

## Department:

College Preparation

## Course Description:

This course will provide practical instruction and experience in student government and leadership. The course will cover leadership qualities, organization and time management, conflict resolution, communication, individual differences, campus culture, and team building. Students will be actively involved in student government as well as fundraising, community service projects, student activities, campus activities, new student orientation and move-in, the block party, visit days, entertainment, and programs. This course is designed for individuals with little or no background in student government.

## Course Competencies:

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

1. Provide group leadership through team building, management, communication, and decision making.
2. Function as a volunteer for community service projects by contacting local agencies and arranging to assist in projects.
3. Plan and implement a large group activity, including brainstorming, staff management, advertising, and programming.
4. Use effective communication skills when performing duties and making presentations as a representative of an organization.
5. Explain basic leadership concepts such as invitational environment, active listening, participation, social justice, teamwork, and respect.
6. Describe specific organizational resources.
7. Explain the 5 P's: people, places, policies, processes, programs.
8. Take appropriate action in crisis situations, such as lockdown, medical emergency, or unruly individual or group behavior .
9. Provide instruction on how to access personal help pages on organizational Web sites, such as HCC's "Silent Witness" and "Concerned about an HCC Student" Web pages.
10. Explain what is meant by sexual harassment and identify warning signs.
11. Explain what is meant by sexual assault, how to be safe, and the differences between assault and harassment.
12. Explain the bystander effect, pro-social behaviors, and barriers to intervention.

## Course Content:

- A. Conducting meetings
- B. Participation in community service projects
- C. Educational, motivational, cultural programming

- D. Student activities and entertainment
- E. Allocation of budget funds
- F. News releases
- G. Leadership skills
  - 1. Team building
  - 2. Management
  - 3. Communication
  - 4. Decision making

### Learning Assessments:

Course competencies will be assessed by class participation, management and completion of assigned tasks, active participation in campus events, completion of community service projects.

### Instructional Materials:

Student Leader Handbook, student government constitution, training handouts and videos.  
Other material as determined by the instructor

#### **Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition**

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students **must** complete the “Disabilities Self-Identification Form” at this link:  
<https://highlandcc.edu/pages/disability-services>.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.