SUMMER “A” IS CLOSED. APPLY BY JULY 11FOR SUMMER “B”.

The 2022 Leadership Development Institute presents:

“LEADERSHIP & ADMINISTRATION of NOT-FOR-PROFIT ORGANIZATIONS”

***New Berlin Youth Center (NBYouthCenter.org), 34 North Main Street, New Berlin, NY 13411***

## 2022 INTERNSHIP SYLLABUS – SUMMER A (July10-22), B (July 25-Aug. 6), and C (Aug. 8-16)

# **Kevin Phillips, Ed.D., Coordinator**

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**COURSE DESCRIPTION:**

Instruction will focus on the development of personal leadership skills (PLS), major leadership theories, the effect of personality style on leadership, the intentional development of team leaders in a not-for-profit context, breaking the “cycle of poverty”, etc… The course of study will be rigorous in the mornings, physically demanding in the afternoons, and enriching in the evenings with fun field trips, attendance at governmental meetings, and interviews with community leaders.

**REQUIRED TEXTS (provided):**

Collins, Jim, Good to Great and the Social Sectors. Boulder, CO, 2005.

Davis, Katie, Kisses from Katie. New York: Simon & Schuster’s Howard Books, 2011.

Phillips, Kevin and Carbonell, Mels. Uniquely You Leadership Profile. Atlanta: NBYC, 2022.

Spader, Dann. Personal Vision Study. Elburn, IL: Sonlife Ministries, 2000.

**INSTRUCTORS:**

The primary instructor of the internship program is Dr. Kevin Phillips (B.A. M.A. Wheaton, IL; MBA studies Syracuse, NY; Ed.D. Teachers College Columbia, NY). He has spent a lifetime leading teenagers in churches, Scouting, and now at the NB Youth Center, Inc. Since his retirement at age 41, he has taught and consulted at not-for-profit agencies on all 6 continents and throughout the USA. Dr. Phillips is passionate about developing the leadership capacity of others and especially teenagers.

Local leaders will provide instruction as well. Interns from Summer A will help teach in Summer B.

**COLLEGE CREDIT & GRADING POLICY:** Interns may set their own goals for 0-3 college credits. Each 2 week session can qualify for up to 1 college credit. All grading is on a pass/fail basis. Late assignments will be penalized. Eagle Scouts may apply to earn college credit for Summer C which is a Philmont Backpacking Trek.

**COURSE REQUIREMENTS:** – (Note grading policy) – each requirement carries equal weight.

1. ***Class Participation AND Preparation.*** Since our class will be highly interactive, interns are expected to contribute to their own and others’ learning by their on-time presence and active involvement in daily class discussions. In addition, interns will be asked to report regularly on their preparation for class. Lack of preparation will lower the course grade and diminish everyone’s learning as we reflect together. Tardiness will be penalized. All interns are expected to read the Katie Davis text **prior to the internship**. A copy will be mailed via Amazon upon receipt of your $50 fee for books and materials. The Davis text is a NY Times “best seller” describing her experience in forming an American not-for-profit charity in Africa. Katie’s experiences will provide a common context for interns’ application of each core leadership competency.
2. ***Personal Vision Statement, “Uniquely You” & Personal Vision Study.*** In preparation for each class discussion, interns will complete daily written assignments including: their own Personal Vision Statement, the “Uniquely You Leadership Profile”, and the “Personal Vision Study”. The **Personal Vision Statement** **is *due class #2*** and will include the intern’s current understanding of vision for their role in their own family, work, community and internship. A sample of the instructor’s Personal Vision Statement is attached to this syllabus. The **Uniquely You Leadership Profile results from page 6 are *due class #3***. Interns will complete one section of the **Personal Vision Study** **each day** thereafter**. Due at the beginning of each class.**
3. ***Journal & Reading Responses.*** Interns are responsible for reading the assigned pages in each text in preparation for class. Each day interns will write a 4-sentence response to the assigned readings as follows: 1) a ONE sentence summary; 2) TWO sentences on “so what” or “so what difference does this reading have for me as I study leadership?”; and 3) ONE sentence describing “how this reading can be applied to my role in leading others?” **Due at the beginning of each class but not collected.**
4. ***Learning Contract & Business Plan.*** Interns will apply each personal leadership skill (PLS) by creating an individual learning contract. In addition, interns will develop a business plan as a group for their fictitious charity, “The New Berlin Youth Center, Inc.”. ***A Job Description, Budget & Organizational Chart will be included in the business plan.***

**COURSE CALENDER: (Summer 2022 - Session “B”)**

July 25, 2022 – **Interns arrive in New Berlin by dinner time; evening orientation.**

Class #1 **July 26** “Are leaders made or born?”; “Leading with Vision”; course requirements.

Class #2 J**uly 27** Personal Vision Statements, PLS: “Communicating Vision and Overcoming Barriers for Effective Communication”

***Personal Vision Statement and Reading Responses are due.***

Class #3 **July 28** “Uniquely You”

***Uniquely You results through page 6 and PLS are due.***

Class #4 **July 29** “History of Leadership Development”, Job Descriptions

***Reading Responses and Job Descriptions are due. Attend Town BOT.***

Weekend activities

Class #5 **Aug. 1** PLS “Styles of Leadership”, Budgets, Interview the Town Supervisor.

***Reading Responses and Budgets are due. Attend Village BOT.***

Class #6 **Aug. 2** PLS “Evaluation for Motivation”, Org. Charts. Interview the Village Mayor.

***Reading Responses, PLS, and Organizational charts are due.***

Class #7 **Aug. 3** Group Business Plan, “Breaking the Cycle of Poverty”

***Reading Responses and PLS are due.***

Class #8 **Aug. 4** “Cycle of Poverty” field trip **“Shopping Competition”**

Class #9 **Aug. 5** “Personal and Corporate Finances” **Course Summary and Integration**

***Summer B group “Business Plan” is due.***

***Reading Responses and PLS are due.***

Two day break. Summer “C” starts August 8th at LaGuardia Airport with flight to Denver.

(Revised July 1, 2022)