

# UNIV 191: LEADERSHIP DEVELOPMENT FOR WOMEN OF COLOR FALL 2020

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*Office hours by appointment*

UNIV 291, Section 010  
Thurs. -11:00am-11:50am  
Online via Zoom

## REQUIRED TEXTS

**Book:** Brown, E. M., Haygood, M., & McLean, R. J. (2010). *The little black book of success: laws of Leadership for black women*. New York: One World.

**Workbook:** Brown, E. M., Haygood, M., & McLean, R. J. (2017). *The little black book of success workbook: laws of leadership for black women*. New York: One World.

The [book](#) and [workbook](#) can be purchased on Amazon.

## COURSE DESCRIPTION & PURPOSE

The purpose of the course is to empower undergraduate women of color to break through the barriers that impede their professional growth. Through in-depth discussions, guest speakers, and group projects, students will learn how to build their leadership brand, set SMART goals, and create a culture of collaboration, in order to become the leaders they were destined to be. During the course, students will engage in sensitive topics related to their personal experiences. Thus, it is imperative that all students treat each other with respect, and keep what is stated in class confidential.

VCU is one of the most diverse higher education institutions in Virginia, and we recognize the need to ensure an inclusive and equitable learning environment for our students. Thank you for enriching our world, sharing your vital experience, and contributing to the diversity that makes our intellectual community vibrant and evermore creative.

## LEARNING ENVIRONMENT AND CLASS EXPECTATIONS

We are all responsible for fostering an environment where learning and self-discovery can occur. This means:

- Arriving on time (if not a few minutes early) to all class meetings.
- Preparing in advance for each class meeting (instructor & students).
- Use of cell phones and other electronic items are NOT permitted in class. Students who fail to adhere to this policy will be asked to leave the class or drop/withdraw from the course.
- Being respectful of the experiences and personal viewpoints of others.
- Making sure that self-disclosures made by our classmates stay inside the classroom (confidentiality).
- Attend and participate in every class and turn in assignments on time.
- Take full responsibility for your own academic performance.
- Communicate with the instructor on a regular basis.

- Learn new academic strategies and behaviors.
- Use your VCU e-mail account when communicating with the instructor, and check it regularly (at least twice a day).
- Log into Blackboard (for each course) daily.
- Be open to new ideas and ways of thinking.

## ATTENDANCE AND CONSEQUENCES OF POOR ATTENDANCE

The instructional programs at VCU are based upon a series of class meetings involving lectures, discussions, field experiences, special readings and reporting assignments. Therefore, it is important for each student to be in attendance on a regular basis. A student who misses a class session is responsible for completing all material covered or assignments made during the absence.

Students having attendance problems should contact their instructor to explain the reasons for nonattendance and to discuss the feasibility of continuing in the course. If the student has fallen so far behind that the successful completion of the course is impossible, the student should withdraw from the course before the end of the first 10 weeks of classes.

If the student continues to miss class and does not officially withdraw from the course, the instructor may withdraw the student for nonattendance with a mark of W before the end of the first 10 weeks of classes or may assign an academic grade at the end. Withdrawals are not permitted after the end of the first 10 weeks of classes. For classes that do not conform to the semester calendar, the final withdrawal date occurs when half of the course has been completed.

## STUDENT RESPONSIBILITIES: HEALTH AND SAFETY

When we return, things will look and feel different as we take necessary steps to protect the well-being of our community. Here is what is expected of you: 1. Monitor your health daily. Testing will occur according to protocols. 2. Wear a face covering or mask in common areas, including class. 3. Apply physical distance guidelines to all settings. 4. Clean and disinfect personal and shared spaces before and after use. Cleaning supplies will be available in numerous locations. 5. Report symptoms associated with COVID-19 to VCU Student Health Services. A call center hotline will be available later in the summer. 6. Not sharing is caring during this unique pandemic. Please do not share calculators, tools, lab supplies, etc. Following rules regarding face coverings or masks, cleaning and disinfecting, and physical distancing is required. Students will receive reminders for daily health monitoring. Staff in the Dean of Students office will be notified after incidents of non-compliance. Refusal to comply with rules can include progressive disciplinary action up to and including suspension, based on the VCU Student Code of Conduct. Source: One VCU: Responsible Together available at: <https://together.vcu.edu/students/>)

## HEALTH AND WELL-BEING

Navigating the anticipated stressors of daily life can often be challenging enough. When unexpected stressors emerge or when we are faced with uncertainty, it can be tough to know how to cope. Try out some of these tips and resources for health and wellness to see if they are a right fit for you. Symptoms or Diagnosis: If an on-campus student identifies symptoms, has tested positive for COVID-19 or has come into contact with someone diagnosed with COVID-19, that student should contact University Student Health Services. At that point, isolation should begin and contact tracing will be performed by Student Health Services. Symptoms will be monitored and the student should refer to a medical provider if symptoms worsen or be released from isolation after 14 days, if symptom-free. Source: One VCU: Responsible Together available at: <https://together.vcu.edu/students/>).

## **NONDISCRIMINATION POLICY**

VCU is committed to providing a safe, equitable and inclusive environment for all its employees, patients and students. Discrimination or discriminatory harassment is not only unlawful, it is harmful to the well-being of our university community. Our university's core values, specifically those related to diversity and inclusion, have withstood many difficult situations and trying times, and they will not falter now. Reports of discrimination, bullying, harassment and/or stereotyping of persons of color or those impacted by COVID-19 or otherwise, will not be tolerated. Be assured that VCU will make every effort to address and prevent the occurrence of unlawful discrimination and, if necessary, take prompt and appropriate action to remedy and prevent its reoccurrence. Every member of our community is asked to:

- Become familiar with the university's policies on Preventing and Responding to Discrimination and Duty to Report and Protection from Retaliation in the VCU Policy Library.
- Consult with Equity and Access Services or VCU Human Resources for additional guidance on how to file a report of discrimination.
- Contact the Office of Institutional Equity, Effectiveness and Success (IES) on how to address and maintain a culture of inclusion.
- Encourage individuals who may need an ADA accommodation for a known or newly acquired disability, to contact the ADA/504 Coordinator in ADA Services.
- Bookmark and share information on university or community agencies that offer support or services, such as VCU's Counseling Services or Ombudsperson.
- Explore training and educational opportunities on diversity and inclusion at IExcel Education and through the Office of Institutional Equity, Effectiveness and Success.
- Offer nonjudgmental support and empathy to those affected by current events and this health crisis.

## **TIPS FOR SUCCESS IN COLLEGE**

- When taking online and hybrid courses, your self-motivation and self-pacing are absolutely critical. For this course, you should plan to work about 2-3 hours per course module as we move through the materials. Be sure to plan your time accordingly.
- Make yourself a calendar with all of your due dates across ALL of your courses. Plan for when you will work on each one for completion in advance of the due dates.
- Make sure you note any "online" course that still have a required meeting time (such as a Google Meet or Zoom session).
- Avoid the common assumption that online courses are easier or should be easier. That is a MYTH!!
- Plan Ahead!! Study as you go instead of at the last minute!

## **NETIQUETTE GUIDELINES**

Netiquette is a set of rules for behaving properly online. Your instructor and fellow students wish to foster a safe online learning environment. All opinions and experiences, no matter how different or controversial they may be perceived, must be respected in the tolerant spirit of academic discourse. You are encouraged to comment, question, or critique an idea but you are not to attack an individual. Working as a community of learners, we can build a polite and respectful course community. The following netiquette tips will enhance the learning experience for everyone in the course:

- Do not dominate any discussion.
- Give other students the opportunity to join in the discussion.
- Do not use offensive language. Present ideas appropriately.

- Be cautious in using Internet language. For example, do not capitalize all letters since this suggests shouting.
- Popular emoticons such as 😊 can be helpful to convey your tone but do not overdo or overuse them.
- Never make fun of someone's ability to read or write.
- Share tips with other students.
- Keep an "open-mind" and be willing to express even your academically informed opinion.
- Think and edit before you push the "Send" button.
- Do not hesitate to ask for feedback.
- Using humor is acceptable

*\*\* (Adapted from UWSP)*

## **BE PROACTIVE IN COMMUNICATION WITH YOUR INSTRUCTOR**

If you find that you have any trouble keeping up with assignments or other aspects of the course, make sure you let your instructor know as early as possible. As you will find, building rapport and effective relationships are key to becoming an effective professional. Make sure that you are proactive in informing your instructor when difficulties arise during the semester so that we can help you find a solution

## **COMPUTER AND NETWORK USE**

All students are expected to know and comply with VCU's Computer and Network Use policy, which can be reviewed at [policy.vcu.edu/universitywide-policies/policies/computer-and-network-resources-use.html](http://policy.vcu.edu/universitywide-policies/policies/computer-and-network-resources-use.html).

## **STUDENT EMAIL STANDARD**

Email is considered an official method for communication at VCU. Students are expected to check their official VCU email on a frequent and consistent basis (the university recommends daily) in order to remain informed of university-related communications. Students are responsible for the consequences of not reading, in a timely fashion, university-related communications sent to their official VCU student email account.

Mail sent to the VCU email address may include notification of university-related actions, including disciplinary action. Students must read this standard in its entirety at <https://ts.vcu.edu/media/technology-services/content-assets/university-resources/ts-groups/information-security/StudentEmailStandard.pdf>

## **HONOR SYSTEM: UPHOLDING ACADEMIC INTEGRITY**

The VCU Honor System policy describes the responsibilities of students, faculty and administration in upholding academic integrity. According to this policy, "Members of the academic community are required to conduct themselves in accordance with the highest standards of academic honesty, ethics and integrity at all times." Students are expected to read the policy in full and learn about requirements here: <https://conduct.students.vcu.edu/vcu-honor-system/>.

## **STUDENT REPRESENTING THE UNIVERSITY –EXCUSED ABSENCES**

Students who represent the university (athletes and others) do not choose their schedules. All student athletes should provide their schedules to their instructors at the beginning of the semester. The

Intercollegiate Athletic Council strongly encourages faculty to treat missed classes or exams (because of a scheduling conflict) as excused absences and urges faculty to work with the students to make up the work or exam.

## **STUDENTS WITH DISABILITIES**

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, as amended, require that VCU provide "academic adjustments" or "reasonable accommodations" to any student who has a physical or mental impairment that substantially limits a major life activity. To receive accommodations, students must register with the Office of Student Accessibility and Educational Opportunity on the Monroe Park Campus (828-2253) or the Division for Academic Success on the MCV campus (828-9782). Please also visit the Student Accessibility and Educational Opportunity website via <https://saeo.vcu.edu/> and/or the Division for Academic Success website via <https://das.vcu.edu/> for additional information.

Once students have completed the registration process, they should schedule a meeting with their instructor (s) and provide their instructor (s) with an official accommodation letter. Students should follow this procedure for all courses in the academic semester.

## **MILITARY SHORT-TERM TRAINING OR DEPLOYMENT**

If military students receive orders for short-term training or for deployment/mobilization, they should inform and present their orders to Military Student Services and to their professor(s). For further information on policies and procedures contact Military Student Services at 828-5993 or access the corresponding policies.

## **WE CARE ABOUT YOUR SUCCESS**

Virginia Commonwealth University has launched an Early Alert initiative to support student success. As your professor, if I am concerned about your academic performance in the first few weeks of this class, you and your academic advisor may receive a Progress Report email with links to appropriate academic support resources. You are encouraged to reach out to me after class or during my office hours for additional support. Your academic advisor, the Writing Center, and the Campus Learning Center may also follow up to provide additional layers of support to you.

## **CAREER SERVICES**

Looking for ways to tie what you are learning in your class to your future career or professional goals? VCU Career Services provides career planning services for all current VCU students and alumni. Career Services can help students with finding a work-study job on/off campus, resume writing, internship development, interviewing, preparing for graduate school, networking, or job searching,. Students are invited to attend career events and workshops, and schedule individualized career advising appointments. Career Services is located on the ground floor of University Commons, in room 143. For more information and to make a career advising appointment, visit the VCU Career Services website.

## **MANAGING STRESS**

Students may experience situations or challenges that can interfere with learning and interpersonal functioning including stress, anxiety, depression, alcohol and/or other drug use, concern for a friend or family member, loss, sleep difficulties, feeling hopeless or relationship problems. There are numerous campus resources available to students including University Counseling Services (804-828-

6200 MPC Campus, 804-828-3964 MCV Campus), University Student Health Services (MPC 804 828-8828, MCV Campus 804 828-9220) and the Wellness Resource Center (804-828-9355). 24 hour emergency mental health support is available by calling 828-1234 and asking to speak to the on-call therapist or utilizing the National Suicide Prevention Lifeline (1-800-784-2433).

## **MANDATORY RESPONSIBILITY OF FACULTY MEMBERS TO REPORT INCIDENTS OF SEXUAL MISCONDUCT**

All employees, including faculty, department chairs and deans, are required to report any incidents of sexual assault, sexual exploitation and partner or relationship violence to the university's Title IX Coordinator. Confidential offices which can provide support at VCU are: University Counseling Services (804) 828-6200. For more information about Title IX, please visit <https://equity.vcu.edu/>.

## **CLASS REGISTRATION REQUIRED FOR ATTENDANCE**

Students may attend only those classes for which they have registered. Faculty may not add students to class rosters or Blackboard. If students are attending a class for which they have not registered, they must stop attending.

## **STUDENT FINANCIAL RESPONSIBILITY**

Students assume the responsibility of full payment of tuition and fees generated from their registration, all charges for housing and dining services and other applicable miscellaneous charges. Students are ultimately responsible for any unpaid balance on their account as a result of the University Financial Aid Office or their third party sponsor canceling or reducing their award(s).

## **FACULTY COMMUNICATION ABOUT STUDENTS**

VCU instructional faculty, administrators and staff maintain confidentiality of student records and disclose information in accordance with the Family Educational Rights and Privacy Act (FERPA). This means that VCU officials may disclose student record information without the consent of the student in certain situations. To support university operations, for example, VCU officials share information about students with other educational officials as necessary to perform their job duties. FERPA permits this disclosure to school officials who have a legitimate educational interest in the student information. In addition, VCU officials have obligations to report information shared by a student depending on the content of that information, for example, in compliance with VCU's policy on the duty to report. Unless FERPA permits a certain disclosure, VCU generally requires consent from a student to disclose information from their education record to another individual. You may find additional information on the VCU FERPA website: <http://rar.vcu.edu/records/family-educational-rights-and-privacy-act/>.

## **CAMPUS EMERGENCY INFORMATION**

Sign up to receive at [alert.vcu.edu/signup/](http://alert.vcu.edu/signup/). It is essential to keep your information up-to-date within VCU Alert and to keep your permanent address and emergency contact information current in eServices. VCU uses a variety of communication methods to alert the campus community about emergency situations and safety threats. Learn more about types of alerts at [alert.vcu.edu/know/typesofalerts.php](http://alert.vcu.edu/know/typesofalerts.php). Know the emergency phone number for the VCU Police (828-1234), and report suspicious activities and objects.

## WITHDRAWAL FROM CLASSES

Before withdrawing from classes, students should consult their instructor as well as other appropriate university offices. Withdrawing from classes may negatively impact a student's financial aid award and his or her semester charges. To discuss financial aid and the student bill, visit the Student Services Center at 1015 Floyd Avenue (Harris Hall) and/or contact your financial aid counselor regarding the impact on your financial aid. **The last day to add a course to your fall schedule is Monday, August 24, 2020. The last day to drop a course from your fall schedule is Monday, August 31, 2020. The last day to withdraw from any VCU course for the fall semester is Tuesday, November 24, 2020 – with a grade of “W.”**

## IMPORTANT VCU DATES

- Monday, August 17 – First day of classes
- Monday, August 24 – Last day to add a course
- Monday, August 31 – Last day to drop a course
- Monday, September 7 – Labor Day Holiday; University Closed; No classes
- Tuesday, November 3, – Election Day; No classes
- Tuesday, November 24 – Last day to withdraw from a course

Additional Important dates for the semester are listed in the VCU Academic Calendar:  
<https://academiccalendars.vcu.edu/>.

## COURSE GRADED ASSIGNMENTS

### 1. Attendance and Participation

Attendance is mandatory and participation is expected. Students must attend the entire class to receive credit for attending that day. Tardiness is not acceptable. Students who arrive more than ten minutes late will be marked absent. If you will be absent due to illness, you must notify the instructor by email before class or bring in a doctor's note to the following class. Only official documentation will be approved. If you will be absent due to your observance of a religious holiday, notify the instructor in advance. Those absences are excused, however, you will still need to obtain the information missed and turn in any assignments due within one week of your missed class to earn points for that missed class. It is the student's responsibility to refer to the course Blackboard page to obtain any information or assignments missed.

### 2. Third Thursdays: Social Engagement Hour

Throughout the semester, the instructor will host three “Third Thursdays: Social Engagement Hours.” Students are required to attend one event, but are strongly encouraged to attend more. SEH's promote active involvement in the collegiate experience and foster campus pride, cohesiveness, and community among students. **\*Dates: September 17, October 15, November 19 at 8:15pm via Zoom.**

### 3. Leadership Initiative Project

Students will be required to work in groups to develop a proposal for a leadership initiative they hope to implement at VCU, back home, or in the community in the near future. Please see Blackboard for guidelines and rubric. We will discuss this project in detail in class!

### 4. Advisor Meetings

Students will be required to meet with their academic advisor once this semester. Make plans now to discuss course scheduling, student involvement, and career and major exploration with your advisor.

## **COURSE GRADES**

- Attendance and Participation – 15 class sessions (2 points each) - 30 points total
- Social Engagement Hour – 15 points total
- Advising Session – 15 points total
- Leadership Initiative Project – 40 points

**TOTAL: 100 POINTS**

### **Grades:**

**A = 90 and higher**

**B = 80 → 89 points**

**C = 70 → 79 points**

**D = 60 → 69 points**

**F = 0 → 59 points**

## COURSE SCHEDULE - TOPICS AND READINGS

Date	Class Topic
Thursday, August 20, 2020	<b>Introductions, Review of Syllabus, Course Expectations</b> Homework: Chapter 21
Thursday, August 27, 2020	<b>History of Black Women in Academia/Society</b> <i>Homework: Chapters 14, 29, 35</i> <i>Workbook: Chapter 14</i>
Thursday, September 3, 2020	<b>Part 1 - Building Your Leadership Brand: Part 1</b> <i>Homework: Chapters 14, 29, 35</i> <i>Workbook: Chapter 29</i>
Thursday, September 10, 2020	<b>Part 2 - Building Your Leadership Brand: Part 2</b> <b>Leadership Initiative Project</b> <i>Homework: Chapters 3, 5</i> <i>Workbook: Chapter 3</i>
Thursday, September 17, 2020	<b>Colorism, Microaggressions, Stereotypes: The Importance of Changing the Narrative</b> <i>Homework: Chapter 16</i>
Thursday, September 24, 2020	<b>Why Perceptions Matter!</b> <b>Review of LIPs!</b> <i>Homework: Chapters 12, 19, 27, 30</i> <i>Workbook: Chapters 19 and 27</i>
Thursday, October 1, 2020	<b>Networking: It's Not Always What You Know, But Who You Know!</b> <b>Guest Speaker: Ms. Ash Taylor-Beierl</b> <i>Homework: Chapter 17</i>
Thursday, October 8, 2020	<b>Black Women College Students: A Conversation about Experiences, Equity, and Empowerment</b> <b>Guest Speaker - Dr. Andrew Arroyo</b> <i>Homework: Chapters 7, 13</i> <i>Workbook: Chapter 7</i>
Thursday, October 15, 2020	<b>Finding Your Voice: Speak up! What you say matters!</b> <i>Homework: Chapters 11, 23, 32</i> <i>Workbook: Chapter 11</i>
Thursday, October 22, 2020	<b>Managing Conflict as a LeadHER</b>
Thursday, October 29, 2020	<b>"The Intersectionality of Race and Gender: How Black Women Can Use Their Dual Minority to Lead Successfully" - Guest Panel</b>
Thursday, November 5, 2020	<b>Review of LIPs!</b>
Thursday, November 12, 2020	<b>Out of class assignment: Work on group presentations</b>
Thursday, November 19, 2020	<b>Leadership Initiative Projects!</b>
Thursday, November 26, 2020	<b>Leadership Initiative Projects!</b>