

COURSE SYLLABUS



COURSE TITLE: Bus 214, Leadership Skills

CLASS SECTION: D02

TERM: Fall 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: Coralee Czinkota

EMAIL: czinkotac@camosun.ca

OFFICE: CBA

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

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. (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	Readings	Activities / Discussions / Due Dates
1	Sept 8	Course Overview Introduction to Leadership	Course Outline Chapter 1	Introductions and Course Overview Team Formation, Establish team leaders Post Introduction by Thursday, Sept 8 @ 11:59pm
2	Sept 15	Personality Traits and Leadership	Chapter 2 D2L Readings	Personality Profile Self-Assessment by Wed, Sept 14 @ 11:59pm Student group-led discussion Reflection & Action Journal entry by Wed, Sept 21 @ 11:59pm
3	Sept 22	Leadership Styles	Chapter 3 & 4	Task and Relationship Questionnaire by Wed, Sept 21 @ 11:59pm Student group-led discussion Assignment 1: Leadership Movie Review (1)
4	Sept 29	Contingency Leadership Theories and Motivation	Chapter 13 D2L Readings	Path-Goal Leadership Questionnaire by Wed, Sept 28 @ 11:59pm Student group-led discussion Assignment 1: Leadership Movie Review (2&3)
5	Oct 6	Leadership Skills including Emotional Intelligence	Chapter 5 D2L Readings	Emotional Intelligence Self-Assessment by Wed, Oct 5 @ 11:59pm Student group-led discussion Assignment 1: Leadership Movie Review (4) Reflection & Action Journal entry by Wed, Oct 12 @ 11:59pm

6	Oct 13	Strengths Based Leadership	Chapter 6	<p>Leadership Strengths Questionnaire by Wed, Oct 19 @ 11:59pm</p> <p>Student group-led discussion</p> <p>Assignment 1: Leadership Movie Review (5)</p>
7	Oct 20	Midterm		<p>Midterm: Content from weeks 1-7 (Chapter 1, 2, 3, 4, 5, 6 & 13 plus assigned readings)</p> <p>Midterm will be open book (remote on D2L during class time).</p>
8	Oct 27	Charismatic & Transformational Leadership	Chapter 7 D2L Readings	<p>Exploration of Vision</p> <p>Assignment 1: Leadership Movie Presentation (6&7)</p>
9	Nov 3	Leader and Follower Relationships	D2L Readings	<p>Online Asynchronous Class</p> <p>Effective Followership Self-Assessment by Wed, Nov 2 @ 11:59pm</p> <p>Student group-led online discussion</p> <p>Assignment 2: Vision Stmt due Thur, Nov 3 @ 11:59pm</p> <p>Reflection & Action Journal entry by Wed, Nov 9 @ 11:59pm</p>
10	Nov 10	Communication and Leadership	D2L Readings	<p>Student group-led communication practice</p> <p>Listening and Asking Questions Self-Assessments by Wed, Nov 9 @ 11:59pm</p> <p>Assignment 1: Leadership Movie Review (8 & 9)</p>
11	Nov 17	Ethics and Leadership	Chapter 12	<p>Ethical Leadership Style Questionnaire by Wed, Nov 16 @ 11:59pm</p> <p>Student group-led discussion</p> <p>Assignment 1: Leadership Movie Review (10)</p> <p>Reflection & Action Journal entry by Wed, Nov 23 @ 11:59pm</p>
12	Nov 24	Constructive Climate & Coaching	Chapter 8	<p>Student group-led discussion</p> <p>Organizational Climate Questionnaire by Wed, Nov 23 @ 11:59pm</p> <p>Assignment 1: Leadership Movie Review (11)</p>
13	Dec 1	Embracing Diversity & Inclusion	Chapter 9	<p>Cultural Diversity Awareness Questionnaire by Wed, Nov 30 @ 11:59pm</p> <p>Assignment 1: Leadership Movie Review (12)</p> <p>Assignment 3: LDAP due SUNDAY, Dec 4 @ 11:59pm.</p>

14	Dec 8	Contemporary Theories & Practices of Leadership	D2L Readings	Student group-led discussion Reflection & Action Journal entry by Sun, Dec 11 @ 11:59pm
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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: Leader Presentation (Team)	10%
Assignment 2: Leader Vision	10%
Assignment 3: Leadership Development Action Plan	20%
Midterm	25%
Reflection Journal	20%
Participation and Contribution	15%
	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/
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.