

COURSE SYLLABUS



COURSE TITLE: BUS 214, Leadership Skills
CLASS SECTION: 001
TERM: Winter 2022
COURSE CREDITS: 3
DELIVERY METHOD(S): Lecture, 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: CBA 228
HOURS: virtual by appointment

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

This course explores various models of leadership application to organizations. Students will have the opportunity to examine their own leadership styles with regard to these models. The course also focuses on the leader's role in promoting change through strategic planning and change management.

PREREQUISITE(S): C in BUS 110 OR C in BUS 150 OR C in PADM 112

COURSE LEARNING OUTCOMES / OBJECTIVES

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. (2021), Introduction to Leadership: Concepts and Practice (5th ed.). SAGE Publications, Inc: Thousand Oaks, CA

Supplemental Reading – see D2L

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 / DATE	TOPIC	ACTIVITIES AND ASSIGNMENTS
Week 1: Jan 14	Course Overview Introduction to Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Introductions and Course Overview <input type="checkbox"/> Team Formation, establish team leaders <input type="checkbox"/> Assigned Readings: Chapter 1 <input type="checkbox"/> Post your Self-Introduction under Discussions by Sat, Jan 15 @ 11:59pm
Week 2: Jan 21	Personality Traits and Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 2 & D2L Content <input type="checkbox"/> Personality Profile Self-Assessment by Thurs, Jan 20 @ 11:59pm <input type="checkbox"/> Student-led discussion <input type="checkbox"/> Reflection Journal Post by Tue, Jan 25 @ 11:59pm
Week 3: Jan 28	Leadership Styles	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 3 & 4, & D2L Content <input type="checkbox"/> Task and Relationship Questionnaire by Thurs, Jan 27 @ 11:59pm <input type="checkbox"/> Assignment 1: Leadership Movie Review
Week 4: Feb 4	Contingency Leadership Theories & Motivation	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 13 & D2L Content <input type="checkbox"/> Reflection Journal Post by Tue, Feb 8 @ 11:59pm <input type="checkbox"/> Assignment 1: Leadership Movie Review
Week 5: Feb 11	Leadership Skills including Emotional Intelligence	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 5 & D2L Content <input type="checkbox"/> Student-led discussion <input type="checkbox"/> Emotional Intelligence Self-Assessment by Thurs, Feb 11 @ 11:59pm <input type="checkbox"/> Assignment 1: Leadership Movie Review
Week 6: Feb 18	Strengths Based Leadership Charismatic and Transformational Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 6 & 7 <input type="checkbox"/> Leadership Strengths Questionnaire by Thurs, Feb 17 @ 11:59pm <input type="checkbox"/> Reflection Journal Post by Thurs, Feb 17 @ 11:59pm <input type="checkbox"/> Assignment 1: Leadership Movie Review
Week 7: Feb 21-25	Reading Week	<input type="checkbox"/> College Closed
Week 8: Mar 4	Midterm	<input type="checkbox"/> Midterm: Content from weeks 1-6 (Chapters 1 – 7, & 13 , plus assigned readings)
Week 9: Mar 11	Leaders and Followers	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: D2L Content <input type="checkbox"/> Effective Followership Self-Assessment by Thurs, Mar 10 @ 11:59pm

WEEK / DATE	TOPIC	ACTIVITIES AND ASSIGNMENTS
Week 10: Mar 18	Communication and Coaching in Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: D2L Content <input type="checkbox"/> Student group-led practice <input type="checkbox"/> Self-Assessments x2 (Communication & Listening) by Tues, Mar 22 @ 11:59pm <input type="checkbox"/> Assignment 1: Leadership Movie Review <input type="checkbox"/> Assignment 2: Vision Stmt due Thurs, Mar 17 @ 11:59pm
Week 11: Mar 25	Ethical Leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 12 <input type="checkbox"/> Ethical Leadership Questionnaire by Thurs, Mar 24 @ 11:59pm <input type="checkbox"/> Assignment 1: Leadership Movie Review <input type="checkbox"/> Reflection Journal Post by Tue, Mar 29 @ 11:59pm
Week 12: Apr 1	Constructive Climate	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 8 <input type="checkbox"/> Organizational Climate Questionnaire by Thurs, Mar 31 @ 11:59pm
Week 13: Apr 8	Embracing Diversity & Inclusion	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: Chapter 9 <input type="checkbox"/> Cultural Diversity Awareness Questionnaire by Thurs, Apr 7 @ 11:59pm <input type="checkbox"/> Assignment 3: LDAP due Sun, Apr 10 @ 11:59pm
Week 14: Apr 15	Contemporary Leadership Theories and Practices	<ul style="list-style-type: none"> <input type="checkbox"/> Assigned Readings: D2L <input type="checkbox"/> Student-led discussion <input type="checkbox"/> Reflection Journal Post by Thurs, Apr 14 @ 11:59pm

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
Assignment 1: Leadership Movie Review (Team)	10%
Assignment 2: Leader Vision	10%
Assignment 3: Leadership Development Action Plan	20%
Midterm	25%
Reflection Journal	15%
Participation 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

Participation

- Students are expected to participate weekly and to remain in contact with the instructor and class via D2L by participating in the discussion forums, completing chapter quizzes and assignments by the posted due dates.
- Please communicate with me, your instructor, in the event of extenuating personal or family circumstances (illness, accident, and other uncontrollable events, medical emergencies) in a timely manner and provide applicable documentation in which case the instructor may use their discretion regarding the non-attendance/non-participation

SCHOOL OR DEPARTMENTAL INFORMATION

School of Business, Management and Human Resource Leadership Department
Centre for Business and Access Building
business@camosun.ca

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
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/

Support Service	Website
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 250-3703841

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.