

# COURSE SYLLABUS



COURSE TITLE:	Business 214 – Leadership Skills
CLASS SECTION:	Sec 001 (Wednesday / 2:30 – 5:20 pm)
TERM:	WINTER 2023
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Face to Face lecture

Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

The COVID-19 pandemic has presented many challenges, and Camosun College is committed to helping you safely complete your education. Following guidelines from the Provincial Health Officer, WorkSafe BC, and the B.C. Government to ensure the health and wellbeing of students and employees, Camosun College is providing you with every possible protection to keep you safe. Our measures include COVID Training for students and employees, health checks, infection control protocols including sanitization of spaces, PPE and ensuring physical distancing. For details on these precautions please follow this link: <http://camosun.ca/covid19/faq/covid-fags-students.html>. However, if you're at all uncomfortable being on campus, please share your concerns with your Instructor. If needed, alternatives will be discussed.

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*Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable explanation in advance, you will be removed from the course and the space offered to the next waitlisted student.*

## INSTRUCTOR DETAILS

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NAME: Joanne Irvine  
EMAIL: [irvinej@camosun.ca](mailto:irvinej@camosun.ca)  
OFFICE: CBA 273  
HOURS: Wednesdays 1:30pm to 2:30pm and as requested.

*As your course instructor, I endeavour to provide an inclusive learning environment. However, if you experience barriers to learning in this course, do not hesitate to discuss them with me. Camosun College is committed to identifying and removing institutional and social barriers that prevent access and impede success.*

## CALENDAR DESCRIPTION

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Organizations require effective leadership in order to be successful. This course examines key approaches to the study of leadership. It also provides an opportunity for students to learn about their own leadership approach and to develop and apply critical leadership skills suitable to working with individuals, with teams and throughout an organization.

**PREREQUISITE(S):** One of: C in BUS 110, C in BUS 150, C in PADM 112 - Must be completed prior to taking this course.

**CO-REQUISITE(S):**

**EXCLUSION(S):**

Learners will participate in small group discussions and presentations that focus on reviewing the chapter materials and weekly concepts. As well they may be required to submit individual or group assignments.

Participation counts! To fully engage in this learning experience, students need to attend the classes, participate in the discussions, participate in the in-class activities, read the assigned materials online and in the textbook, review the PowerPoint files and complete the activities for review within the course. Your Instructor will guide you through the course materials and provide feedback on your progress but successful learners will take responsibility for their own learning.

### COURSE LEARNING OUTCOMES / OBJECTIVES

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*Upon successful completion of this course, the learner will be able to:*

- Identify personal values, beliefs, and personality styles and analyze how they impact performance in organizations.
- Analyze and use leadership models and theories to describe effective practice.
- Develop a framework explaining contemporary leadership by drawing on a continuum of leadership theory.
- Demonstrate an appropriate blend of task and relationship skills in a variety of leadership situations.
- Demonstrate leadership through effective communication, active listening and giving and receiving feedback.

### REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Northouse, P. G. (2020), *Introduction to leadership: Concepts and practice* (4th ed.). SAGE Publications, Inc: Thousand Oaks, CA

Supplemental Reading – see LOs

### COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

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The following schedule and course components are subject to change with reasonable advance notice, as deemed appropriate by the instructor.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1 Jan 8 – 14	Course Overview Course Outline Introductions and Team Formation  Chapter 1 Introduction to Leadership	<b>Establish team leaders for each week</b>  <b>Post Introduction by Friday, Jan 13 @ NOON</b>

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 2 Jan 15 – 21 <i>Withdraw by Jan 15<sup>th</sup> to receive an 80% tuition refund</i>	Chapter 2 Personality Traits and Leadership  D2L Readings  Student led discussion	Big 5 Personality Profile Self-Assessment by Tuesday, Jan 17 @ 11:59pm  Self-Enrol in Assignment 1 – Leadership Movie Review by Sunday, Jan 22 @ 11:59pm  Reflection Journal #1 - Post by Tuesday, Jan 24 @ 11:59pm
Week 3 Jan 22 – 28	Chapter 3 & 4 Leadership Styles  Assignment 1: Leadership Movie Review x 2	Task and Relationship Questionnaire by Tuesday, Jan 24 @ 11:59pm
Week 4 Jan 29 – Feb 4	Chapter 13 Contingency Leadership Theories and Motivation  D2L Readings  Assignment 1: Leadership Movie Review x 2 Student group-led discussion	Reflection Journal #2 Post by Tuesday, Feb 7 @ 11:59pm
Week 5 Feb 5 – 11	Chapter 5 Leadership Skills including Emotional Intelligence (EI)  D2L Readings  Assignment 1: Leadership Movie Review Student group-led discussion	Emotional Intelligence Self-Assessment by Tuesday, Feb 7 @ 11:59pm  Reflection Journal #3 Post by Tuesday, Feb 21 @ 11:59pm
Week 6 Feb 12 – 18	Chapter 6 Strengths Based Leadership  Assignment 1: Leadership Movie Review x 2	Leadership Strengths Questionnaire by Tuesday, Feb 14 @ 11:59pm
<b>Week 7 Reading Break</b> <b>Feb 19 – 25</b>	No classes during Reading Break	
Week 8 Feb 26 – Mar 4	<b>Midterm Exam</b>	<b>Midterm: Content from weeks 1-6 (Chapter 1, 2, 3, 4, 5, 6 &amp; 13 plus assigned readings)</b>
Week 9 Mar 5 – 11	Chapter 7 Charismatic & Transformational Leadership  D2L Readings  Assignment 1: Leadership Movie Review	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 10 Mar 12 – 18	D2L Readings Leaders and Followers  Assignment 1: Leadership Movie Review	<b>Effective Followership Self-Assessment by Tuesday, Mar 14 @ 11:59pm</b>  Assignment 2: Vision Statement due Tues, Mar 14 @ 11:59pm  Reflection Journal #4 Post by Tuesday, Mar 21 @ 11:59pm
Week 11 Mar 19 – 25	D2L Readings Communication & Coaching in Leadership  Student group-led practice Assignment 1: Leadership Movie Review	<b>Self-Assessments x2 (Communication &amp; Listening) by Tues, Mar 21 @ 11:59pm</b>
Week 12 Mar 26 – Apr 1	Chapter 12 Ethics  Assignment 1: Leadership Movie Review x 2	<b>Ethical Leadership Questionnaire by Tues, Mar 28 @ 11:59pm</b>
Week 13 Apr 2 – 8	Chapter 8 Constructive Climate  Student group-led discussion Assignment 1: Leadership Movie Review x 2	<b>Organizational Climate Questionnaire by Tues, Apr 4 @ 11:59pm</b>  Assignment 3: Leadership Development Action Plan Due Sunday, Apr 9
Week 14 Apr 9 – 15	Chapter 9 Embracing Diversity & Inclusion	<b>Cultural Diversity Awareness Questionnaire by Tues, Apr 11 @ 11:59pm</b>  Reflection Journal #5 Post by Sunday, Apr 16 @ 11:59pm
Final Exam Period Apr 17 – 25	<b>EXAMINATION PERIOD</b>	No Final Exam

Students registered with the Centre for Accessible Learning (CAL) who complete quizzes, tests, and exams with academic accommodations have booking procedures and deadlines with CAL where advanced noticed is required. Deadlines scan be reviewed on the [CAL exams page](http://camosun.ca/services/accessible-learning/exams.html). <http://camosun.ca/services/accessible-learning/exams.html>

## EVALUATION OF LEARNING

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DESCRIPTION	WEIGHTING
ASSIGNMENTS	
• Assignment 1: Leader Movie Presentation (Team)	10%
• Assignment 2: Leader Vision	10%
• Assignment 3: Leadership Development Action Plan	20%
• Midterm	25%
• Reflection Journals	20%
• Participation and Contribution	15%
	<b>TOTAL</b>
	100%

If you have a concern about a grade you have received for an evaluation, please come and see me as soon as possible. Refer to the [Grade Review and Appeals](#) policy for more information.  
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

## COURSE GUIDELINES & EXPECTATIONS

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Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: [==](#)

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing will be assessed in your mark.
- All submitted work must be properly referenced to sources where required by your instructor.
- Unless otherwise specified, you are to submit your own work, any work collaborated (unless permitted by the course) will be considered in violation of the College's Academic Integrity Policy. See Camosun's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

## SCHOOL OR DEPARTMENTAL INFORMATION

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The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

Camosun College School of Business (2016) Academic Honesty Guidelines from:

<http://camosun.ca/learn/school/business/current-students/documents/Academic-Honesty-Guidelines.pdf>.

**Deadlines, exams, and assignments.** You must submit your assignments on the due date or as announced. A grade of zero will be assigned to late submissions. There are no additional assignments or make-up exams of any kind if you performed poorly on an assignment, midterm or final exam.

- a. **EXAM DATES WILL NOT BE RESCHEDULED.** Non-attendance on scheduled exam dates results in a zero grade. Exceptions will be made only for medical reasons or extenuating circumstances that must be submitted and then accepted by the instructor. Please advise your instructor promptly.
- b. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- c. Medical notes must be dated, signed, and be written on letterhead or prescription paper imprinted with the physician's name and address. Notes are accepted from Physician (GP or medical specialist), Nurse Practitioner, Psychiatrist, Psychologist, Counsellor and Aboriginal Elder. Electronic notes will not be accepted. Medical documentation must be received as soon as reasonably possible.

**Final exams:** Students are expected to write tests and final exams at the scheduled time and place. In emergency circumstances, a student may write a test or final examination before or after the scheduled time if the student would otherwise be unable to complete the program or course. Exceptions due to emergency circumstances, such as unavoidable employment commitments, health problems, or unavoidable family crises, require the approval of the appropriate instructor. **Holidays or scheduled flights are not considered emergencies.** The student may be required to provide verification of the emergency circumstance. See Camosun College (2018) Final Examinations from:

<http://camosun.ca/learn/calendar/current/procedures.html#academic>.

## STUDENT RESPONSIBILITY

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Enrolment at Camosun assumes that the student will become a responsible member of the College community. As such, each student will display a positive work ethic, assist in the preservation of College property, and assume responsibility for their education by researching academic requirements and policies; demonstrating courtesy and respect toward others; and respecting expectations concerning attendance, assignments, deadlines, and appointments.

## SUPPORTS AND SERVICES FOR STUDENTS

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Camosun College offers a number of services to help you succeed in and out of the classroom. For a detailed overview of the supports and services visit <http://camosun.ca/students/>.

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Support Service

Website

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Academic Advising

<http://camosun.ca/advising>

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Support Service	Website
Accessible Learning	<a href="http://camosun.ca/accessible-learning">http://camosun.ca/accessible-learning</a>
Counselling	<a href="http://camosun.ca/counselling">http://camosun.ca/counselling</a>
Career Services	<a href="http://camosun.ca/coop">http://camosun.ca/coop</a>
Financial Aid and Awards	<a href="http://camosun.ca/financialaid">http://camosun.ca/financialaid</a>
Help Centres (Math/English/Science)	<a href="http://camosun.ca/help-centres">http://camosun.ca/help-centres</a>
Indigenous Student Support	<a href="http://camosun.ca/indigenous">http://camosun.ca/indigenous</a>
International Student Support	<a href="http://camosun.ca/international/">http://camosun.ca/international/</a>
Learning Skills	<a href="http://camosun.ca/learningskills">http://camosun.ca/learningskills</a>
Library	<a href="http://camosun.ca/services/library/">http://camosun.ca/services/library/</a>
Office of Student Support	<a href="http://camosun.ca/oss">http://camosun.ca/oss</a>
Ombudsperson	<a href="http://camosun.ca/ombuds">http://camosun.ca/ombuds</a>
Registration	<a href="http://camosun.ca/registration">http://camosun.ca/registration</a>
Technology Support	<a href="http://camosun.ca/its">http://camosun.ca/its</a>
Writing Centre	<a href="http://camosun.ca/writing-centre">http://camosun.ca/writing-centre</a>

If you have a mental health concern, please contact Counselling to arrange an appointment as soon as possible. Counselling sessions are available at both campuses during business hours. If you need urgent support after-hours, please contact the Vancouver Island Crisis Line at 1-888-494-3888 or call 911.

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## COLLEGE-WIDE POLICIES, PROCEDURES, REQUIREMENTS, AND STANDARDS

### Academic Accommodations for Students with Disabilities

The College is committed to providing appropriate and reasonable academic accommodations to students with disabilities (i.e. physical, depression, learning, etc). If you have a disability, the [Centre for Accessible Learning](http://camosun.ca/services/accessible-learning/) (CAL) can help you document your needs, and where disability-related barriers to access in your courses exist, create an accommodation plan. By making a plan through CAL, you can ensure you have the appropriate academic accommodations you need without disclosing your diagnosis or condition to course instructors. Please visit the CAL website for contacts and to learn how to get started:

<http://camosun.ca/services/accessible-learning/>

### Academic Integrity

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for policy regarding academic expectations and details for addressing and resolving matters of academic misconduct.

### Academic Progress

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.1.pdf> for further details on how Camosun College monitors students' academic progress and what steps can be taken if a student is at risk of not meeting the College's academic progress standards.

### Course Withdrawals Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <http://camosun.ca/learn/fees/#deadlines>.

### Grading Policy

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf> for further details about grading.

### Grade Review and Appeals

Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf> for policy relating to requests for review and appeal of grades.

### Mandatory Attendance for First Class Meeting of Each Course

Camosun College requires mandatory attendance for the first class meeting of each course. If you do not attend, and do not provide your instructor with a reasonable reason in advance, you will be removed from the course and the space offered to the next waitlisted student. For more information, please see the "Attendance" section under "Registration Policies and Procedures" (<http://camosun.ca/learn/calendar/current/procedures.html>) and the Grading Policy at <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.5.pdf>.

### Medical / Compassionate Withdrawals

Students who are incapacitated and unable to complete or succeed in their studies by virtue of serious and demonstrated exceptional circumstances may be eligible for a medical/compassionate withdrawal. Please visit <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.8.pdf> to learn more about the process involved in a medical/compassionate withdrawal.

### Sexual Violence and Misconduct

Camosun is committed to creating a campus culture of safety, respect, and consent. Camosun's Office of Student Support is responsible for offering support to students impacted by sexual violence. Regardless of when or where the sexual violence or misconduct occurred, students can access support at Camosun. The Office of Student Support will make sure students have a safe and private place to talk and will help them understand what supports are available and their options for next steps. The Office of Student Support respects a student's right to choose what is right for them. For more information see Camosun's Sexualized Violence and Misconduct Policy: <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.9.pdf> and [camosun.ca/sexual-violence](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto:oss@camosun.ca) or by phone: 250-370-3046 or 250-3703841



### Student Misconduct (Non-Academic)

Camosun College is committed to building the academic competency of all students, seeks to empower students to become agents of their own learning, and promotes academic belonging for everyone. Camosun also expects that all students to conduct themselves in a manner that contributes to a positive, supportive, and safe learning environment. Please review Camosun College's Student Misconduct Policy at <http://camosun.ca/about/policies/education-academic/e-2-student-services-and-support/e-2.5.pdf> to understand the College's expectations of academic integrity and student behavioural conduct.

**Changes to this Syllabus:** Every effort has been made to ensure that information in this syllabus is accurate at the time of publication. The College reserves the right to change courses if it becomes necessary so that course content remains relevant. In such cases, the instructor will give the students clear and timely notice of the changes.