

LEAD Contract Instructions

In order to complete the LEAD program, students must pass a minimum of 12 hours in leadership-related courses with a minimum grade of “B” in each course. Three hours will be earned in LEAD 110 and three in a general education course certified by the offering department as having sufficient leadership content to meet program needs (i.e., having the “LEAD” designation). The other six hours must be taken at the 300/400 level; at least one of the two upper-level courses must have the LEAD designation. The other may be a non-LEAD course in which the student and faculty member agree that the student can seek or develop leadership themes as part of course requirements.

In order to receive LEAD credit for a non-LEAD course, the student must do the following:

1. Meet with the faculty member to discuss the feasibility of using the course to obtain LEAD credit. Ideally, this conversation should take place before the student enrolls in the course, but it must take place no later than the end of the first week of the semester in which the course is offered.
2. After you have reviewed the course description, meet with the instructor to discuss ideas for your proposal.
3. Draft a proposal for alternative course assignments and assessment criteria that meet your needs and interests. For example, you might propose to write a term paper on a founder or current leader of the discipline; you might design a project in which you will lead classmates to achieve a particular goal; you might write a paper outlining actions you would take if you were a leader in a particular area; you might relate leadership positions you have held to the discipline, etc. You will also need to work with the instructor to come to an agreement about how your work will be assessed. ***Your proposal must be in keeping with the objectives of the course and be approved by the instructor.***
4. Return the completed proposal with a copy of the original course description to Jessica Twiest, Assistant Director of Student Activities for Programming and Leadership by 5:00 p.m on the Friday of the second week of classes.
5. At the end of the semester, send an email to the instructor asking him/her to send an email to Jessica Twiest, Administrator of the LEAD program, at jtwiest@radford.edu. The message should say:

“(Your name, RUID) has successfully completed the LEAD contract and earned a grade of at least ‘B’ in (course number, name).”

This email must come directly from the professor, and it should be sent no later than the **day and time grades are due to the Registrar’s Office**. Both student and instructor will receive electronic confirmation that this message was received.

MEMORANDUM

TO: Instructor

FROM: Jessica Twiest,
Administrator, LEAD Program

RE: Contract for LEAD Course

The student who presented this memo to you is a part of the LEAD (Leadership through Experience, Academics and Development) Program. As part of this program, students must complete upper-level courses with leadership content or focus. While some departments (e.g., Communications) have multiple leadership courses, the specific leadership offerings in other departments are limited or nonexistent.

To assist these students in meeting the LEAD program requirements, we have designed a system allowing students to contract with instructors to investigate leadership topics or complete leadership-related projects in courses that do not have ostensible leadership content. Our model for these contracts is a similar contract that has been used with great success by students in the Honors Academy. While our preference is that the leadership work be within the context of your course—e.g., that you allow the student to put some sort of leadership “twist” on an assignment he/she will be doing anyway—it may in some cases be necessary to make the leadership work something completed in addition to course requirements. If the latter is the case, it is understood that no extra credit will be expected or given. Rather, it is recognized that the additional work simply must be completed for the course to be given a LEAD designation.

If you agree to allow the student to explore leadership themes in the course, he/she will work with you to develop a contract indicating what will be done to receive LEAD credit, how it will differ from non-LEAD expectations for the course, and how the modifications will be assessed. (A copy of the contract and the student’s instructions for completing it are attached.) At the end of the semester, the student will send you an email asking you to verify that terms of the LEAD contract have been fulfilled.

We hope that the amount of extra time you will need to spend with this LEAD student will be minimal. **However, please note that you are under no obligation to allow the student to design a LEAD contract for your course; your participation is completely voluntary. We will be understanding if you feel it is in your and/or the student’s best interest if your course not be contracted.**

Thank you for your consideration. Please feel free to contact me if you have any questions at jtwiest@radford.edu.

Radford University LEAD Program Contract Proposal

Name: _____
Last First M.I.

Local Address: _____

Email Address: _____ ID: _____ Major(s): _____

Course Number: _____ Course Title: _____

Semester: _____ Year: _____ Instructor: _____

In order to receive LEAD credit for this course, I propose to: (Use reverse if needed.)

This differs from the non-LEAD expectations for the course in the following way(s):

The modification(s) proposed above will be assessed as follows:

By signing below, we agree to the alternative course activities and assessment criteria discussed above.

Instructor

Date

Student

Date