

Las Positas College
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Course Outline for GNST 25

STUDENT GOVERNMENT LEADERSHIP

Effective: Fall

I. CATALOG DESCRIPTION:

GNST 25 — STUDENT GOVERNMENT LEADERSHIP — 1.50 - 2.00 units

Processes and methods of communication in group situations, including parliamentary procedures, effective leadership, and fundamentals of effective meetings. Introduction to student government procedures and policies.

1.00 Units Lecture 0.50 - 1.00 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

	MIN	MAX
Lecture Hours:	18.00	18.00
Lab Hours:	27.00	54.00
Total Hours:	45.00	72.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 4

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

1. Demonstrate the ability to lead an organization or group;
2. Recognize and demonstrate an understanding of the elements of leadership policy;
3. Interpret and execute theories of leadership;
4. Apply proper procedures for leading meetings;
5. Develop effective leadership qualities.

V. CONTENT:

- A. Introduction to the Course
 1. Role of the community college
 2. California's higher education policies
 3. Shared governance policies
 4. Organization behavior & roles
 5. Organizational relations with board, staff & other clubs
- B. Group Dynamics
 1. Effective leadership
 - a. "New way" of understanding leadership
 - b. Introduction to theories of leadership
 - c. Developing leadership potential
 - d. Basic values for student leaders
 - e. Academic responsibilities of student leaders
 - f. Ethical responsibilities of student leaders
 2. Communication
 - a. Communication & coordination among student government members
 - b. Communication between student government & the student body
 - c. Publicity of campus events
 3. Effective meetings
 - a. Duties, rights, responsibilities of chair
 - b. Duties, rights, responsibilities of members
 - c. Preparation of reports
- C. Parliamentary Procedure
 1. Order of business for formal meetings
 2. Preparation & distribution of agendas
 3. Motions
 - a. Types
 - b. Making motions
 - c. Debating motions
 - d. Amending motions

- e. Voting on motions
- D. Office Procedures
 - 1. Duties of office/job descriptions
 - 2. Office hours
 - 3. Scheduling events
 - 4. Completing required forms

VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Conferences
- C. Retreats
- D. **Discussion** -

VII. TYPICAL ASSIGNMENTS:

A. Lecture 1. Team Building - Effective Communication B. Discussion 1. What works and what doesn't in our team 2. Assertive speaking and active listening C. Activity 1. "Passing the Gavel" - students sit in a circle and pass the gavel. When someone is holding the gavel, they have five minutes to say whatever is on their mind with the rest of the team actively listening. The gavel is then passed to the next person who wants to speak.

VIII. EVALUATION:

A. **Methods**

- 1. Papers
- 2. Projects
- 3. Class Participation

B. **Frequency**

- 1. Instructor may choose how often to evaluate students
- 2. Weekly reports
- 3. One final project

IX. TYPICAL TEXTS:

- 1. Komives, Susan R., et al., *Exploring Leadership For College Students Who Want to Make A Difference.*, Jossey-Bass, 1998.
- 2. Kouzes & Posner *Leadership the Challenge.*, Jossey-Bass, , 2002.

X. OTHER MATERIALS REQUIRED OF STUDENTS: