

COURSE SYLLABUS



COURSE TITLE:	Human Resources and Development (BUS 214)
CLASS SECTION:	001
TERM:	Summer 2022
COURSE CREDITS:	3
DELIVERY METHOD(S):	Face-to-face

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](#).

For COVID-19 information please visit <https://legacy.camosun.ca/covid19/index.html>.

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

NAME:	Louisa Marziali
EMAIL:	MarzialiL@camosun.ca
OFFICE:	D2L > Collaborate
HOURS:	Virtual by Appt
WEBSITE:	https://online.camosun.ca/d2l/home

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

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.

Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions. The calendar description for this course is available on the web

@ <http://camosun.ca/learn/calendar/current/web/bus.html>

COURSE LEARNING OUTCOMES / OBJECTIVES

By the end of this course, students should be able to:

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

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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

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	Introduction to Course Introduction to Leadership Readings: Course Outline, Chapter 1 Activity: Team Formation/Establish Team Leaders Assignment: Post Introduction/Responses	
WEEK 2	Personality Traits and Leadership Readings: Chapter 2 & D2L Readings Activity: Student Lead Discussion Assignment: Reflection Journal Assigned	
WEEK 3	Leadership Styles Task and Relationship Readings: Chapters 3 & 4 Activity: Task and Relationship Questionnaire	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	Assignment: Leader Movie Presentations Reflection Journal 1 due	
WEEK 4	Leadership Skills and Strengths - Including Emotional Intelligence (EI) Readings: Chapters 5, 6 & D2L Readings Activity: Student Group-Led Discussion Assignment: Emotional Intelligence Self-Assessment, Leader Movie Presentations	
WEEK 5	Followership, Charismatic & Transformational Leadership Readings: Chapter 7 & D2L Readings Assignment 1: Leader Movie Presentations	
WEEK 6 OCT 11	Climate and Motivation Readings: Chapter 8 & 13 Activity: Peer and self-assessment, Midterm review Assignments: Reflection Post/Assignment 1: Leader Movie Presentations	
WEEK 7 OCT 18	Midterm: Content from Weeks 1-6 (Chs 1,2,3,4,5,6, 7, 8 &13 plus assigned readings) Assignment: Reflection Journal 2	CBA 201
WEEK 8 OCT 25	Diversity, Inclusion and Outgroup Members Readings: Chapters 9 & 10 Activity: Student led discussion/group work Assignment: Cultural Diversity Awareness Self-Assessment, Leader Movie Presentation	
WEEK 9 NOV 1	Communication Readings: D2L Readings Activity: Student Led Discussion/group work Assignment 2: Communication and Listening Self Assessments Leader Movie Presentations, Vision Statement Due	
WEEK 10 NOV 8	Managing Conflict Readings: Chapter 11 & readings Activity: Discussion Assignments: Ethical Leadership Questionnaire, Contemporary Leadership Group Activity, Leader Movie Presentation	
WEEK 11 NOV 15	Ethics Readings: Chapter 12, D2L Readings Activity: Student led discussion Assignment 1: Leader Movie Presentations	
WEEK 12 NOV 22	Destructive Leadership Readings: Chapter 14 and readings Activity: Discussion Assignment: Assignment 1: Leader Movie Presentation	
WEEK 13 NOV 29	Contemporary Theories Reading: D2L Readings and Videos Activity: Group discussions/presentations Assignment: TBD	
WEEK 14 DEC 6	Contemporary Theories Readings: Articles, D2L Readings	

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
	Activity: Student Group-led Discussion Assignment: Assignment 3 LDAP due, Summative Quiz	
EXAM WEEK	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

DESCRIPTION	WEIGHTING
ASSIGNMENTS	
Assignment 1: Leader Presentation (Team)	10%
Assignment 2: Leader Vision	10%
Assignment 3: Leadership Development Action Plan	20%
MIDTERM	25%
REFLECTION JOURNAL	15%
PARTICIPATION, QUIZZES, and CONTRIBUTION	20%
	TOTAL 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](http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf) policy for more information.
<http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.14.pdf>

COURSE GUIDELINES & EXPECTATIONS

ASSIGNMENTS

The School of Business uses APA style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See current Camosun College Library APA Citation Style Guide (7th edition) available at: <https://camosun.libguides.com/apa7>

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.

Unless otherwise specified, you are to submit your own work. Any work collaborated on (unless permitted by the course) will be considered in violation of the college's Academic Integrity policy. See Camosun College (2021) [Academic Integrity Policy](#)

Instructor Course Policies.

a) Team Project Assignment. Teamwork is a key learning outcome for this course. The following policies are intended to promote team fairness and success.

- I. The instructor can remove students from a team for non-performance or failure to meet the agreements laid out in their team charter at their discretion. While every effort is made to ensure fairness by speaking to students before removing them from a team, students who do not respond to instructor requests for such a meeting within 48 hours will be removed without a consultation.
- II. Students who are removed from their team will lose their professional development score and will be required to do a make-up assignment of the equivalent grade value at the discretion of the instructor.
- III. Students who do not complete either the midpoint and/or final ITP Metrics Peer Evaluation(s) by the posted deadlines will lose 1% each of their professional practice score because of the inconvenience this causes the instructor and team.

b) Grades

- I. Students are responsible for checking their grades for accuracy and completeness within seven days of release (ONE day for final grades). Any discrepancies, questions, or requests for re-assessment must be brought to the instructor during this time frame. Assignment reassessments and grade changes beyond these time frames are at the discretion of the instructor.
- II. Students who request unearned grades (e.g., unwarranted grade adjustments to boost their score) will lose 1% of their course grade (deducted from professionalism score).

c) Communication

- I. Students must check D2L email at least once every two days and respond to instructor emails within two days.
- II. Students must subscribe to notifications for the Course Home Page, so they receive important announcements and updates.

SCHOOL OR DEPARTMENTAL INFORMATION

DEADLINES and EXAMS

You must submit your assignments by 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.

EXAM DATES WILL NOT BE RESCHEDULED. Non-attendance on scheduled exam dates will result in a zero grade. All exams must be written at the scheduled times with the exception of students requiring an accommodation by CAL (the [Centre for Accessible Learning](#)). It is understood that emergency circumstances do occur (e.g. severe illness or family emergency); for such circumstances accommodation may be granted at the discretion of the instructor, provided the student:

- a) notifies the instructor in advance of the exam (not after), and
- b) provides documented evidence of the circumstance (e.g. medical certificate).

In most cases of an excused absence for an exam, an alternate exam will be scheduled for the student at the end of term.

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.

Students registered through the [Centre for Accessible Learning](#) (CAL) should discuss timelines with their instructors at the beginning of each semester.

Do not make travel plans until the final exam schedules are finalized and posted. Please ask any family members who might make travel plans on your behalf to consult you before booking tickets. Travel plans are not an acceptable reason to miss an exam.

STUDENT RESPONSIBILITY

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

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/>.

Support Service	Website
Academic Advising	http://camosun.ca/advising
Accessible Learning	http://camosun.ca/accessible-learning
Counselling	http://camosun.ca/counselling
Career Services	http://camosun.ca/coop

Support Service	Website
Financial Aid and Awards	http://camosun.ca/financialaid
Help Centres (Math/English/Science)	http://camosun.ca/help-centres
Indigenous Student Support	http://camosun.ca/indigenous
International Student Support	http://camosun.ca/international/
Learning Skills	http://camosun.ca/learningskills
Library	http://camosun.ca/services/library/
Office of Student Support	http://camosun.ca/oss
Ombudsperson	http://camosun.ca/ombuds
Registration	http://camosun.ca/registration
Technology Support	http://camosun.ca/its
Writing Centre	http://camosun.ca/writing-centre

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.

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](#) (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. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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.