

**AGRICULTURAL LEADERSHIP AND PERSONAL DEVELOPMENT**  
**AGRI 420 - FALL 2009**  
**School of Agriculture - Western Illinois University**

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**INSTRUCTOR**

Dr. Kevin J. Bacon

Office Phone: 309/298-1084

Email: [KJ-Bacon@wiu.edu](mailto:KJ-Bacon@wiu.edu)

Office: 315 Knoblauch

Office Hours: M-W-F 10-11, M, T 2-3

or by appointment.

**CLASS TIMES AND LOCATIONS**

Section I will meet from 10:00–10:50 and Section II will meet from 12:00–12:50. Both sections will meet on Tuesdays in KH 306. This is a one-semester hour lecture/discussion course.

**COURSE DESCRIPTION AND PREREQUISITES**

AGEC 420 *Agricultural Leadership and Personal Development* will focus on the identification of styles and roles of leadership; development of leadership techniques and skills required in working with organizations and youth groups; dynamics of group action, methods of resolving conflict, of communicating, of guiding, and of evaluating; ethical considerations for leaders. Self-awareness and understanding of behavior preferences will be integrated throughout the course. Students should either have completed AGRI 340 or be concurrently enrolled in AGRI 340.

**TEXTS**

- Course handouts will be provided as necessary.

**COURSE OBJECTIVES**

At the conclusion of this course the student will be able to:

1. Explain the difference between management and leadership.
2. Identify leadership styles including relative strengths and weaknesses of each.
3. Understand leadership techniques appropriate for a given situation.
4. Recognize opportunities for self-improvement.
5. Understand conflict management.
6. Understand the ethics of leadership.

**IMPORTANT DATES**

Sept. 7	-	Labor Day - No Classes
Nov. 1	-	Last day to drop a class with a W
Nov. 23-27	-	Thanksgiving Break - No Classes
Dec. 15	-	Section I – 10:00 – 11:50 Section II – 1:00 – 2:50

**USE OF CELLULAR PHONES AND PAGERS:**

As a courtesy to other students and to the instructor, all cell phones and pagers should be turned off prior to class. Continued disregard of this policy may result in ejection from the course. If, due to medical or public safety concerns, a student needs an exception to this policy he/she should inform the instructor prior to class.

## **USE OF TOBACCO:**

Use of tobacco **in any form** is prohibited in university buildings/classrooms.

## **GRADING POLICY:**

The course grade will be based on the following factors, with weightings as indicated:

Journal	60 %
Class Participation	5 %
Office Visit	5%
Homework Assignments	5%
<u>Comprehensive Final Exam</u>	<u>25 %</u>
Total	100%

An average for the course of 90% or above will earn an A, 80-89% a B, 70-79% a C, and 60-69% will earn a D. Grade breaking points may be lowered, but in no case will they be raised. These breaking points will be evaluated only after final numerical grades have been calculated.

The final will consist of a wide variety of questions with emphasis on short answers and problem solving. I reserve the right to use unannounced quizzes. The final **will be comprehensive**. Makeup exams will be given only in extreme situations.

The following guidelines should be used for all assignments.

- a. All papers are expected to be neat and legible.
- b. Do not use torn paper out of a spiral notebook.
- c. Answers to questions or problems should be in the order requested,
- d. Securely fasten all papers together with a staple or paper clip; do not dog-ear papers.

## **ABSENCES**

Students will be allowed **one** unexcused absence. Students with more than one unexcused absence will have their final course grade reduced by 5% per absence. A student may recover lost points from an unexcused absence by writing a 7-10 page research paper (double spaced – one inch margins -12 point font) complete with references on the missed day's topic. Grading of any such papers is solely at the discretion of the instructor. All students must clear absences in advance with the instructor, except in the case of an emergency, or the absence will be considered unexcused. It is to the student's advantage to get approval for absences via email. Students are required to complete all assigned work for any and all absences.

## **EXPECTATIONS OF STUDENTS**

**Participation:** Students are expected to regularly attend class and to actively participate in discussions.

**Academic Integrity:** The rules and regulations outlined in the University's policy on academic integrity are applied to this course.

**Student Rights and Responsibilities:** Detailed information regarding student rights and responsibilities can be found at <http://www.wiu.edu/provost/student/>. It is your responsibility to be familiar with the posted information.

**Special Accommodations:** If you need special accommodations, please feel free to stop by and discuss your needs or contact Disability Support Services at 298-2512.

## **COURSE JOURNAL**

Each student is expected to keep a course journal. A **three-ring binder** is well suited for this assignment. For each class, a minimum of two entries should be placed in the journal. The first entry should be two to three paragraphs summarizing the key points of that week's class discussion.

The second entry will be based on a reflective activity related to that day's discussion. More explanation on the journal will be provided in class. The journals will be reviewed periodically throughout the course. Journal entries should be recorded in the following manner – **left side of binder** should be the class summary; **right side of binder** for personal observations/reflections. **Each entry should be dated!**

Other course materials (handouts, etc.) **are to be kept in a separate section of the journal** (dividers are appreciated). Please do not put handouts in the pockets of the notebook.

## **OFFICE VISIT**

Since this class only meets once a week it is very difficult for the instructor to get to know each student in the class. To assist with this, you are to schedule (**by email**) a 10-15 minute office visit with the course instructor. During the office visit, be prepared to discuss career goals and what you hope to gain out of this course. **For full credit, the office visit must be conducted before spring break!** Office visits conducted after November 1 will receive half credit.

## **COURSE OUTLINE**

- I. Course Introduction
- II. Managers versus Leaders
- III. Characteristics of Leaders
- IV. Be an Effective Communicator
- V. Empower Followers – Mutual Reward Theory
- VI. Expand Your Power of Influence
- VII. Make Better Decisions More Decisively
- VIII. Strive to Become a Visionary
- IX. Understanding and Influencing the Political Process
- X. Maximize Your Leadership Style
- XI. Conflict Resolution
- XII. Running Effective Meetings
- XIII. Leadership and Ethics
- XIV. Retirement Plans - Overview

## **COMPREHENSIVE FINAL EXAM**

## **ACCREDITATION**

The School of Agriculture is housed in the College of Business and Technology which is accredited by AACSB-International.

## **NOTICES**

Please be advised that this syllabus is tentative. All classes are different and we may or may not be able to address all of the content areas or stick with the anticipated number of exams. Any deviations from the syllabus will be announced as soon as possible.