

# COURSE SYLLABUS



COURSE TITLE: Bus 214, Leadership Skills

CLASS SECTION: 02

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>.

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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: Coralee Czinkota

EMAIL: [czinkotac@camosun.ca](mailto:czinkotac@camosun.ca)

OFFICE: CBA 225A

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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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

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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 (5th 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 / DATE       | TOPIC  | ACTIVITIES AND ASSIGNMENTS  |
|-------------------|--|---|
| Week 1: Jan 12    | Course Overview<br>Introduction to Leadership      | <ul style="list-style-type: none"> <li><input type="checkbox"/> Introductions and Course Overview</li> <li><input type="checkbox"/> Team Formation, establish team leaders</li> <li><input type="checkbox"/> Assigned Readings: Chapter 1</li> <li><input type="checkbox"/> <b>Post your Self-Introduction under Discussions by Thurs, Jan 13 @ NOON</b></li> </ul>                       |
| Week 2: Jan 19    | Personality Traits and Leadership                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigned Readings: Chapter 2 &amp; D2L Content</li> <li><input type="checkbox"/> <b>Personality Profile Self-Assessment by Tuesday, Jan 18 @ 11:59pm</b></li> <li><input type="checkbox"/> Student led discussion</li> <li><input type="checkbox"/> <b>Reflection Journal Post by Sunday, Jan 23 @ 11:59pm</b></li> </ul> |
| Week 3: Jan 26    | Leadership Styles                                  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigned Readings: Chapter 3 &amp; 4, &amp; D2L Content</li> <li><input type="checkbox"/> <b>Task and Relationship Questionnaire by Tues, Jan 25<sup>th</sup> @ 11:59pm.</b></li> <li><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review</b></li> </ul>  |
| Week 4: Feb 2     | Contingency Leadership Theories & Motivation       | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigned Readings: Chapter 13 &amp; D2L Content</li> <li><input type="checkbox"/> <b>Reflection Journal Post by Sun, Feb 6 @ 11:59pm</b></li> <li><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review</b></li> </ul>  |
| Week 5: Feb 9     | Leadership Skills including Emotional Intelligence | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigned Readings: Chapter 5 &amp; D2L Content</li> <li><input type="checkbox"/> Student group-led discussion</li> <li><input type="checkbox"/> <b>Emotional Intelligence Self-Assessment by Tues, Feb 8 @ 11:59pm</b></li> <li><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review</b></li> </ul>          |
| Week 6: Feb 16    | Strengths Based Leadership                         | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigned Readings: Chapter 6</li> <li><input type="checkbox"/> <b>Leadership Strengths Questionnaire by Tues, Feb 15 @ 11:59pm</b></li> <li><input type="checkbox"/> <b>Reflection Journal Post by Sun, Feb 20 @ 11:59pm</b></li> <li><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review</b></li> </ul>    |
| Week 7: Feb 21-25 | Reading Week                                       | <ul style="list-style-type: none"> <li><input type="checkbox"/> College Closed</li> </ul>   |
| Week 8: Mar 2     | Midterm  | <ul style="list-style-type: none"> <li><input type="checkbox"/> Midterm: Content from weeks 1-6 (Chapter 1, 2, 3, 4, 5, 6 &amp; 13 plus assigned readings)</li> </ul>   |
| Week 9: Mar 9     | Charismatic & Transformational Leadership          | <ul style="list-style-type: none"> <li><input type="checkbox"/> Assigned Readings: Chapter 7</li> <li><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review x 2</b></li> </ul>  |

| WEEK / DATE     | TOPIC                                    | ACTIVITIES AND ASSIGNMENTS   |
|-----------------|--|--|
| Week 10: Mar 16 | Leaders and Followers                    | <input type="checkbox"/> Assigned Readings: D2L Content<br><input type="checkbox"/> <b>Effective Followership Self-Assessment by Tues, Mar 15 @ 11:59pm</b><br><input type="checkbox"/> <b>Assignment 2: Vision Stmt due Tue, Mar 15 @ 11:59pm</b>   |
| Week 11: Mar 23 | Communication and Coaching in Leadership | <input type="checkbox"/> Assigned Readings: D2L Content<br><input type="checkbox"/> Student group-led practice<br><input type="checkbox"/> <b>Self-Assessments x2 (Communication &amp; Listening) by Tues, Mar 22 @ 11:59pm</b><br><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review</b><br><input type="checkbox"/> <b>Reflection Journal Post by Sun, Mar 27 @ 11:59pm</b> |
| Week 12: Mar 30 | Ethical Leadership                       | <input type="checkbox"/> Assigned Readings: Chapter 12<br><input type="checkbox"/> <b>Ethical Leadership Questionnaire by Tues, Mar 29 @ 11:59pm</b><br><input type="checkbox"/> <b>Assignment 1: Leadership Movie Review</b>  |
| Week 13: Apr 6  | Constructive Climate                     | <input type="checkbox"/> Assigned Readings: Chapter 8<br><input type="checkbox"/> <b>Organizational Climate Questionnaire by Tues, Apr 5 @ 11:59pm</b><br><input type="checkbox"/> <b>Assignment 3: LDAP due Sunday, Apr 10 @ 11:59pm</b>  |
| Week 14: Apr 13 | Embracing Diversity & Inclusion          | <input type="checkbox"/> Assigned Readings: Chapter 9<br><input type="checkbox"/> <b>Cultural Diversity Awareness Questionnaire by Tues, Apr 12 @ 11:59pm</b><br><input type="checkbox"/> <b>Reflection Journal Post by Thurs, Apr 14 @ 11:59pm</b>  |

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 notice is required. Deadlines can 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%          |
|  | <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>

Please note: I do not accept requests for grade adjustments after final grades have been calculated. I'd be happy to discuss your academic progress throughout the semester. Feel free to book an appointment with me at any time.

## COURSE GUIDELINES & EXPECTATIONS

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### 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

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School of Business, Management and Human Resource Leadership Department  
Centre for Business and Access Building  
[business@camosun.ca](mailto:business@camosun.ca)

## 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>                   |

| Support Service               | Website   |
|-------------------------------|---|
| 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

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### 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](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.