Syllabus

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| Course Title | **Lessons in Leadership** |
| Course No. & Section | **HUMA 199A** |
| Semester & Year | Fall 2021 | Credit Hours | 3 |
| Course Location/Delivery | John C. Hepworth Higher Education Center*/Hybrid:* ***Hepworth 143 Monday 12-1:20*** |
| Office Hours/on-line | **MWRF 9-10 am; T 4-5 pm, or by appointment** | MWF 11-noon, T/R 8-9, or by appointment | M-F 11am-12 noon, or by appointment |
| Canvas LMS System | This course uses Canvas to post course materials: [csi.edu/canvas](http://www.csi.edu/canvas/).Canvas (2-3x per week minimum). |
| Zoom Access | Join URL: [https://csi.zoom.us/j/93660853706 (Links to an external site.)](https://csi.zoom.us/j/93660853706) Used as needed |

# Instructor Information

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| Instructor Name  | Dr. Egbert, Professor of Education | Kerry Koontz, Associate Professor, Social Work | Kimberly Madsen Dill,Professor of English |
| Office Address | Hepworth, Rm. 123 | Hepworth, Rm. 165 | Shields, Rm. 112D |
| Office Phone | **208-732-6890** | **208-732-6878** | **208-732-6523 (office)****208-731-9947 (cell)** |
| Email Address | legbert@csi.edu | kkoontz@csi.edu  | kmadsen@csi.edu  |
| Communication AdviceStudents should use their CSI email account | I will answer all emails within 48 hours Monday-Friday. If you post a question after 5:00 p.m. on Friday, I may not answer it until Monday evening. | I will answer all emails within 48 hours Monday-Friday. If you post a question after 5:00 p.m. on Friday, I may not answer it until Monday evening. | I travel regularly to visit high school English dual credit classrooms in state. When not traveling, I will keep an on campus office hour from 11-12 as noted above.Thus, email or text messages are the best way to contact me. I will answer all emails within 24 hours Monday-Friday and even sooner with text messages when I can. (It helps to identify your name and class when you text me.) If you don’t hear from me within 24 hours, please resend your message (text or email) in case I’ve missed it. On the weekends, I may not respond until Monday (unless it’s an emergency). |

# Textbook and Required/Optional Materials

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| No Required Text  |  **On-line Educational Resources Through Canvas** |
| Reading Content | See Canvas for Weekly Homework Assignments; Canvas is the main reading source with additional information (2-3x per week minimum). |
| Submit Assignments | Students in hybrid courses submit course work through Canvas or CSI email, the College’s official email system.  |
| Hybrid Course Activities | Hybrid courses have a mandatory on-campus session with a graded activity, such as a student presentation or group project.  |
| Required Materials | PC or Laptop Computer Access, see Library for resources as needed; Chrome or Firefox might work better for Canvas on your cell phones. Capability of renting/watching streaming videos from iTunes, Netflix, Amazon, or YouTube (You should reserve approximately $50 for rentals, though whenever possible, I will provide a free alternative). |
| Technology Support **(Helpdesk)** | Students needing assistance with CSI email or Canvas login are encouraged to contact the Helpdesk via email at helpdesk@csi.edu or via telephone at 208-732-6311. |
| Pacing | It is recommended that you set aside 3-4 hours per week for each credit hour. Therefore, in this course you should expect **to spend 9-12 hours each week** in preparation, completion of course assignments on-line and in class. This equates to around 1.5 hours a day. |

## Catalog Description

## This course is designed to provide emerging and existing leaders the opportunity to explore humanistic concepts in leadership using a variety of learning techniques such as dialogue, journaling, discussion boards, experiential exercises, and shared analysis of literary readings and films, TED Talks, and podcasts.

Purpose of the Course: Humanistic and Artistic Ways of Knowing

Student learning Outcome (SLO): As a result of completing this course, developing learners will make critical connections as they:

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| HWK #1 | Recognize and describe humanistic, historical, or artistic works within problems and “patterns of the human experience”.  |
| HWK #2 | Distinguish and apply terminologies, methodologies, processes, epistemologies, and traditions specific to the discipline(s).  |
| HWK #3 | Perceive and understand formal, conceptual, and technical elements specific to the discipline.  |
| HWK #4 | Analyze, evaluate, and interpret texts, objects, events, or ideas in their cultural, intellectual, or historical contexts.  |
| HWK #5 | Interpret artistic and/or humanistic works through the creation of art or performance.  |
| HWK #6 | Develop critical perspectives or arguments about the subject matter, grounded in evidence-based analysis.  |
| HWK #7 | Demonstrate self-reflection, intellectual elasticity, widened perspective, and respect for diverse viewpoints. |

## Grading and Evaluation

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| **Class Activities and Team Participation** In class activities such as writing, reading, experimentation, works of art, multi-media production, case study, etc. assist in learning skills and concepts. Professionalism (Attendance, Participation, Punctuality). | **Completion****** |
| **Leadership Journal**For each unit, students will keep an active leadership journal. In it, at least 2 or 3 for the readings, TED Talks, or other materials from that unit should be specifically covered when answering the journal entry prompt. | **Completion****** |
| **Online Discussions** Digital discussion boards enable multiple users to engage in conversation or debate with each other online through postings/assignments. | **Completion****** |
| **Presentations**Students lead discussions on readings and complete a final presentation on a famous leader.  | **Completion****** |

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| **Final Grade:**Each student will be expected to meet with the professor at the end of the semester to make a case for the grade s/he believes s/he has earned, submitted as a ONE-PAGE Rationale. To determine this grade, the student should refer to 1. the Student Learning Outcomes defined in Written Communication Rubric and
2. completion of assignments.

Students will find a record of assignments and completion in the Canvas grade book for this class. Students should note the feedback they receive on their assignments regarding the quality of their work. | **Completion****** |
| Total  | 100% |

Course Expectations

**ATTENDANCE AND PARTICIPATION POLICY**

This policy is enforced to ensure that all students receive needed instruction and develop habits of "Responsibility, Accountability and Punctuality" (R-A-P). All courses have an attendance requirement to establish your habit of professionalism. For “Hybrid” students, R-A-P is done through in class attendance and online weekly assignments.

This class meets face-to-face once a week for 1.5 hours, with weekly on-line journal submissions and discussion posts. You should have read materials before class meets.

## **Attendance Verification for Financial Aid**

Attendance Verification is submitted each semester. Your Federal Student Aid is based on your academic attendance and participation in an academically related activity, see [csi.edu/financialAid](http://www.csi.edu/financialAid/).

**Absences:** A class or assignment missed due to required participation in a verified CSI school activity will not be considered an absence. Students who miss class or assignments for other reasons are considered absent and may not have the opportunity to make-up the learning activity.

**LATE POLICY**

Papers and assignments handed in after assigned due date are late and will not be accepted. End of the term is the Friday before finals. No assignments will be accepted during finals week.

# Student Responsibilities for Learning

* Ask for help if/when you need it.
* Turn in work on time.
* Respect your instructor and peers.
* Actively participate in class activities.
* Use your time wisely.

If there is a problem in the class, please let us know: <http://www.csi.edu/StudentHandbook/pdf/StudentCodeOfConduct.pdf>.

Faculty Responsibilities for Teaching

* Be available to answer questions.
* Post clear instructions for assignments.
* Assess student progress regularly.
* Be respectful to students.
* Respond to students in a timely manner.

# Add/Drop/Withdrawal

The **drop period** for full semester courses ends on the first Sunday following the beginning of the term. A dropped course is not reflected on the student’s transcript. The withdrawal period then begins and lasts through 75% of the course. **Withdrawal means** the student attempted the course but did not complete any credit; the grade of W will appear on the student’s transcript.  Students are responsible for all tuition and fees associated with withdrawn courses.  No course may be withdrawn from after 75% of the course has elapsed. Students will be issued a grade after this deadline. Drop and Withdraw deadlines for non-standard courses can be found on the student’s schedule in MyCSI.

## To **withdraw from one or more cour**ses, a completed Add/Drop/Withdraw form is required, which can be found in MyCSI or at the Office of the Registrar. Students withdrawing from all credited courses must receive a Financial Aid signature prior to submitting the form to the Office of the Registrar or any off-campus center. W grades can have several negative consequences, including negatively impacting students’ eligibility for Federal Financial Aid. Ws on transcripts can also raise questions by transfer institutions and even prospective employers. Students should carefully consider the consequences of Ws before withdrawing from courses.

## Library

## The CSI Library is located on the main floor of the Meyerhoeffer Building and offers a variety of information resources and services to CSI students (including distance learning students taking classes online or at the off-campus centers). A current CSI student identification card is required to check out materials from the library.

## The library has an open computer lab, study carrels, comfortable seating, study rooms, quiet study room, and the Eagles’ Perch (student lounge). The library collection includes books, e-books, reference works, government documents, journals, and magazines (both printed and electronic formats), newspapers, DVDs, and CDs. The library also offers access to a variety of online information resources and services: journal databases, e-journals, e-books, online films, and downloadable audiobooks.

## All online resources are available to students on and off campus. The library’s online catalog which quickly identifies materials that the library owns, and all electronic resources are accessible from any computer with an Internet connection. The library also offers interlibrary loan services (where resources are borrowed from other libraries).

## Reference and research assistance are provided, as well as information literacy instruction. Library instruction is available to classes and student groups and are tailored to the students’ specific needs. “Your Guide to Research,” a self-paced Canvas course which provides information on all the libraries many resources and research strategies, is available for your personal use through self-enrollment. For more information and to access our online resources and services visit the CSI Library Web site at: [www.csi.edu/library](http://www.csi.edu/library).

Learning & Tutoring Commons

We are here to help you succeed! Come see us if you want a bright, open and interactive study area. We can provide you with an extra hand learning course concepts, working through assignments or developing additional learning strategies and technology skills.

Evaluations

Students are strongly encouraged to complete evaluations at the end of the course. Evaluations are very important to assist the teaching faculty in continually improving the course. Reach the CoursEval portal by clicking on MyCoursEval in the navigation menu of any class on Canvas or evaluations are available through MyCSI https://csioffice.sharepoint.com/sites/mycsi/academics/mycourses/ Students will receive an email when the evaluation becomes available and then have up to two weeks to submit the evaluation before the end of the course. Evaluations are anonymous and anonymous results are not available to faculty until after grades are submitted.

# Shared Values

The mission of the College of Southern Idaho is to provide quality educational, social, cultural, economic, and workforce development opportunities that meet the diverse needs of the communities we serve. To accomplish these goals, we believe in:

1. **Communication.** Email is a primary tool used to share written information related to CSI. All active students have a dedicated CSI email account (<studentname>@csi.edu). Visit [mail.csi.edu](http://mail.csi.edu/) to check your email, and to begin conversations with the faculty and staff at CSI.
2. **Community.** We believe in community building in and out of the classroom. You are encouraged to cultivate partnerships that also develop your social and personal transformation. To see current news and events, visit [csi.edu/calendar](http://www.csi.edu/calendar/).
3. **Equal Access.** We value diversity and inclusion. We are committed to a climate of mutual respect and full participation. If you have a disability that may have some impact on your work in this class, please contact the Office of Disability Services to discuss options, visit [csi.edu/disabilities](http://www.csi.edu/Disabilities/).
4. **Integrity.** We value honesty. CSI students, faculty staff, and administration are expected to be honest in all aspects of their college education and employment. All student work is evaluated with the understanding that the work presented is the individual’s own ideas, concepts and understanding. Please see the Student Code of Conduct at [csi.edu/StudentHandbook](http://www.csi.edu/studentHandbook/) and the Academic Integrity page [csi.edu/StudentHandbook/AcademicIntegrity.asp](http://www.csi.edu/studentHandbook/academicIntegrity.asp).
5. **Inclusiveness.** The College does not exclude from participation in, deny the benefits of, or subject any individual to discrimination on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, income, protected veteran status, limited English proficiency, or any other status protected under applicable federal, state or local law. If you have concerns, visit [csi.edu/TitleIX](http://www.csi.edu/TitleIX/) for more information.
6. **Safety.** We are committed to providing safe campuses for all students. As a CSI student, staff, or faculty member you are automatically subscribed to the emergency notification system, RAVE [csi.edu/security/rave-alert.asp](http://www.csi.edu/security/rave-alert.asp). Please report any emergency (medical, criminal, behavioral, etc.) by first calling 911 regardless of which campus you are on. If you are on the Twin Falls campus, also call Campus Security at 208-732-6605, [csi.edu/security](http://www.csi.edu/security/).
7. **Student Success.** We are dedicated to your success! Not only can you seek assistance from your professors, but you can also investigate the over 50 dedicated CSI resources and services to support your lifelong goals. You can benefit from services such as the Learning Assistance Center, Career and Counseling Services, or Child Care. People and resources at the CSI Library can assist you with expert guidance, see [csi.ent.sirsi.net](https://csi.ent.sirsi.net/). You can get involved in activities designed to complement your studies and build your resume through the Office of Student Activities. For a complete list of resources and services, visit [csi.edu/currentstudents/#services](http://www.csi.edu/currentstudents/).
8. **Emergency Response Disclaimer**: The College is committed to creating a safe learning environment that meets the needs of our diverse student body. The health, safety, and well-being of our students is paramount. The College closely monitors national, regional, state, and local emergencies and acts accordingly to public health guidance and directives.

The College will make every effort to offer courses and related support services as scheduled during an emergency event. However, all courses and related support services are subject to change in delivery method, schedule, or other potential modification as a direct or indirect result of the emergency event. We ask that students take an active role in an emergency event by following all health guidance, policies, and regulations communicated by the College, governmental authorities, and public health officials.

College of Southern Idaho's Canvas on-line Platform

This course is included in CSI’s Canvas Program. This grants you access to your required course materials digitally by the first day of class at no cost. No further textbook purchase is necessary.

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| ***­­Please NOTE: Each Unit module opens the Friday BEFORE its work begins. You should have completed the reading BEFORE Monday’s class.******Please NOTE: Some of the Recommended Films you will be assigned to watch prior to class. Others will be watched as excerpts in the class. Your Professors will tell you the week before.*****\*\*\* *Please NOTE: This symbol denotes a different due date from standard days.*** |
|  ***HUMA 199A Schedule Fall 2021*** |
| **Unit 1: Developing a Personal Leadership Philosophy** |
| **UNIT I Readings:** | **Readings:** Leadership Philosophy; Sarah Grimké; Angelina Grimké; Theodore Weld; Senator John McCain; **Other readings or TED Talks:** Shonda Rhimes; Dan Pink; Sheryl Sandberg. |
| **Week 1** | **August 23 – 27**  |
|  | **Monday****12-1:20pm** | Introduction to the Course and Professors; Ice Breaker—What are you curious about?; syllabus & schedule; good leaders & leadership skills; |
|  | **Tuesday** |  |
|  | **Wednesday** |  |
|  | **Thursday** |  |
|  | **Friday** | **Submit: Discussion Board (DB) “Introductions” no later than (nlt) 11:59 p.m.** |
| **Week 2** | **August 30 – September 3** |
|  | **Monday****12-1:20pm** | **Exercises:** Values and virtue sort; culture of personality social change. |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #1 no later than (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #1 no later than (nlt) 11:59 p.m.** |
| **Unit 2: Leading by Serving** |
| **UNIT 2 Readings:** | **Readings:** Harriet Tubman; Mahatma Gandhi; **Other readings or TED Talks:** Kiran Bedi; Jane Goodall; Billie Jean King; Mundano; Emily Esfahani Smith; Charity Wayua; Dan Pink & Tom Rath;**Recommended Film:** *Hidden Figures* (YouTube $3.99; Prime $3.99; Disney+; Hulu, or Sling). |
| **Week 3** | **September 6 – 12** |
|  | **Monday****12-1:20pm** |  ***Labor Day – Campus Closed*** |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #2 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #2 (nlt) 11:59 p.m.** |
| **Unit 3: Understanding Ethical Leadership** |
| **UNIT 3 Readings:** | **Readings:** Victor Hugo; Confucius – excerpts from “The Analects”; **Other readings or TED Talks:** Patrick Awuah, Kate Darling, Christopher Robichaud, Paul Root Wolpe.**Recommended Film:** *The Immortal Life of Henrietta Lacks* (YouTube $9.99; Amazon Prime; Hulu; HBO Max). |
| **Week 4** | **September 13 – 19** |
|  | **Monday****12-1:20pm** | **Exercises:** Whom to choose; Values and Group Decision Making; logic; rhetorical device; theological agreement. |
|  | **Tuesday** |  |
|  | **Wednesday** |  |
|  | **Thursday** |  |
|  | **Friday** |  |
| **Week 5** | **September 20 – 26** |
|  | **Monday****12-1:20pm** | **Exercises:** Whom to choose; Values and Group Decision Making; logic; rhetorical device; theological agreement |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #3 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #3 (nlt) 11:59 p.m.** |
| **Unit 4: Articulating a Vision** |
| **UNIT 4 Readings:** | **Readings:** Shakespeare, *The Life of Henry V*; Sojourner Truth.**Other readings or TED Talks:** Abraham Lincoln; Lillian Faderman; Toni Griffin; Alex Kipman; Luma Mufleh; Ory Okolloh; Michael Sandel; Shubhendu Sharma; Jody Williams.**Recommended Film:** *Black Panther* (Prime Video $3.99). |
| **Week 6** | **September 27 – October 3** |
|  | **Monday****12-1:20pm** | **Exercises:** Authentic self; tone of voice; repetition of speech patterns; excerpts from *Black Panther*. |
|  | **Tuesday** |  |
|   | **Wednesday** | **Submit: Leadership Journal #4 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #4 (nlt) 11:59 p.m.** |
| **Unit 5: Team Building** |
| **UNIT 5 Readings:** | **John** Steinbeck; Knute Rockne;**Other readings or TED Talks:** Amy Edmundson, Frances Frei,  Doris Kearns Goodwin, Dan Pink, Simon Sinek, Gonzalo Vilarino, Edith Widder, John Wooden, and Tom Wujec.**Recommended Film:** *Remember the Titans* (YouTube $3.99; Prime $3.99; Disney+). |
| **Week 7** | **October 4 – 10**  |
|  | **Monday****12-1:20pm** | **Exercises:** Revisit – Values sort; mechanizations – losing one’s identity: common values, goals, purpose; excerpts from *Remember the TItans* |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #5 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #5 (nlt) 11:59 p.m.** |
| **Unit 6: Leading with Goals** |
| **UNIT 6 Readings:** | **Readings:** George Bernard Shaw, *Pygmalion*; Frederick Douglass; **Other readings or TED Talks:** John Doerr; Jamie Drummond; Tim Ferris; Raghava K.K.; and Diana Nyad.**Recommended Film:** *My Fair Lady* (Prime). |
| **Week 8** | **October 11 – 17**  |
|  | **Monday** | ***Columbus Day – No Class Campus Closed*** |
|  | **Tuesday** |  |
|   | **Wednesday** |  |
|  | **Thursday** |  |
|  | **Friday** |  |
| **Week 9** | **October 18 – 24** |
|  | **Monday****12-1:20pm** | **Exercises:** Setting SMARTER Goals; situational humility, beauty of language; vaccine for fuzzy thinking; Stoicism; symbolism. |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #6 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #6 (nlt) 11:59 p.m.** |
| **Unit 7: Making Decisions** |
| **UNIT 7 Readings:** | **Readings:** Mark Twain, *Huckleberry Finn*; Chief Joseph.**Other readings or TED Talks:** Chimamanda Ngozi Adichie; Ruth Chang; Julia Galef; and Michele Wucker; George Orwell; Robert Frost.**Recommended Film:** *Adrift* (Netflix; Prime $2.99)*.* |
| **Week 10** | **October 25 – 31** |
|  | **Monday****12-1:20pm** | **Exercises:** What if I…?; Benefit of attempt/cost of inaction; find a way out of no way!; Retrospective (Grey Rhino); Machiavellianism (selfish). |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #7 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #7 (nlt) 11:59 p.m.** |
| **Unit 8: Guiding through Conflict** |
| **UNIT 8 Readings:** | **Readings:** Homer, *Illiad*; Catherine II.**Other readings or TED Talks:** Adam Galinsky; Lisa LaBracio; Daniel Goleman; Adam Grant; Kelly McGonigal; Jonathan Marks; Andrew Millar; Itay Talgam; William Ury.**Recommended Film:** *Guardians of the Galaxy* (Prime $3.99).  |
| **Week 11** | **November 1 – 7**  |
|  | **Monday****12-1:20pm** | **Exercises:** Analogy; subjective lenses; game of catch; transactional; perspective: taker, giver, matcher. |
|  | **Tuesday** |  |
|  | **Wednesday** |  |
|  | **Thursday** |  |
|  | **Friday** |  |
| **Week 12** | **November 8 – 14**  |
|  | **Monday****12-1:20pm** | **Exercises:** Collateral thinking; agree/disagree; collusion, debate, dissenter, “Third Side” symbolism. |
| **\*\*\*** | **Tuesday** | **\*\*\*Submit: Leadership Journal #8 (nlt) 11:59 p.m.** |
|  | **Wednesday** | ***Veteran’s Day – No Class Campus Closed*** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #8 (nlt) 11:59 p.m.**Last day to Withdraw (W grade issued), or 75% of course |
| **Unit 9: Initiating Change** |
| **UNIT 9 Readings:** | **Readings:** Plato, “Allegory of the Cave”; Elizabeth Cady Stanton and Susan B. Anthony.**Other readings or TED Talks:** Omar Ahmad; Daphne Bavelier; Keren Elazari; America Ferrera; Charles Limb; McKenna Pope; Manu Prahash; Zeynep Tufekci.**Recommended Film:** *Wild* (Prime $3.99). |
| **Week 13** | **November 15 – 21** |
|  | **Monday****12-1:20pm** | **Exercises:** Perceptual change; stories matter; hidden meaning; analogy; metaphor: “spark into a fire.” |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #9 (nlt) 11:59 p.m.** |
|  | **Thursday** |  |
|  | **Friday** | **Submit: DB #9 (nlt) 11:59 p.m.** |
| **Week 14** | **November 22 – 28** |
|  | **Monday** | ***Thanksgiving Break – Campus Closed*** |
|  | **Tuesday** | ***Thanksgiving Break – Campus Closed***  |
|  | **Wednesday** | ***Thanksgiving Break – Campus Closed*** |
|  | **Thursday** | ***Thanksgiving Break – Campus Closed*** |
|  | **Friday** | ***Thanksgiving Break – Campus Closed*** |
| **Unit 10: Empowering Others**  |
| **UNIT 10 Readings:** | **Readings:** L. Frank Baum, *The Wonderful World of Oz*; Florence Nightingale; Yuri Kochiyama;**Other readings or TED Talks:** Ron Finley; Jessica Jackley; Charlene Li; Matthieu Ricard; Sheryl WuDunn.**Recommended Film:** *42* (HBO Max; Prime $3.99). |
| **Week 15** | **November 29 – December 5** |
|  | **Monday****12-1:20pm** | **Exercises:** Intelligent curiosity; belief in the underdog; characters in novels. |
|  | **Tuesday** |  |
|  | **Wednesday** |  |
|  | **Thursday** |  |
|  | **Friday** |  |
| **Week 16** | **December 6 – 12**  |
|  | **Monday****12-1:20pm** | **Exercises:** Journey of realization; American values; hyperbole not literal; transformative; |
|  | **Tuesday** |  |
|  | **Wednesday** | **Submit: Leadership Journal #10 (nlt) 11:59 p.m.** |
|  | **Thursday** | **Complete** [**Course Evaluation**](https://evaluation.csi.edu/index.asp) **– Email receipt to Instructor** |
|  | **Friday** | **Submit: DB #10 (nlt) 11:59 p.m.** |
| **Outcomes Assessment – Final Presentations**  |
| **Week 17** | **Finals Week December 13 – 16** |
|  | **Monday** |  |
| **\*\*\*** | **Tuesday** | **\*\*\*Complete: Final Presentations, during scheduled final time from 10 a.m. – 12 p.m.** |
|  | **Wednesday** |  |
|  | **Thursday** |  |

# **WARNING: Your Professors reserve the right to make adjustments to the schedule as necessary over the course of the semester. If this happens, you will be notified in class and in Canvas’ announcement.**