

COURSE SYLLABUS



COURSE TITLE: Bus 214, Leadership Skills

CLASS SECTION: D02

TERM: Fall 2024

COURSE CREDITS: 3

DELIVERY METHOD(S): Lecture, Face to Face

Camosun College campuses are located on the traditional territories of the Lək'wəḡən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Learn more about Camosun's [Territorial Acknowledgement](#).

The School of Business 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

What makes an effective leader? Learners will use conventional and emerging leadership theories and concepts to examine effective practices, including strengths-based leadership, cultivating a diverse and inclusive environment, and empowering followers. Learners will have the opportunity to examine their leadership philosophies through self-reflection and the development of leadership competencies in a team environment. Informed by their values, beliefs and knowledge of effective leadership theories and practices, learners will develop a personal leadership vision.

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 traits and analyze their impact on leader effectiveness in organizations
2. Use conventional and emerging leadership concepts and theories to describe effective practice
 - a. Describe situational factors that inform effective leadership
 - b. Identify leadership practices that advance equity, diversity and inclusion
 - c. Develop appropriate leadership skills and strategies in various contexts to improve organizational performance
3. Demonstrate an appropriate blend of task and relationship skills in a leadership capacity
 - a. Use communication skills, active listening, and giving and receiving feedback to demonstrate effective leadership

4. Develop a personal leadership vision informed by personal values, beliefs and goals
5. Develop strategies to strengthen key leadership competencies to become an effective leader

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	Sept 4	Course Overview Introduction to Leadership	Course Outline Chapter 1	Introductions and Course Overview Team Formation, Establish team leaders Post Introduction by Fri, Sept 6 @ 12pm (NOON) Reflection & Action Journal entry by Sun, Sept 15 @ 11:59pm
2	Sept 11	Leadership Traits and Leadership Behaviour	Chapter 2 & 3 Assigned Readings (D2L)	Personality Profile Self-Assessment and Task and Relationship Questionnaire by Tues, Sept 10 @ 11:59pm Student group-led discussion iRAT & tRAT (in-class) for Week 2 readings
3	Sept 18	Contingency Leadership Theories	Chapter 4	Path-Goal Leadership Questionnaire by Tues, Sept 17 @ 11:59pm Student group-led discussion
4	Sept 25	Charismatic & Transformational Leadership	Chapter 10	Student group-led discussion Assignment 1: Leadership Movie Presentation (1 & 2) iRAT & tRAT (in-class) for Week 4 readings
5	Oct 2	Servant Leadership and Emotional Intelligence	Chapter 10 (pgs. 433-436) Assigned Readings (D2L)	Emotional Intelligence Self-Assessment by Tues, Oct 1 @ 11:59pm Student group-led discussion Assignment 1: Leadership Movie Review (3 & 4) Reflection & Action Journal entry by Tues, Oct 8 @ 11:59pm iRAT & tRAT (in-class) for Weeks 1-5 readings
6	Oct 9	Communication and Leadership	Chapter 5 (pgs. 175-189)	Student group-led communication practice Listening and Asking Questions Self-Assessments by Tues, Oct 8 @ 11:59pm Assignment 1: Leadership Movie Review (5)

				iRAT & tRAT (in-class) for Week 6 & 7 readings
7	Oct 16	Coaching and Leadership	Chapter 5 (pgs. 190-210)	Student group-led coaching practice Assignment 1: Leadership Movie Presentation (6) Reflection & Action Journal entry by Tues, Oct 15 @ 11:59pm
8	Oct 23	Ethics and Influencing	Chapter 2 (pgs. 61-73) & Ch 6	Student group-led discussion How Ethical is Your Behaviour Questionnaire by Tues, Oct 22 @ 11:59pm Assignment 1: Leadership Movie Presentation (7) Assignment 2: Vision Statement due Sun, Oct 27 @ 11:59pm
9	Oct 30	Leader and Follower Relationships	Chapter 7	Effective Followership Self-Assessment by Tues, Oct 29 @ 11:59pm Student group-led discussion Assignment 1: Leadership Movie Review (8)
10	Nov 6	Culture and Leadership	Chapter 11 (pgs. 445-469)	Student group-led discussion Assignment 1: Leadership Movie Review (9) iRAT & tRAT (in-class) for Weeks 10 & 11 readings
11	Nov 13	Embracing Equity, Diversity & Inclusion	Chapter 11 (pgs. 469-479) Assigned Readings (D2L)	Cultural Diversity Awareness Questionnaire by Tues, Nov 12 @ 11:59pm Student group-led discussion Assignment 1: Leadership Movie Review (10) Reflection & Action Journal entry by Tues, Nov 19 @ 11:59pm
12	Nov 20	Strategic Leadership and High Performance Organizations	Chapter 12	Student group-led discussion Assignment 1: Leadership Movie Review (11 & 12)
13	Nov 27	Contemporary and Emerging Leadership Theories, Frameworks Practices, and Special Topics	Articles	Student group-led discussion Assignment 3: LDAP due Tues, Nov 26 @ 11:59pm Summaries due Wed, Dec 4 @ 11:59pm

14	Dec 4	Contemporary and Emerging Leadership Theories, Frameworks Practices, and Special Topics	Student Summaries	Student group-led activity Reflection & Action Journal entry by Sun, Dec 8 @ 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](https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams). <https://camosun.ca/services/academic-supports/accessible-learning/academic-accommodations-exams>

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%
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 policy for more information. https://camosun.ca/sites/default/files/2021-05/e-1.14.pdf	TOTAL 100%

COURSE GUIDELINES & EXPECTATIONS

- Students are expected to participate in the class activities and discussions, complete course readings, and complete course assessments with academic integrity.
- 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 camosun.ca/services.

Support Service	Website
Academic Advising	camosun.ca/services/academic-supports/academic-advising
Accessible Learning	camosun.ca/services/academic-supports/accessible-learning
Counselling	camosun.ca/services/health-and-wellness/counselling-centre
Career Services	camosun.ca/services/co-operative-education-and-career-services
Financial Aid and Awards	camosun.ca/registration-records/financial-aid-awards
Help Centres (Math/English/Science)	camosun.ca/services/academic-supports/help-centres
Indigenous Student Support	camosun.ca/programs-courses/iecc/indigenous-student-services
International Student Support	camosun.ca/international
Learning Skills	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills
Library	camosun.ca/services/library
Office of Student Support	camosun.ca/services/office-student-support
Ombudsperson	camosun.ca/services/ombudsperson
Registration	camosun.ca/registration-records/registration
Technology Support	camosun.ca/services/its
Writing Centre	camosun.ca/services/academic-supports/help-centres/writing-centre-learning-skills

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 <https://camosun.ca/sites/default/files/2021-05/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:

<https://camosun.ca/services/academic-supports/accessible-learning>

Academic Progress

Please visit <https://camosun.ca/sites/default/files/2023-02/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 <https://camosun.ca/sites/default/files/2021-05/e-2.2.pdf> for further details about course withdrawals. For deadline for fees, course drop dates, and tuition refund, please visit <https://camosun.ca/registration-records/tuition-fees#deadlines>.

Grading Policy

Please visit <https://camosun.ca/sites/default/files/2021-05/e-1.5.pdf> for further details about grading.

Grade Review and Appeals

Please visit <https://camosun.ca/sites/default/files/2021-05/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 (see [policy](#)). Please visit <https://camosun.ca/services/forms#medical> 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: <https://camosun.ca/sites/default/files/2021-05/e-2.9.pdf> and camosun.ca/services/sexual-violence-support-and-education. To contact the Office of Student Support: oss@camosun.ca or by phone: 250-370-3046 or 250-370-3841

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 <https://camosun.ca/sites/default/files/2021-05/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.