

# COURSE SYLLABUS



COURSE TITLE: BUS 214 – Leadership Skills  
CLASS SECTION: 001  
TERM: S 2023  
COURSE CREDITS: 3  
DELIVERY METHOD(S): f2f

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 updates please visit <https://camosun.ca/about/covid-19-updates>.

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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: Louisa Marziali  
EMAIL: [marzialil@camosun.ca](mailto:marzialil@camosun.ca)  
OFFICE: CBA 228  
HOURS: 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

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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):  
CO-REQUISITE(S):  
EXCLUSION(S):

## COURSE LEARNING OUTCOMES / OBJECTIVES

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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

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

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	Date	Topic	Readings	Activities / Discussions / Due Dates
1	May 03	Course Overview Introduction to Leadership	Course Outline Chapter 1	Introductions and Course Overview Discussion Groups Formed, Establish team leaders <b>Post Introduction by Friday</b> <b>Post Responses (3) by Tuesday</b>
2	May 10	Personality Traits	Ch 2 D2L Readings	Student led discussion/In-class Activity Leadership Movie Review Teams Created <b>Big 5 Personality Profile Self-Assessment by Monday@ 11:59pm</b>
3	May 17	Leadership Styles  Task and Relationship	Chs 3 & 4	Student led discussion/In-class Activity <b>Leadership Style Self-Assessment by Monday @ 11:59pm</b> <b>Task and Relationship Questionnaire by Monday @ 11:59pm</b> <b>Assignment 1: Leadership Movie Review</b>
4	May 24	Skills and Strengths including Emotional Intelligence (EI)	Chs 5 & 6 D2L Readings	Student led discussion/In-class Activity <b>Emotional Intelligence Self-Assessment by Monday @ 11:59pm</b> <b>Leadership Strengths Questionnaire by Monday @ 11:59pm</b> <b>Assignment 1: Leadership Movie Review</b>

5	May 31	Followership, Charismatic and Transformational Leadership	Ch 7 D2L Readings	Student led discussion/In-class Activity Vision Statement Reviewed Assign: Midterm Review Topics, Peer and Self Assessment <a href="#">Effective Followership Self-Assessment by Mon @ 11:59pm</a> <a href="#">Assignment 1: Leadership Movie Review</a>
6	June 07	Climate and Motivation	Chs 8 & 13	Student led discussion/In-class Activity Peer and Self Assessment Midterm Review Activity <a href="#">Organizational Climate Questionnaire by Mon @ 11:59pm</a> <a href="#">Path-Goal Styles Questionnaire by Mon @ 11:59pm.</a> <a href="#">Assignment 1: Leadership Movie Review</a>
7	June 14	MIDTERM CBA201		<b>Midterm: Content from weeks 1-6 (Chapter 1, 2, 3, 4, 5, 6, 7, 8 &amp; 13 plus assigned readings)</b>
8	June 21	Diversity, Inclusion and Outgroup Members	Chs 9 & 10	Student led discussion/In-class Activity <a href="#">Cultural Diversity Awareness Self-Assessment by Mon @ 11:59pm</a> <a href="#">Assignment 1: Leadership Movie Review x 2</a>
9	June 28	Communication	D2L Readings	Student led discussion/In-class Activity <a href="#">Self-Assessments x2 (Communication &amp; Listening) by Mon @ 11:59pm</a> <a href="#">Assignment 1: Leadership Movie Review x 2</a> <a href="#">Assignment 2: Vision Stmt due Sun by 11:59pm</a>
10	July 5	Managing Conflict	Ch 11 D2L Readings	Student led discussion/In-class Activity <a href="#">Assignment 1: Leadership Movie Review</a>
11	July 12	Ethics	Ch 12 D2L Readings	Student led discussion/In-class Activity Assign: Contemporary Leadership Theory (Group) <a href="#">Ethical Leadership Questionnaire by Mon @ 11:59pm</a> <a href="#">Assignment 1: Leadership Movie Review</a>
12	July 19	Destructive Leadership	Ch 14 D2L Readings	Student led discussion/In-class Activity <a href="#">Assignment 1: Leadership Movie Review</a>
13	July 26	Contemporary Theories	D2L Readings	Student led discussion <a href="#">Assignment 3: LDAP due Friday @11:59pm</a>
14	Aug 02	Contemporary Theories	D2L Readings	Student led discussion <a href="#">Summative Quiz (TBD)</a>

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
<b>Assignments</b> <ul style="list-style-type: none"> <li>• Assignment 1: Leader Movie Presentation (Team) 15%</li> <li>• Assignment 2: Leader Vision 15%</li> <li>• Assignment 3: Leadership Development Action Plan 25%</li> </ul>	55%
Midterm	25%
Participation, Contribution, Pop-Quizzes, and Professionalism	20%
<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](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

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### SCHOOL OR DEPARTMENTAL INFORMATION

#### Assignment Formatting

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The School of Business uses **APA style** for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College (2018) Library Citation Guides retrieved from: <http://camosun.ca.libguides.com/apa>.

- Where required by your instructor, submit all assignments into the D2L dropbox by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style, document formatting, citations and all referencing using APA standards 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 College (2021) Academic Integrity Policy

## Deadlines and Exams

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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.

1. **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.
2. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
3. 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.

## 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/>.

Support Service	Website
Academic Advising	<a href="http://camosun.ca/advising">http://camosun.ca/advising</a>
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>

Support Service	Website
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.

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

### Academic Integrity

Students are expected to comply with all College policy regarding academic integrity; which is about honest and ethical behaviour in your education journey. The following guide is designed to help you understand your responsibilities: <https://camosun.libguides.com/academicintegrity/welcome>  
Please visit <http://camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf> for Camosun's Academic Integrity policy and details for addressing and resolving matters of academic misconduct.

### 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 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.

### Looking for other policies?

The full suite of College policies and directives can be found here: <https://camosun.ca/about/camosun-college-policies-and-directives>

**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.