

Establishing a Leadership Team

for

Technical Students

by

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IVCCs Leadership Team

A Leadership Team of students in engineering design and electronics programs at Illinois Valley Community College honors students who have demonstrated leadership potential and provides them with opportunities for personal and professional growth.

Criteria for Selection to the Team

Technical instructors nominate students for the team. A committee selects students to be invited on the basis of attitude, commitment and work ethic, willingness to help others and leadership potential; grades are not a determining factor.

Selected students are personally contacted by an instructor and receive a written invitation to join the team. They attend an informational lunch meeting where team activities are explained, and they sign a commitment form indicating the activities they find most interesting.

Leadership Team Training

Leadership Team members receive training through a course in college strategies, networking opportunities with business and industry representatives, attendance and participation in professional conferences, attendance at an Etiquette Dinner and other team activities, listed below. The skills which are emphasized: communication, teamwork, and the commonly-accepted leadership skills of decision-making, taking initiative, motivating people to accomplish common goals, and mentoring. (Cordova-Wentling *et.al.*2007 and Crawford, 1998)

The college strategies course is provided tuition free and is intended to assist team members with their mentoring responsibilities as well as with their own college courses. The interaction and networking opportunities with business and industry representatives occur at various events including meetings of an

advisory board for the technical programs, on field trips, and at recruiting activities. Leadership team members are also encouraged to participate in engineering-related conferences by presenting a poster, writing a paper or giving a presentation. That participation is designed to help them sharpen their communication skills, network with university engineering students and professors, and pursue a bachelor's degree. If the Leadership Team students are invited to give a presentation, they receive financial support to attend the conference. Team members who participate in an Etiquette Dinner, where they receive training in proper dining etiquette, attend the dinner free of charge.

Leadership Team Activities

Leadership Team members organize and participate in a variety of recruiting activities for their programs, mentor other technical students, and participate in professional activities, mentioned above. The specific activities vary from year to year, partly because the students are encouraged to define their role as leaders by planning and developing their own activities, but typical activities include:

- Speaking to high school classes or community organizations about IVCC programs
- Assisting with events such as a Career Night, Job Fair and open houses
- Assisting with events for high school or grade school students such as an Edible Car Contest or Inventor's Camp
- Assisting with the MIMIC Fair (freshmen only)
- Mentoring other students pursuing a degree in their field
- Serving as an advisory board member for student input in the development of curriculum
- Participating in a professional conference including preparation of a poster or writing an article. A thumbnail of a poster team members presented at the 2008 IL/IN Section of the American Society for Engineering Education Conference is below.

A Leadership Team for Technical Students



Purpose:

- Honor promising technical student
- Provide opportunities for personal and professional growth
- Provide a multidisciplinary club
- Provide ambassadors
- Provide academic support

Selection:

- Attitude
- Commitment and work ethic
- Willingness to help others
- Leadership potential
- Nominated by two Faculty



Leadership dinner



Teamwork!

Activities:

- Recruiting
- Mentoring
- Participating in professional activities



Recruiting at Inventor Camp



Mentoring



2008 Leadership Team



Helping at activities (Edible Car Contest)



Successes:

- Conference invitations
- Conference scholarships
- Ownership of activities
- Publicity
- Retention
- Friendships



Students in Washington DC NSF ATE award winners



Students at ASEE-IL/IN Conference



ILLINOIS VALLEY
COMMUNITY COLLEGE



Partially funded by
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Leadership Team members presented a poster, thumbnail copy above, at the American Society for Engineering Education regional conference at Rose-Hulman Polytechnic Institute in March 2008.

Leadership Team students agree to participate in a certain number of activities each semester.

Leadership Team Costs

Costs for the Leadership Team include small stipends to team members, tuition waivers for a course designed to improve their success in college, meal costs for an informational lunch and Etiquette Dinner, and travel expenses to attend a conference.

Leadership Team members are paid a stipend each semester, based on their participation in a certain number of approved activities each semester. Students who participate in the minimum number earn \$50 and those who participate in the maximum number earn \$100.

All of the leadership students are eligible to enroll in a Strategies For College course tuition free. They also attend an informational lunch and Etiquette Dinner free of charge.

Members of the Leadership Team are encouraged to apply to give a poster presentation at the Ill/Ind Section Conference of the American Society for Engineering Education. If they are selected to present, their travel expenses are covered.

For 2007, team expenses were under \$2,400.

Stipends	\$800
Tuition waiver*	120
Conference	1,200
Informational Lunch	200
Etiquette Dinner	75
TOTAL	\$2,395

**One student enrolled in the Strategies For College course*

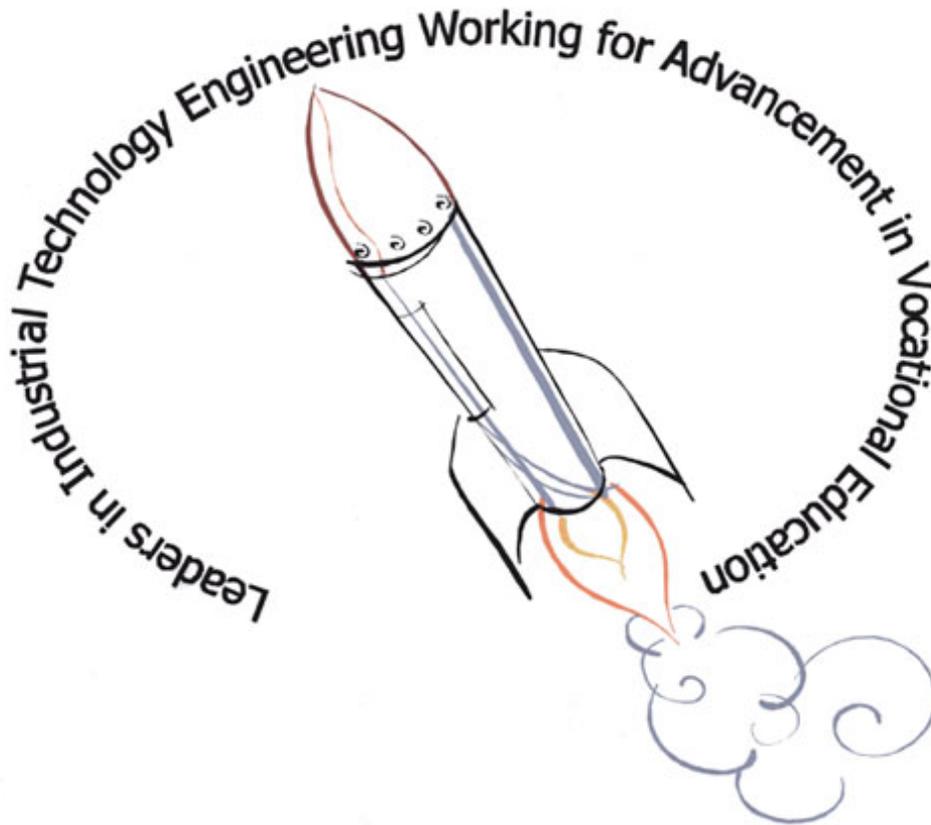
The Leadership Team was established in 2006, with support from a National Science Foundation grant. The grant is covering Leadership Team expenses through 2008. The stipends and tuition waivers are minimal expenses and sustainable beyond the grant period. For conference travel expenses, the technical instructors will likely seek alternate funding sources, potentially by developing industry partnerships.

Success of IVCCs Team

Technical instructors have been successful in recruiting more than twice as many students for the team as they planned, and the students have taken ownership of the team, developing and participating in more activities than the organizers envisioned. In 2006, one member of the Leadership Team received a scholarship to attend and participate in the Advanced Technological Education Principal Investigators Conference, sponsored by the National Science Foundation and American Association of Community Colleges, in Washington D.C. In 2007, two team members received awards to attend and participate in the conference.

The 2006 Leadership Team members decided to develop their team identity by adopting the name of LITE WAVE, an acronym for Leaders in Industrial

Technology Engineering Working for Advancement in Vocational Education. A member of the team developed the team logo below.



LITE WAVE

Leadership Team Publicity

Team members and team activities are widely publicized on the college web site and in newspaper throughout the college district. The publicity honors teams members for their accomplishments and assists in recruiting efforts for the technical programs. New team members sign a release allowing the college to use their names and photographs in promotional materials, and team members are asked to provide potential press release information.

Team Information and Forms for Organizing a Team

A variety of informational materials and forms utilized to organize, publicize and assess the IVCC Leadership Team are included in the following pages.



YOU HAVE BEEN RECOMMENDED AND
SELECTED AS A POTENTIAL MEMBER FOR A



LEADERSHIP TEAM
AT IVCC

We are looking for students who are pursuing a degree related to engineering technology (CAD, Electronics/Electricity, and Manufacturing) at IVCC to assist us in mentoring and advising during the development and implementation of an IVCC curriculum project related to MIMIC and a National Science Foundation grant that will impact the CAD, electronics/electricity, and manufacturing programs.

If you join this ***Leadership Team***, you can receive:

**** Free Class – Strategies for College: SFC 1000***

**** Stipend (\$) pay***

As a member of this ***Leadership Team***, you will be asked to participate in some of the following ways:

- * Speak to a high school class about IVCC programs**
- * Assist with Edible Car Contest**
- * Participate in Career Nights and/or Job Fair**
- * Speak to a community organization**
- * Assist with MIMIC Fair (freshmen only)**
- * Participate in a conference including preparation of a poster**
- * Mentor IVCC Freshmen who are pursuing a degree in your field**
- * Serve as an Advisory Board member for student input in the development of curriculum**
- * Work on other promotional/recruiting activities**

If you are interested in joining this ***Leadership Team***, please contact: Dorene_Perez@ivcc.edu (815) 224-0221 or Jim_Gibson@ivcc.edu (815) 224-0453

PLEASE RESPOND TO JIM OR DORENE BY THURS. DEC. 1, IF YOU WANT TO JOIN THE TEAM.



MIMIC/NSF Leadership Team Commitment

I am interested in participating in the following Leadership Team activities:

- _____ Speaking to a high school class about IVCC programs.
- _____ Assisting with the Edible Car contest
- _____ Participating in Career Nights and/or Job Fair
- _____ Speaking to a community organization
- _____ Assisting with the MIMIC Fair (freshmen only)
- _____ Participating in a conference, March 30-31, at Indianapolis, Ind. including preparation of a poster. The conference is the 2007 Annual American Society for Engineering Education Illinois/Indiana conference.
- _____ Mentoring IVCC Freshmen who are pursuing a degree in your field
- _____ Serving as an Advisory Board member for student input in the development of curriculum
- _____ Working on other promotional/recruiting activities
- _____ Starting a student chapter of a technical organization
- _____ Developing a student-initiated activity

I understand that I must participate in a minimum of five Leadership Team activities in order to earn the full stipend for the semester.

(signature)

(date)

Selection for the MIMIC/NSF Leadership Team is intended to honor students who have demonstrated leadership potential. The Leadership Team recognizes deserving students by providing additional opportunities for personal and professional growth.

LEADERSHIP TEAM PUBLICITY RELEASE & INFORMATION



**ILLINOIS VALLEY
COMMUNITY COLLEGE**

Photo/Video/Statement Release

I hereby release rights to photographs, video and statements taken by Illinois Valley Community College to use in possible promotional or educational materials, including IVCC's Web site.

Signature _____ Date _____

1. Your name, as you would like to see it in news releases:

(please print)

2. Current address: _____

3. Phone numbers - Home: _____ Work: _____
Cell: _____ (If okay to call)

4. Email address: (print carefully) _____

5. Date of birth: ____/____/____ Freshman ____ Sophomore

6. High School: _____ Year graduated: _____

7. Have you already taken Strategies For College (SFC 1000) ____ yes ____ no
If not, do you think you will enroll in the future (tuition reimbursed) ____ yes ____ no

8. Current major: _____

9. Career plans: _____

10. Current job: _____

11. Comments about leadership team (benefits, what you hope to gain from it, why you joined, etc.) Continue on back if you wish.

Leadership Team Early Survey

Name _____

Have you taken Strategies For College? ____ yes ____ currently enrolled ____ no

If YES, Strategies For College has been beneficial.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

PLEASE EXPLAIN: (continue on back of page if needed)

As you begin your Leadership Team experiences, how comfortable/confident do you feel about your communication skills.

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

I hope my leadership team experiences will help me to improve my communication skills.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

How comfortable/confident do you feel about your teamwork skills.

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

I hope my leadership team experiences will help me to improve my teamwork skills.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

How comfortable/confident do you feel about your decision-making skills

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

I hope my leadership team experiences will help me to improve my decision-making skills.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

How comfortable/confident do you feel about your ability to take initiative.

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

I hope my leadership team experiences will help me to improve my ability to take initiative.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

How comfortable/confident do you feel about your ability to motive people to accomplish a common goal

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

I hope my leadership team experiences will help me to improve my ability to motivate people to accomplish a common goal.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

Please explain

How comfortable/confident do you feel about your ability to mentor other students in your field

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

I hope my leadership team experiences will help me to improve my ability to mentor other students in my field.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

Any comments?

_____ Participating in the ASEE Illinois/Indiana Conference poster session

_____ Working on other promotional/recruiting activities (please explain) _____

_____ Assisting / Mentoring IVCC students who are pursuing a degree in your field

_____ Other (please explain) _____

5. How comfortable/confident do you feel about your communication skills at this point.

1	2	3	4	5
Very	Somewhat	Neutral	Somewhat	Very
Comfortable	Comfortable		Uncomfortable	Uncomfortable

6. My leadership team experiences helped me to improve my communication skills.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

7. How comfortable/confident do you feel about your teamwork skills.

1	2	3	4	5
Very	Somewhat	Neutral	Somewhat	Very
Comfortable	Comfortable		Uncomfortable	Uncomfortable

8. My leadership team experiences helped me to improve my teamwork skills.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

9. How comfortable/confident do you feel about your decision-making skills

1	2	3	4	5
Very	Somewhat	Neutral	Somewhat	Very
Comfortable	Comfortable		Uncomfortable	Uncomfortable

10. My leadership team experiences helped me to improve my decision-making skills.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

11. How comfortable/confident do you feel about your ability to take initiative.

1	2	3	4	5
Very	Somewhat	Neutral	Somewhat	Very
Comfortable	Comfortable		Uncomfortable	Uncomfortable

12. My leadership team experiences helped me to improve my ability to take initiative.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

13. How comfortable/confident do you feel about your ability to motive people to accomplish a common goal

1	2	3	4	5
Very	Somewhat	Neutral	Somewhat	Very
Comfortable	Comfortable		Uncomfortable	Uncomfortable

14. My leadership team experiences helped me to improve my ability to motivate people to accomplish a common goal.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

15. How comfortable/confident do you feel about your ability to mentor other students in your field

1	2	3	4	5
Very Comfortable	Somewhat Comfortable	Neutral	Somewhat Uncomfortable	Very Uncomfortable

16. My leadership team experiences helped me to improve my ability to mentor other students in my field.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

17. My experiences as a leadership student have been beneficial to me.

1	2	3	4	5
Strongly agree	Agree	Neutral	Disagree	Strongly disagree

18. What activities do you suggest for future leadership students?

19. Any other suggestions or comments?

**Survey of Academic Assistance (given to students in classes with
Leadership Team members)**

1. Your program: _____ engineering, CAD _____ electronics
2. Are you currently
_____ a freshman _____ a sophomore
3. In the past year, did you ask for any help with the classes or labs in your field from any of the following students, who are members of the Leadership Team:
- | | |
|---------------------------------|-------------|
| Engineering/ engineering design | Electronics |
| (list them) | |

(See list in #4 below for examples of some of the type of help you might have requested)

_____ yes (If yes, please continue) _____ no (If no, skip to question #7)

4. If yes, what types of help did you request?

_____ questions about class content, assignments or the textbook

_____ help with computer programs/software in your field (such as Auto CAD, Solid Works, Multi Sim, Rockwell Automated Challenge, etc.)

_____ help with general purpose computer programs (such as Word, Power Point or Internet searches)

_____ help with equipment/technology specific to your field (such as rapid prototyping, component identification, PLC, oscilloscopes, meters, bread boarding, etc.)

_____ help in preparing working drawings, assemblies, or detail drawings

_____ help with communication assignments (such as oral presentations or written reports)

_____ help with course material outside of your field

_____ other (please explain) _____

5. How often did you receive the help you needed from any of those students?

Every time	Most of the time	Some of the time	Seldom	Never					
10	9	8	7	6	5	4	3	2	1

Comments:

6. Please rate the attitude of the leadership team students from whom you requested help:

Very positive & tried to help	Somewhat positive & somewhat tried	Somewhat Negative & not especially helpful	Very negative & not at all helpful
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Comments:

7. If you did NOT request help from any of the listed students, please indicate why you didn't:

_____ did not need help

_____ did not know those students were supposed to provide help

_____ other (please explain) _____

8. Suggestions for future leadership teams:

Leadership Team Member Survey – Academic Assistance

1. Your program: _____ engineering, CAD _____ electronics
2. In the past year, did you provide any assistance to other students in your classes or while you were working on your projects in the lab? (See list in #3 below for examples of some of the types of assistance you might have provided)

_____ yes _____ no

3. If yes, please indicate the types of assistance you have provided:

_____ answering questions about class content, general questions about assignments or the textbook

_____ help with computer programs/software in your field (such as Auto CAD, Solid Works, Multi Sim, Rockwell Automated Challenge, etc.)

_____ help with general purpose computer programs (such as Word, Power Point or Internet searches)

_____ help with equipment/technology specific to your field (such as rapid prototyping, component identification, PLC oscilloscopes, meters, bread boarding, etc.)

_____ help in preparing working drawings, assemblies, or detail drawings

_____ help with communication assignments (such as oral presentations or written reports)

_____ help with course material outside of your field

_____ other (please explain) _____

4. How often were you able to provide the help the student(s) needed?

Every time	Most of the time	Some of the time	Seldom	Never					
10	9	8	7	6	5	4	3	2	1

Comments:

5. How comfortable were you in providing that help?

Very Comfortable	Somewhat Comfortable	Somewhat Uncomfortable	Very Uncomfortable
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Comments:

6. My leadership team experiences provided me with the guidance/training I needed to provide assistance to other students.

Strongly Agree	Agree	Disagree	Strongly Disagree
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Comments:

7. Suggestions for future leadership teams:

Establishing a Leadership Team

Steps in a Establishing a Team

The steps below will guide you in establishing a leadership team

1. Decide the goals for a student leadership team.
2. List the instructors and areas or disciplines that might participate.
3. Secure approval from administrative staff and recruit the instructors.
4. Determine types of activities.
5. Set a budget.
 - What funds are necessary for start up?
 - Instructor/staff stipends to organize/supervise the team and to provide students with additional training to be successful on the team?
 - Student stipends?
 - Training activities?
 - Cost for team activities (conferences etc.)
 - Other?
6. Determine potential funding sources
 - Grants
 - Donations
 - Fundraising
7. Acquire or plan for funding

Do you have an upcoming meeting or in-service session in which staff members could brainstorm ideas for a leadership team?

Once these planning issues are addressed, organization begins:

- Providing participating instructors with planning time together
- Determining criteria for picking team members and deciding who will participate in the selection process
- Setting student requirements
 - Role they will play at your college/school
 - Responsibilities they can reasonably assume
 - Who they will serve
 - Time commitment the team might demand
 - How many you hope to recruit
- Deciding how to invite students to the team
- Planning and scheduling a kickoff event for team members
Determining potential training needs of participating students
- Organizing and scheduling those trainings
- Determining and providing communication channels for the student team (e-mail, discussion board?)
- Selecting, adapting, or developing forms for the team to use for approval at various stages
- Designing assessments of student performance
- Planning recognition events

Once a team is organized, Leadership Team members should participate in reviewing and revising the team organization and in deciding, organizing and planning their training and activities.

Brainstorming Prompt for Leadership Team Ideas

Review the information about the Leadership Team (LITE WAVE) at Illinois Valley Community College, then brainstorm on the questions listed below.

Brainstorming questions

1. Who might be on your student team?
2. What would the goal(s) or purpose(s) of your team be?

3. What activities would be useful to the team members?
4. What activities would be useful to other students, your college/school or your department?
5. What responsibilities would a leadership student have?
6. What might your kickoff event be?
7. Any ideas for funding sources?

Additional Information

For further information on the Leadership Team

See the NSF grant web site at

<http://www.ivcc.edu/mimic/nsf/leadership>

Reference

Cordova-Wentling, Rose Mary and Raymond Price. Human Behavior Skills in Engineering Education, Proceedings of the American Society for Engineering Education Annual Conference, 2007.