at 5:00pm** to document your academic activity. Failure to do so may result in a delay in the disbursement of your financial aid.

Two Student Introduction Replies (10 pts): Students will reply to two peer posts. The responses will demonstrate active listening and contribute positively to the discussion.

Verification of Service Hours (150 pts): Your 15 hours of service must be documented to pass this class. Students must volunteer at the same service site for all 15 required hours of service. Seven (7) hours will be submitted by mid-term and eight (8) by the final week of class. Please use the LEAD Service Verification Form and upload it to the U-LEAD portal to document your

hours. Your service site supervisor must sign this form, or you must attach a separate agency verification form with the supervisor's signature to the verification form in lieu of a signature. ==Service Hours will be submitted to the U-LEAD Portal at https://ulead.sdes.ucf.edu/students by December 1, 2023 at 11:59pm==.

Knights of Distinction: Leadership e-Portfolio Pre- and Post-Tests (40 pts): Students are required to take a pre- and post-quiz in which they will assess their level of understanding of the Knights of Distinction: Leadership ePortfolio Competencies listed above. Each assessment quiz is worth 20 points.

Two (2) Impact Events: Students must submit two completed Impact Event Forms after attending approved Impact Events. Impact Events can be educational workshops, presentations, and more. For approved events, please refer to the calendar at https://lead.sdes.ucf.edu/home/calendar. ==Impact Event Forms will be submitted to the U-LEAD Portal at https://ulead.sdes.ucf.edu/students by **December 1, 2023 at 11:59pm**==.

Personal Statement (55 pts):
Think about your Personal Statement as a cover letter for a job or a personal essay for your graduate school application. You will write a personal narrative (350-500 words) in which you introduce yourself to your reader. In other words, it's your chance to make a great first impression! This personal statement should be geared toward your target audience and synthesize all your experiences and that envisions how you will build on these experiences in the future. You may want to make an appointment to review your personal statement at the University Writing Center if you need assistance with your writing.

E-portfolio Project (385 pts)
Students will complete an e-portfolio that documents and showcases their work and accomplishments in leadership and beyond. The e-portfolio guidelines will be available in the assignment's module and rubric. The first submission is worth 185 points, and the final submission is worth 200 points. Your e-portfolio will be presented at the U-LEAD Social Change Showcase.

Milestone Reflections (90 pts/30 pts each):
Students will complete a total of three 350 to 500-word reflection papers for the five milestones in Knights of Distinction at the end of the semester. This assignment is an opportunity for students to think back on their service, leadership, academics, and co-curricular experiences and the impact that they have made on the community they served as well as the skills they have developed as a result. The reflection guidelines will be available in the assignments' module and rubric.

E-Portfolio Artifact Submissions (100 pts/20 pts each):
Students will submit a minimum of five artifacts that can be incorporated into their ePortfolio. Artifacts demonstrate the student's experiences, skills, knowledge, and qualifications to build a visual and textual representation of how their experiences have helped them develop transferable skills. Of these artifacts, at least one artifact must demonstrate experience in a leadership role or activity. Artifacts should be meaningful, and some examples of artifacts include images, videos, presentations, research projects, blogs, and capstone projects, but are not limited to those listed.

U-LEAD Social Change Showcase Participation (150 pts.)
Students will be required to create an e-portfolio. The student's e-portfolio should showcase their work and accomplishments and provide relevant information surrounding analytical and critical thinking of their leadership development. E-portfolios will be judged based on creativity, the overview of their leadership experiences, and the strength of their artifacts and reflections. You will be required to present your e-portfolio at the Social Change Showcase on **Tuesday, November 7, 2023**. You are expected to stay for the duration of the event and should let your instructor know if you are unable to attend the showcase.

V. Grading

Assignments	Points
Program and Course Requirements: - Community Service Hours (15 hours @ 10 pts each) - Knights of Distinction e-Portfolio Leadership Pre-Test (20 pts) - Knights of Distinction e-Portfolio Leadership Post-Test (20 pts)	190
Student Introduction Discussion Post - Initial Post (20 points) - Two replies (10 @ 5 pts each)	30
Personal Statement	55
e-Portfolio Project - e-Portfolio First Submission (185 pts) - e-Portfolio Final Submission (200 pts)	385
Milestone Reflections (3 @ 30 pts each)	90
Five e-Portfolio Artifact Submissions (5 @ 20 pts each)	100
Participation in the U-LEAD Social Change Showcase Tuesday, November 7, 2023 (Time/Location TBD)	150

** This course is graded on a Satisfactory/Unsatisfactory basis. To receive a grade of Satisfactory, students must receive at least 700 points (70%). The Service Hours and e-Portfolio Final Submission must also be submitted on time to receive a grade of Satisfactory. Late submissions are not accepted, and the activities will close at the dates and times communicated in the syllabus. There is flexibility around due dates if the assignment deadlines fall on religious holidays or if the student is representing UCF at an official event. Please contact your course instructor as soon as possible regarding any adjustments to the assignment schedule that are needed based on religious observances and/or representing UCF at an official event.

VI. Course Policies Related to Technology and Media

We will use various learning methods to achieve the course objectives including:
- Selected readings
- Multi-media (Ted talks, videos, etc.)
- Leadership assessment inventories
- Case studies and articles

- Class discussions and experiential learning
- Additional readings or other assignments

UCF Webcourses: Assignments, supplemental materials, announcements, rubrics, course grades, and all the information you need to be successful in LDR 3905 reside in UCF Webcourses. Logging in, you will need your NID and NID password. https://Webcoursess.ucf.edu/

VII. Course Policies: Student Expectations

Attendance and Participation: Class contributions are based on your active, quality participation in the class. Students will be evaluated on their contribution to class discussions. Each student is expected to attend class on time and stay for the full class. Lateness or early departure from class may decrease your participation grade. Attendance is not equal to class participation. To receive a good grade for class participation, you must actively and regularly contribute to class discussions and activities. You are allowed <u>excused</u> absences (but you are still responsible for any assignments and material on all days you miss class). Absences after your first excused absence may impact your final grade. Only documented medical and family emergencies and other extenuating circumstances are considered in evaluating attendance.

LEAD Scholars Academy is committed to creating a culture of engaged learning and establishing a climate of inclusion and harmony. We are all here to learn from each other. In this spirit, we will work to actualize our community standards of integrity and respect by practicing active listening and respectful communication. By acknowledging differences amongst us in our backgrounds, skills, interests, and values, we will collectively grow and improve our understanding of the world. Together, we strive to cultivate a camp where everyone feels a sense of belonging and well-being. This atmosphere is most conducive to teaching, learning, and building community." (Adapted from the U-M Biological Station).

Professionalism Policy: Per university policy and classroom etiquette; mobile phones, *etc*. **must be silenced** during all classroom lectures. Those not heeding this rule will be asked to leave the classroom immediately to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, *etc*., and have been warned may suffer a reduction in their final class grade. Be respectful of others in the class- both their opinions and comments. Approach each class with a positive attitude and an eagerness to learn.

It is fundamental to the University of Central Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive. These ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research. Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it.

Course Accessibility Statement: The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. This syllabus is available in alternate formats upon request. Students with disabilities who need specific access in this course, such as

accommodations, should contact the professor as soon as possible to discuss various access options. Students should also connect with [Student Accessibility Services](#) (Ferrell Commons, 7F, Room 185, sas@ucf.edu, phone (407) 823-2371). Through Student Accessibility Services, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential access and accommodations that might be reasonable.

Academic Conduct Policy: Academic dishonesty in any form will not be tolerated. If you are uncertain as to what constitutes academic dishonesty, please consult *The Golden Rule*, the University of Central Florida's Student Handbook (http://www.goldenrule.sdes.ucf.edu/) for further details. As in all University courses, *The Golden Rule* Rules of Conduct will be applied. Violations of these rules will result in a record of the infraction being placed in your file and receiving a zero on the work in question AT A MINIMUM. At the instructor's discretion, you may also receive a failing grade for the course. Confirmation of such incidents can also result in expulsion from the University.

Deployed Active-Duty Military Students: If you are a deployed active-duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.

University Writing Center: The University Writing Center (UWC) is a free resource for UCF undergraduates and graduates. At the UWC, a trained writing consultant will work individually with you on anything you're writing (in or out of class), at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, visit the UWC website at http://uwc.cah.ucf.edu/ or call 407.823.2197.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise, we will all need to work together. Everyone should be aware of the surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Please make a note of the guide's physical location and consider reviewing the online version at http://emergency.ucf.edu/emergency_guide.html.
- Familiarize yourself with evacuation routes from each of your classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, we may need to access a first aid kit or AED (Automated External Defibrillator). To learn where those items are located in this building, see http://ehs.ucf.edu/automated-external-defibrillator-aed-locations
- To stay informed about emergency situations, sign up to receive UCF text alerts by going to my.ucf.edu and logging in. Click on "Student Self Service" located on the left side of the screen in the tool bar, scroll down to the blue "Personal Information" heading on your Student Center screen, click on "UCF Alert", fill out the information, including your e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- If you have a special need related to emergency situations, please speak with me
- Consider viewing this video (https://youtu.be/NIKYajEx4pk) about how to manage an active shooter situation on campus or elsewhere.

Inclusion and Safety at UCF

The University of Central Florida considers the diversity of its students, faculty, and staff to be a

strength and critical to its educational mission. UCF expects every member of the university community to contribute to an inclusive and respectful culture for all in its classrooms, work environments, and at campus events. Dimensions of diversity can include sex, race, age, national origin, ethnicity, gender identity and expression, intellectual and physical ability, sexual orientation, income, faith and non-faith perspectives, socio-economic class, political ideology, education, primary language, family status, military experience, political beliefs, cognitive style, and communication style. The individual intersection of these experiences and characteristics must be valued in our community.

Title IX prohibits sex discrimination, including sexual misconduct, sexual violence, sexual harassment, and retaliation. If you or someone you know has been harassed or assaulted, you can find resources available to support the victim, including confidential resources and information concerning reporting options at www.shield.ucf.edu. If there are aspects of the design, instruction, and/or experiences within this course that result in barriers to your inclusion or accurate assessment of achievement, please notify the instructor as soon as possible and/or contact Student Accessibility Services.

For more information on diversity and inclusion, Title IX, or UCF's complaint processes contact:

Title IX – EO/AA - http://www.eeo.ucf.edu/ & askanadvocate@ucf.edu
UCF Compliance and Ethics Office - http://compliance.ucf.edu

During your UCF career, you may experience challenges including struggles with academics, finances, or your personal well-being. UCF has a multitude of resources available to all students. Please visit **UCFCares.com** if you are seeking resources and support or if you are worried about a friend or classmate. Free services and information are included for a variety of student concerns, including but not limited to academic distress, homelessness, bias incidents, mental health concerns, and financial challenges. You can also e-mail ucfcares@ucf.edu with questions or for additional assistance. You can reach a UCF Cares staff member between 8am and 5pm by calling 407-823-5607. If you are in immediate distress, please call Counseling and Psychological Services to speak directly with a counselor 24/7 at 407-823-2811 or please call 911.

Copyright
This course may contain copyright protected materials such as audio or video clips, images, text materials, etc. These items are being used with regard to the Fair Use doctrine in order to enhance the learning environment. Please do not copy, duplicate, download or distribute these items. The use of these materials is strictly reserved for this online classroom environment and your use only. All copyright materials are credited to the copyright holder.

Third-Party Software and FERPA
During this course you might have the opportunity to use public online services and/or software applications sometimes called third-party software such as a blog or wiki. While some of these could be required assignments, you need **not** make any personally identifying information on a public site. Do not post or provide any private information about yourself or your classmates. Where appropriate you may use a pseudonym or nickname. Some written assignments posted publicly may require personal reflection/comments, but the assignments will not require you to disclose any personally identity-sensitive information. If you have any concerns about this, please contact your instructor.

X. Important Dates to Remember

The University academic calendar can be found at
Course dates and assignments are tentative and can be changed at the discretion of the professor.

> **Last Day to Add/Drop/Swap:** Friday, August 25, 2023, by 11:59pm
> **Academic Activity (Financial Aid Assignment) * due date:** Friday, August 25, by 5:00pm
> **Withdrawal Deadline:** Friday, October 27, 2023, by 5:00pm
> **Social Change Showcase**: Tuesday, November 7, 2023 (Time & Location TBD)

*All faculty are required to document students' academic activity at the beginning of each course. To document that you began this course, please complete the Initial Post for the Student Introduction Discussion Post (academic activity) by Friday, August 25 at 5:00pm. Failure to do so may result in a delay in the disbursement of your financial aid.

Assignments, due dates, and meetings are subject to change. Please remain in contact with the instructor to stay current on the course schedule and requirements.

XI. Course Schedule

Assignments are due on the and times listed below, unless otherwise stated.

	Events/Topics	**Assignments/Homework**
Week 1 (8/21-8/25)	**Module 1:** Getting Started & Course Introduction	**DUE:** Initial Discussion Post by **8/25 at 5:00 pm**
Week 2 (8/28-9/1)	**Module 2:** Reflective Writing for the E-Portfolio	**DUE:** Two Replies to the Initial Discussion Post on **8/29 by 5:00pm** **DUE:** Knights of Distinction E-Portfolio Leadership Pre-Test by **9/1 at 5:00 pm**
Week 3 (9/5-9/8)	**Module 3:** Starting the E-Portfolio	**No Assignments or Homework**
Week 4 (9/11-9/15)	**Module 4:** The Concept of Copyright	**DUE:** Milestone Reflection 1 by **9/15 at 5pm**
Week 5 (9/18-9/22)	**Module 5:** Ethically Using Information Created by Others	**DUE:** Milestone Reflection 2 by **9/22 at 5pm**
Week 6 (9/25-9/29)	**Module 6:** Collecting & Selecting Artifacts	**DUE:** Milestone Reflection 3 by **9/29 at 5pm**
Week 7 (10/02-10/06)	**Module 7:** Rights, Responsibilities, and Ethics of a Content Creator	**DUE:** Five e-Portfolio Artifacts on **10/06 at 5pm**
Week 8 (10/09-10/13)	**Module 8:** Creating a Personal Professional Brand	**DUE:** Community Service Hours (7 hours) on **10/13 at 5pm**
Week 9 (10/16-10/20)	**Module 9:** E-Portfolio Design Principles	**DUE:** Personal Statement on **10/20 at 5pm**
Week 10 (10/23-10/27)	**No Events or Topics**	**DUE:** e-Portfolio First Submission by **10/27 at 5pm**
Week 11 (10/30-11/03)	**No Events or Topics**	**No Assignments or Homework**

Week 12 (11/06-11/09)	**No Events or Topics**	In-Person or Virtual Participation in the U-LEAD Social Change Showcase – **Tuesday, 11/7 (Time/Location TBD)**
Week 13 (11/13-11/17)	**No Events or Topics**	**No Assignments or Homework**
Week 14 (11/20-11/21) Thanksgiving Break Week	**No Events or Topics**	**No Assignments or Homework**
Week 15 (11/27-12/01)	**Module 10:** Preserving Your E-Portfolio	**DUE:** e-Portfolio Final Submission by **11/29 at 5pm**
Week 16 (12/04-12/06) Finals Week	**No Events or Topics**	**DUE:** Community Service Hours (8 hours) by **12/1 at 11:59pm** **DUE:** Knights of Distinction e-Portfolio Leadership Post-Test by **12/4 at 5pm**