
Student Sustainability Center Leadership Fellows Program

WELCOME!

Student Activities and Leadership Programs' mission is to enrich and integrate students' leadership and academic experiences in order to educate students to be ethical, socially just, and civically engaged leaders on campus and in their larger communities.

FACILITATOR INFORMATION

Facilitators: Heather Spalding & Brittnee Gilbert

Telephone: 503-725-5598

E-mail: hspalding@pdx.edu; brittnee@pdx.edu

Office Hours (Smith M104): Mondays, 10am-1pm (Heather); Thursdays, 10am-12pm (Brittnee)

SESSION DATES, TIMES, AND LOCATIONS

Classes occur on Thursdays beginning promptly at 2:00pm and ending at 3:30pm. Listed below are the dates and classrooms.

Date	Room Number
Fall 2018	
10/4	SMSU M108
10/18	SMSU M108
11/1	SMSU M108
11/15	SMSU M108
Winter 2019	
1/17	SMSU M108
1/31	SMSU M108
2/14	SMSU M108

2/28	SMSU M108
Spring 2019	
4/11	SMSU M108
4/25	SMSU M108
5/9	SMSU M108
5/23	SMSU M108

IMPORTANT INFORMATION AND COURSE OVERVIEW

Instructional/Learning Needs:

If you require accommodations (e.g. special seating, interpreter, note-taker, etc.), please inform your facilitators immediately. Students with disabilities should register with the PSU Disability Resource Center (503-725-4150) to document their need for accommodations and obtain support services. We will work with you to arrange the supports you need in this class.

Course Description:

The Leadership Fellows Program is a one year academic program offered through Student Activities and Leadership Programs (SALP) at Portland State University. The goals of the Leadership Fellows Program are to develop your leadership skills to better serve your student position; develop understanding, knowledge, and skills that you can use in your career and community work; and to meet other student organization leaders and share insights.

Learning Objectives:

The Leadership Fellows course is designed with specific learning outcomes that each cohort will spend time on. Below are the learning outcomes for this particular section of Leadership Fellows:

2018-19 SALP Learning Outcomes:

1. Consciousness of Self
2. Sustainability
3. Common Purpose

Student Sustainability Center Learning Outcomes:

1. Building relationships and systems
2. Knowledge and awareness
3. Civic engagement
4. Sustainability leadership
5. Purposeful pathways

Course Materials:

All required course materials will be supplied by the facilitators throughout the course. There is no text book needed for this course. New reading materials will be handed out in class or emailed to you in a digital format. If you are not present in class, it is your responsibility to ask for updated assignments.

Facilitators may email out individual feedback and information that is unique to each student. It is your responsibility to check your PSU email account, as that will be the primary means of communication.

Mandatory Reporting:

If a PSU employee has any oversight over students, including student employees, then they are mandatory reporters of discrimination, discriminatory harassment, and interpersonal violence (e.g., sexual misconduct, sexual assault, sexual exploration, stalking and domestic violence) at all times. Mandatory reporters are expected to report any incident even if it does not occur in the scope of their employment.

WORK EXPECTATIONS

Because the program is organized around experiential learning, each student must have a student leadership position or project they are working on throughout the year. Students should plan on contributing no less than four hours and no more than 20 hours per week.

Students are required to attend all classes each term and complete all assignments in order to receive the award.

PROGRAM ELIGIBILITY

To be eligible for Leadership Fellows participation and ELSAs, students must maintain the minimum institutional GPA (2.5 for undergraduates and 3.0 for graduates), have enrolled in and passed the minimum number of credits each term of Leadership Fellows (6 undergraduate or 5 graduate credits), and earned the minimum GPA each term they are in Leadership Fellows (2.5 undergraduate or 3.0 graduate).

LATE POLICY

Reflections: It is important for you to submit your work on time so that we can prepare for the next class session. The reflections take an average of 30 minutes to complete.

- Submitted one week or less after due date: -5 points
- Submitted more than one week after due date: -10 points

If you receive partial points for a reflection response (besides late assignments), you can resubmit it for the possibility of earning additional points. All assignments must be turned in by the last class session of each term.

Attendance: You must be present in class to receive points. No show = no points. Arriving or leaving early will result in missed participation points.

ELSA AWARDS

Students participating in the Leadership Fellows Program are eligible for a \$400 service award per term, totaling \$1200 per year. The award will be administered via Financial Aid, appearing on a student's account the fourth week of the academic term. If a balance remains on the student's account during week four, the ELSA will go towards the balance. If a student has no balance on their account, then it will appear as a credit, and a student can withdraw the credit amount through the usual channels.

ELSAs will be distributed to your Financial Aid account during the 4th week of each term, Fall through Spring. In order to accept the award you will need to go into the online Financial Aid portal and accept the award. On Banweb, you go to the Financial Aid tab, click on the Accept/Decline awards link, and it should walk you through how to accept the award.

When accepting your ELSA award, it is important to understand student aid and cost of attendance. Your ELSA award meets a portion of your federally defined "need", which is your Cost of Attendance (<https://www.pdx.edu/finaid/understanding-cost-attendance>) minus the Expected Family Contribution (EFC) calculated from your FAFSA data. The combination of your need-based aid (which includes federal and state grants, Federal Work-Study, and subsidized Federal Direct Loans) and any PSU remissions and scholarships, outside scholarships, and other awards can't exceed that "need".

To see how the ELSA fits into your individual financial aid package, please visit the Financial Aid Office.

EVALUATION

To be eligible for an ELSA and to pass the class for the quarter, students must earn points **50 points during fall and winter terms, and 55 points during spring term.**

Fall Quarter: Attendance class sessions	10 points each (40 points total)
Fall Quarter: Assignments (2)	10 points each (20 points total)
Winter Quarter: Attendance at class sessions	10 points each (40 points total)

Winter Quarter: Assignments (2)	10 points each (20 points total)
Spring Quarter: Attendance at class sessions	10 points each (40 points total)
Spring Quarter: Assignments (2); Survey (1)	10 points each assignment; 5 points for end of the year survey (25 points total)

If students do not fulfill the requirements, the ELSA will be deducted from their account and will show up as a bill. Students will need to meet with their facilitators to determine if they can remain in the program the next term.

Students will not be permitted to continue in the program if they no longer have a student leadership role on campus.

DESCRIPTION OF ASSIGNMENTS AND DUE DATES

Fall 2018

- **Reflection on Values and Leadership Beliefs/Definitions**
(10 points): Sunday, October 28th
Instructions are in D2L. Please upload your reflection in D2L.
- **'I Am From' Poem and Reflection**
(10 points): Sunday, November 18th
Instructions are in D2L. Please upload your poem and reflection in D2L.

Winter 2019

- **Reflection on Individual and Group Goals**
(10 points): Thursday, January 13th
Instructions are in D2L. Please upload your reflection in D2L.
- **Common Purpose and Sustainability Reflection**
(10 points): Sunday, February 24th
Instructions are in D2L. Please upload your reflection in D2L.

Spring 2019

- **Common Purpose and Sustainability Reflection #2**
(10 points): Sunday, April 21st
Instructions are in D2L. Please upload your reflection in D2L.
- **Leadership Philosophy Statement**
(10 points): Sunday, May 19th
Instructions are in D2L. Please upload your philosophy statement in D2L.
- **End of the year survey (distributed to you via email) (5 points): Due June 9th**

CREDITS

Students may earn three 499 credits per term (up to 6 credits per academic year) for Leadership Fellows participation. These credits can count towards Community Based Practicum

credits in the Civic Leadership Minor. For more information on the Civic Leadership Minor, visit <http://www.pdx.edu/hatfieldschool/civic-leadership-minor>
Please work with your academic advisor to see how these credits could apply to other general electives, majors, or minors.

Credits are graded pass/no pass. To earn a passing grade, students must earn 50 points per term during Fall and Winter and 55 points during Spring (see evaluation criteria above). In order to receive credit, students must register using the CRN that will be sent out prior to each quarter. You must register online before the deadlines set on the PSU academic calendar: <https://www.pdx.edu/registration/calendar#/> No late registrations will be allowed. **As with other courses, students are responsible for paying for these credits.**

Incompletes are only approved by the facilitators if there are extenuating circumstances. If an incomplete is issued it must be completed by the end of the subsequent term or the grade will be changed to a NP.