

**From:** [Jill Pfister](#)  
**To:** [Vankeerbergen, Bernadette](#)  
**Cc:** [Gustafson, Terry](#); [Birkenholz \(birkenholz.1@osu.edu\)](#); [Linda C. Martin](#)  
**Subject:** RE: Proposed Leadership Studies Minor  
**Date:** Monday, October 18, 2010 3:31:38 PM  
**Attachments:** [ASC Version Leadership Minor Draft July 2010.docx](#)  
[Leadership Studies Minor Learning Goals.doc](#)  
[Leadership Practicum rubric.doc](#)

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Bernadette: I apologize for the delay but semester conversion hit hard since CCI met in June. We made most all the revisions back in July but I just never got beyond putting out fires and semester conversion since July. Attached you will find three items:

1. Revised Minor Curriculum Sheet
2. Revised Student Learning Goals
3. Ruberic for Planning and Assessing the Practicum

The minor curriculum sheet has been revised to address the items listed in your e-mail from June 14, 2010. The first paragraph has been revised, we took out Philosophy 130 as an option in the minor to make it less confusing, the statement about 300 level courses has been added, declaration of the minor early is included and we revised the information under Practicum to refer to the rubric that will be available to the student and adviser through the website and communications with all students in the minor.

The Advisory Committee met once during the summer and are planning another meeting during Autumn quarter. They would like to include a faculty member and adviser representative from ASC once approved. The two new Bus MHR courses listed as TBD are being requested as New Courses under semesters. They are not planned to be offered under quarters. Therefore we will remove them. We are submitting a semester version of the minor and are still working with the departments involved. As we indicated earlier, the Advisory Committee is more than willing to consider additional courses.

I hope we have addressed your concerns and look forward to the CCI approval

Go Bucks!

*Jill A. Pfister*



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**From:** Vankeerbergen, Bernadette [mailto:vankeerbergen.1@osu.edu]  
**Sent:** Monday, June 14, 2010 1:28 PM  
**To:** 'Jill Pfister'; 'Birkenholz (birkenholz.1@osu.edu)'  
**Cc:** 'harvey.113@osu.edu'; Gustafson, Terry  
**Subject:** Proposed Leadership Studies Minor

Dear Jill and Bob:

On behalf of the Arts and Sciences Committee on Curriculum and Instruction (CCI), I would like to thank you for coming to our meeting this past Friday and discussing the proposed Leadership Studies Minor. CCI did not take a vote on the proposal, for the committee would like several points to be addressed first. Please find below a summary of CCI's feedback:

- Conceptually, CCI would like the proposal to clarify the balance of theory and practice. The courses offered in the minor should reflect the emphasis articulated in the proposal.
- Concern was expressed regarding the implementation and rigor of the Practicum. A clarification of the rules of the Practicum would be useful. Also, it was suggested that "approved" precede "department of major or career interest area" on the advising sheet. The same document could also include a website link to additional information about the Practicum.
- ASC minors comply with the following 2 rules: "100-level course: For every five credit hours of 100-level course work on the minor, the minimum total required for the minor is increased by five" and "A minor should consist of a minimum of 20 and, in general, a maximum of 25 credit hours, with at least half of the hours at the upper-division level (300 level or above, Philosophy 250, all courses taught by the College of Mathematical and Physical Sciences at the 200 level, and foreign language courses taught in the language at the 200 level)."
- The advising sheet should specify that students need to declare their minor early (e.g., 2 quarters before graduation).
- Clarify goals and learning outcomes on p.8 of proposal (language should be student-centered).

I hope these points are helpful. Please let me know if you have any questions. Terry Gustafson would be glad to meet with you to further discuss the changes to the proposal.

Best wishes,  
Bernadette

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**The Ohio State University**  
**College of Food, Agricultural, and Environmental Sciences**  
**Approved by Colleges of the Arts and Sciences**

**Interdisciplinary Minor in Leadership Studies**

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<http://cfaes.osu.edu/current-students/academics-advising/minor-requirements>

The undergraduate minor in Leadership Studies provides students with a balance between knowledge of leadership theories, principles, and concepts and leadership skills to better prepare them for success in future professional roles. The minor is structured to include theories and principles of personal leadership, team and organizational leadership, community leadership, ethics and diversity, and a practicum. Students should select courses in each of the four curricular areas that are tailored to their professional needs and interests and complete an approved practicum experience.

This interdisciplinary minor is open to and appropriate for students in all majors at The Ohio State University.

A minor in Leadership Studies consists of a minimum of 24 credit hours (with at least half of the hours at the 300 level or above) as follows:

**Personal Leadership Foundations (Choose One)**

AEE 342 (5), Bus Adm Mgt HR TBD<sup>#</sup> (TBD),  
Edu P&L 371 (3)

**Team and Organizational Leadership (Choose One)**

AEDE 460 (3), AEE 442 (5), Bus MHR 704 (4), Edu PAES 245 (3), Edu P&L 270.04 (3), Mil Sci 203 (3), Psych 522 (4), PubPol&M 290 (5)

**Community Leadership (Choose One)**

Edu P&L 271 (5), Rurl Soc 542 (5), Poli Sci 612 (5),  
PubPol&M 240 (5)

**Ethics and Diversity (Choose One)**

Bus MHR TBD<sup>#</sup> (TBD), Econ 348 (5),  
Edu P&L 571 (5)

**Practicum (Required)**

Department of Major or Career Interest Area 693 (3)

The practicum is approved according to a rubric designed by the Interdisciplinary Minor in Leadership Studies Advisory Committee and coordinated by the student's adviser or a faculty practicum supervisor.

**Leadership Studies Minor program guidelines**

The following guidelines govern the Leadership Studies minor.

Required for graduation No

Credit hours required A minimum of 24

Transfer credit hours allowed A maximum of 10

Overlap with the GEC Permitted, maximum of 5 credit hours

Overlap with the major Not allowed and

- The minor must be in a different subject than the major.
- The minor is not available to students majoring in agricultural communication or agricultural and extension education.
- The same courses cannot count on the minor and on the major.

Overlap between minors Each minor completed must contain 20 unique hours.

Grades required

- Minimum C- for a course to be listed on the minor.
- Minimum 2.0 cumulative point-hour ratio required for the minor.
- Course work graded Pass/Non-Pass cannot count on the minor.

Approval required The minor program description sheet indicates if the minor course work must be approved by:

- A college/school counselor

Filing the minor program form A minor should be declared before accumulating 90 hours and the Minor Program Form must be filed at least two quarters prior to graduation.

Changing the minor Once the minor program is filed in the college office, any changes must be approved by:

- A college/ school counselor

Arts and Sciences Curriculum and Assessment Office  
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The Ohio State University  
4132 Smith Lab, 174 W. 18<sup>th</sup> Ave.  
07/15/2010

## Leadership Practicum Planning and Assessment Rubric Leadership Studies Minor

Students enrolled in the Leadership Studies minor will complete a self-designed, experiential learning project that involves synthesis, application, and evaluation of foundational leadership theories, principles, and concepts. Students are strongly encouraged to design an experiential learning project in the context of their career interest area. Faculty supervision of the Leadership Practicum should typically be provided by a faculty member from the student's home department (i.e. degree program). However, faculty from other departments and colleges may fulfill the faculty supervision role if it is deemed appropriate for the student's career interest area.

The Leadership Practicum will be graded as Satisfactory / Unsatisfactory. Performance assessment of the Leadership Practicum should be based on the following components which are considered to be standard expectations for the Leadership Practicum project.

Leadership Practicum Standard Components	Satisfactory	Unsatisfactory	Sample Documentation
<b>Situational Analysis</b>	Clear description of the situational context. Specific topic or issue to be addressed is well-documented.	Description of situational context is ambiguous.	SWOT Analysis Environmental Scan Case Study Description Leadership Practicum Portfolio
<b>Goals and Objectives</b>	Overall goal of the Leadership Practicum project is explicitly stated. Specific and measurable objectives have been defined.	Goals and objectives are unclear or not stated in measurable terms.	Ambiguous Goal: Recruit more members to our organization. Better Goal: Implement a plan to recruit 10 new members to our organization.
<b>Action Plan and Strategy</b>	Actions steps clearly defined to achieve each objective. Resources needed, sources, and timelines described for each action step.	No clear plan to accomplish objectives.	Action Planning Worksheet Planning Guide PERT Chart Leadership Practicum Portfolio
<b>Products Outcomes Impact</b>	Clear documentation of accomplishments including products produced, outcomes realized, and/or ultimate impact of the Leadership Practicum project.	Inadequate or inappropriate documentation of products, outcomes, and/or impact.	Product Artifacts Performance Measures Program Evaluation Results Leadership Practicum Portfolio
<b>Reflection*</b>	Personal Journal entries clearly document the depth of student reflection on the Leadership Practicum experience with linkages to the Leadership Studies minor learning outcomes.	Personal journal entries are limited to a description of activities/involvement with no attempt at reflective assessment on linkages to Leadership Studies minor learning outcomes.	Leadership Practicum Journal Summary Reflection Paper Leadership Practicum Portfolio
<b>Communication of Results</b>	Multimedia report that clearly documents results of Leadership Practicum project with linkages to the Leadership Studies minor learning outcomes.	Summary report not completed and/or fails to adequately address linkages to Leadership Studies minor learning outcomes.	Narrated Video Presentation PowerPoint Presentation YouTube Video Presentation Leadership Practicum Portfolio

\*Note: Reflection component should include a summary that addresses the Learning Outcomes specified for the Leadership Studies minor including at least a one-page reflection for each of the five Learning Outcomes including: (a) describe similarities and differences in major leadership theories, (b) articulate a personal and professional leadership philosophy, (c) work effectively with others to achieve common goals, (d) explain leadership roles in complex organizations, and (e) initiate change at the grassroots level.

Leadership Studies Minor  
Student Learning Goals

Upon successful completion of the Leadership Studies minor, students should be able to:

1. Describe similarities and differences in major leadership theories.
2. Articulate a personal and professional leadership philosophy.
3. Work effectively with others to achieve common goals.
4. Explain leadership roles in complex organizations.
5. Initiate change efforts at the grassroots level.