

## ASSIGNMENT BRIEF

HTU Course No: 30302232 HTU Course Name: Leadership Camp

BTEC UNIT No BTEC UNIT Name : SECTION 1

**Version: 2**

Student Name/ID Number/Section	
HTU Course Number and Title	30302232 Leadership Camp
BTEC Unit Number and Title	
Academic Year	2022
Assignment Author	Leadership Camp
Course Tutor	Lubna Mahadeen
Assignment Title	Interview with A Leader
Assignment Ref No	
Issue Date	<b>November 3, 2022</b>
Formative Assessment dates	<b>November 24, 2022</b>
Submission Date	<b>November 27, 2022</b>
IV Name & Date	

### Submission Format

1. Individual report submission and class presentation. **(25 points)**

### Unit Learning Outcomes

- **LO1:** Understand the fundamental principles of leadership development
- **LO2:** Identify the characteristics of exceptional leaders
- **LO3:** Identify the Five Practices of Exemplary Leadership
- **LO4:** Practice specific behaviors correlated with exemplary leadership performance

### Assignment Brief and Guidance

#### Mid-Term Assignment:

An individual assignment: Conducting an interview with a school, family, or a community leader that relates to the leader engagement to the Five Practices of Exemplary Leadership, specifically “Model the way” and “Inspire a shared vision” concepts as discussed in class. The interview includes a response to a list of questions (provided by instructor added three questions prepared by yourself). The student is requested to provide an analysis about the interview of the leader in a written report totals 4-5 pages. The report includes two-page reflection on what you have learned from your leadership interview. In addition, the student is required to prepare a 5-minute presentation to share in class.

#### The assignment requirements are:

1. Select a school, family, or community leader to interview. This person should be someone that is respected and viewed as an effective and/or exemplary leader in an organization. Approve your leader with your instructor prior to moving to the next step.
2. Contact the leader and determine a date and time for the interview. This should be an in-person, zoom meeting, or phone interview but not an email interview. It is important for there to be a dialogue between both parties rather than sending a list of questions through email.
3. Look at the list of questions provided and create three of your own questions you would like answered. Questions should be open-ended (require more than a one-word answer) and relate to the Five Practices of Exemplary Leadership, specifically “Model the way” and “Inspire a shared vision.”

4. Conduct the interview, record it, and take notes. Be sure to include the date, time, and location of the interview. Ask for permission to voice record the interview before you start recording.
5. Write a two-page reflection on what you learned from your leadership interview. This should not be a repeat of the questions/answers asked in the interview but an overview of what you learned and how you can use this information in your own leadership experiences.
6. Your paper should include three original questions authored by you, notes from the interview (question and answer), and a two-page reflection.
7. Prepare a 5-minute presentation to share in class (part of the assignment and the grade).

#### **Interview Questions:**

- What does leadership mean to you?
- What strengths do you believe are necessary for a leader?
- Have there been moments that have challenged you as a leader? How did you overcome it, and what did you learn?
- Who or what has been your greatest influence as a leader?
- What are the most meaningful, energizing, enriching, and fun parts of your work as a leader?
- What values and actions are important to you in creating a happy and successful climate in your work?
- What are the legacy and the things you wish to hear from your followers after you retire? Can you name three?
- What experiences in your past do you consider to be a turning point in your life? How did those experiences shape your hopes and dreams for the future?
- What would you hope your family, colleagues, and community say about your contribution to them as a visionary leader?
- Include three interview questions of your own:
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#### **Formatting Requirements:**

- A two-page written reflection, in addition to the three original questions authored by you, notes from the interview (question and answer) total of 4 to 5 pages.
- Times New Roman Font in 12 pt. font

- Double spaced
- 1-inch margins

**Class presentation:**

- No need for ppt.
- Be ready to share about the leader you interviewed briefly?
- Why did you choose her or him?
- What did you learn from him or her the most?

**Learning Outcomes and Assessment Criteria**

Learning Outcome	Pass	Merit	Distinction
<ul style="list-style-type: none"> <li>- <b>LO1:</b> Understand the fundamental principles of leadership development</li> <li>- <b>LO2:</b> Identify the characteristics of exceptional leaders</li> <li>- <b>LO3:</b> Identify the Five Practices of Exemplary Leadership</li> <li>- <b>LO4:</b> Practice specific behaviors correlated with exemplary leadership performance.</li> </ul>	<p><b>P3 –</b> Demonstrates ability to carry out an interview &amp; presentation about principles of leadership development</p>	<p><b>M2 –</b> Identify the Practices of Exemplary Leadership such as specifically “Model the way” and “Inspire a shared vision.”</p>	<p><b>D2 -</b> Show exceptional analysis of the Exemplary Leadership concepts specifically “Model the way” and “Inspire a shared vision” with examples of the implementations. A strong reflection on lessons learned from the leadership interview. Distinctive engaging communication methods (use of visual methods, distinctive PowerPoint slides, personal presentation skills...etc)</p>