

COURSE SYLLABUS



COURSE TITLE: Bus 214, Leadership Skills

CLASS SECTION: 02

TERM: Winter 2024

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>.

INSTRUCTOR DETAILS

NAME: Michael Pardy

EMAIL: pardym@camosun.ca

OFFICE: CBA 231C

HOURS: by appointment via email or in class

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

FIRST WEEK ATTENDANCE

Students are required to attend the first class meeting of each course. If a student does not attend and does not contact the instructor prior to the first class with a satisfactory explanation, they forfeit their seat in the course **and may be de-registered**.

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

Lussier, R. N., & Achua, C. F. (2022), Leadership Theory, Application, & Skill Development (7th ed.). SAGE Publications, Inc: Thousand Oaks, CA

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	Readings	Activities / Discussions / Due Dates
1	Jan 8-14	Course Overview Introduction to Leadership	Course Outline Chapter 1	Introductions And Course Overview Establish Groups for Classroom Leadership and Activities Week 1 Reflection & Action Journal Entry by January 14 @ 11:59 Pm
2	Jan 15-21	Personality Traits and Leadership & Leadership Styles	Chapter 2 & 3	Personality Profile Self-Assessment And Task And Relationship Questionnaire By January 14 @ 11:59pm iRAT & tRAT # 1 Quiz Week 2 (Chapters 1, 2 And 3) (In-Class)
3	Jan 22-28	Contingency Leadership Theories	Chapter 4	Path-Goal Leadership Questionnaire by January 24 @ 11:59pm
4	Jan 29-Feb 4	Charismatic & Transformational Leadership	Ch 10	Assignment 1: Leadership Movie Presentation (1 & 2) (In-Class)
5	Feb 5-11	Servant Leadership and Emotional Intelligence	Ch 10 (pgs. 433-436)	Emotional Intelligence Self-Assessment By February 7 @ 11:59pm Assignment 1: Leadership Movie Review (3 & 4) (In-Class)

			Assigned Readings (D2L)	Week 5 Reflection & Action Journal Entry By February 11 @ 11:59pm iRAT and tRAT #2 Weeks 1-5 (Chapters 1, 2, 3, 4, 10) (In class)
6	Feb 12-18	Communication and Conflict Management	Chapter 5 (pp 173-189; 198-210)	Listening And Asking Questions Self-Assessments by February 14 @ 11:59pm and Conflict Styles by February 14 @ 11:59 pm Assignment 1: Leadership Movie Review (5) (In-Class)
7	Feb 19-23			Reading Break – No Classes
8	Feb 26	Coaching and peer mentoring	Ch 5 (pgs. 190-196)	Peer Coaching Conversations (In-Class) Itpmetrics Peer Feedback by February 25 @ 11:59 pm Assignment 1: Leadership Movie Presentation (6) (In-Class)
9	March 4	Ethics and Influence	Ch 2 (pgs. 61-73) & Ch 6	How Ethical Is Your Behaviour Questionnaire by March 6 @ 11:59pm Assignment 1: Leadership Movie Presentation (7) (In-Class) iRAT and tRAT #3 Week 9 (Chapters 2, 5 and 6) (In class) Assignment 2: Vision Statement Due March 10 @ 11:59pm
10	March 11	Leaders and Followers Relationships	Ch 7	Effective Followership Self-Assessment By March 13 @ 11:59pm Assignment 1: Leadership Movie Review (8) (In-Class) Week 10 Reflection & Action Journal Entry by March 17 @ 11:59pm
11	March 18	Culture, DEI, and Leadership	Ch 11	Cultural Diversity Awareness Questionnaire by March 20@ 11:59pm Assignment 1: Leadership Movie Review (9) (In-Class) iRAT & tRAT Quiz # 4 For Weeks 11 (Chapter 7 and 11) (In-Class)

12	March 25	Strategic Leadership and High-Performance Organizations	Ch 12	Assignment 1: Leadership Movie Review (10) (In-Class)
13	April 1	Contemporary and Emerging Leadership Theories, Frameworks, Practices and Special Topics		Assignment 1: Leadership Movie Review (11 & 12) (In-Class)
14	April 8	Contemporary and Emerging Leadership Theories, Frameworks, Practices and Special Topics	Articles	iRAT & tRAT Quiz # 5 For Weeks 2-12 (In-Class) Assignment 3: LDAP Due April 14 @ 11:59pm Week 14 Reflection & Action Journal Entry by April 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 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	15%
Assignment 2: Leader Vision Statement	15%
Assignment 3: Leadership Development Action Plan	25%
Individual & Team Readiness Assessment Tests	10%
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.

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.