

# COURSE SYLLABUS



COURSE TITLE:	BUS 485 Applied Leadership Perspectives
CLASS SECTION:	Section 01 (Thursdays 6:00-8:50PM, CHW 341)
TERM:	Fall 2023
COURSE CREDITS:	3 credits
DELIVERY METHOD(S):	Face to Face

Camosun College campuses are located on the traditional territories of the Ləkʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. Learn more about Camosun's [Territorial Acknowledgement](#).

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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:	Dr. Laura Gover-Basar
EMAIL:	<a href="mailto:gover-basarl@camosun.ca">gover-basarl@camosun.ca</a>
OFFICE:	CBA 230 or Online
HOURS:	Tuesdays & Wednesdays 1PM-2PM or by appointment (email for 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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In this course learners explore and apply leadership competencies within the context of a variety of leadership perspectives. Learners will identify their own competencies and develop additional skills in which they can apply in different circumstances or cultural situations. This course will challenge learner's assumptions and introduce them to ways of thinking about leadership competencies. As a result, students will gain a more comprehensive understanding of leadership challenges, and responses that are more effective personally and professionally. **PREREQUISITE(S): C in BUS 214 OR C in BUS 322**

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course, you will be able to:

- Analyze leadership competencies within existing leadership models
- Propose new leadership models based on leadership competencies and organizational goals or strategies
- Articulate how competencies impact performance in organizations
- Evaluate leadership competencies from many diverse perspectives
- Conduct critical thinking and in-depth analysis
- Express and defend one's view in a public forum and in a written format as a leadership competency
- Transform leadership competencies into strategies for personal growth and professional development

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Required Textbook:

- Kouzes, J.M., & Posner, B.Z. (2018). *The Student Leadership Challenge: Five Practices for Becoming an Exemplary Leader*. (3<sup>rd</sup> ed.). Wiley.

Any Additional required readings are provided on D2L.

## 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.

Modules	Topics	Textbook Prereading	Dates		Deadlines
<u>Course Introduction</u>	BUS 485 Introduction		<b>Week 1</b>	<b>Thurs</b> Sept 7	
	Defining Leadership	<i>Introduction</i>	<b>Week 2</b>	<b>Thurs</b> Sept 14	Class Prep due 5:00pm
<u>Practice 1: Model the Way</u>	Commitment 1: Clarify Values Commitment 2: Set the Example	<i>Chapter 1</i> <i>Chapter 2</i>	<b>Week 3</b>	<b>Thurs</b> Sept 20	Class Prep due 5:00pm
<u>Practice 2: Inspire a Shared Vision</u>	Commitment 3: Envision the Future	<i>Chapter 3</i>	<b>Week 4</b>	<b>Thurs</b> Sept 28	Class Prep due 5:00pm
	Commitment 4: Enlist Others	<i>Chapter 4</i>	<b>Week 5</b>	<b>Thurs</b> Oct 3	Class Prep due 5:00pm
	Work Block for Proposal		<b>Week 6</b>	<b>Thurs</b> Oct 12	Proposals due 11:59pm
	Meetings w/ Instructor		<b>Week 7</b>	<b>Thurs</b> Oct 19	
<u>Practice 3: Challenge the Practice</u>	Commitment 5: Search for Opportunities Commitment 6: Experiment and Take Risks	<i>Chapter 5</i> <i>Chapter 6</i>	<b>Week 8</b>	<b>Thurs</b> Oct 26	Class Prep due 5:00pm
<u>Practice 4: Enable Others to Act</u>	Commitment 7: Foster Collaboration	<i>Chapter 7</i>	<b>Week 9</b>	<b>Thurs</b> Nov 2	Class Prep due 5:00pm
	Commitment 8: Strengthen Others	<i>Chapter 8</i>	<b>Week 10</b>	<b>Thurs</b> Nov 9	Class Prep due 5:00pm
<u>Practice 5: Encourage the Heart</u>	Commitment 9: Recognize Contributions Commitment 10: Celebrate Values & Victories	<i>Chapter 9</i> <i>Chapter 10</i>	<b>Week 11</b>	<b>Thurs</b> Nov 16	Class Prep due 5:00pm
<u>Projects and Papers</u>	Work Block for Reflection and Presentation		<b>Week 12</b>	<b>Thurs</b> Nov 23	Reflections due 11:59pm
	Meetings w/ Instructor		<b>Week 13</b>	<b>Thurs</b> Nov 30	
	Presentations		<b>Week 14</b>	<b>Thurs</b> Dec 7	Presentations

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	DUE	WEIGHTING
<b>CLASS PREP AND ENGAGEMENT</b> <input type="checkbox"/> Class Preparation Posts (8@3.75%) <input type="checkbox"/> Class Engagement/Attendance (8@2%) <input type="checkbox"/> Meeting Engagement/Attendance (2@2%)	Ongoing (Weeks 2-5; 8-11) Ongoing (Weeks 2-5; 8-11) Weeks 7 and 13	<b>50%</b> 30% 16% 4%
<b>LEADERSHIP ACTION PROJECT</b> <input type="checkbox"/> Team Contract <input type="checkbox"/> Proposal <input type="checkbox"/> Presentation <input type="checkbox"/> Self/Peer Evaluation	Week 6 Week 6 Week 14 Week 14	<b>30%</b> ~ 10% 30% ~
<b>REFLECTION PAPER</b>	Week 12	<b>20%</b>
<b>TOTAL</b>		<b>100%</b>

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>

### CLASS PREP AND ENGAGEMENT (50%)

The critical role of ongoing preparation before class and in-class engagement is considered in the assessment mix for this course. This portion of your grade has one component, detailed below:

- Class Preparation Posts (30%):** Prior to our in-person sessions for weeks 2-5 and 8-11, you will complete an individual discussion post related to the prereading for that class. Detailed instructions will be provided for each Discussion Topic in D2L. Discussions will involve the application of textbook concepts about leadership to your own experiences (see Course Schedule for assigned readings). During our weekly in-person session, you may share your post, partially or completely, with other students and continue the discussion. These initial preparation posts are graded as complete or incomplete (i.e., pass/fail) based on demonstrating *familiarity* with the assigned prereading (textbook chapter) and *completeness* of your response. There are eight preparation posts in total and each post is worth 3.75% of your final grade.
- Class Engagement/Attendance (16%):** Classes will be interactive and involve discussions and small group activities. This portion of the grade is also complete/incomplete or pass/fail. If you are unable to attend a scheduled class due to extenuating circumstances, please contact the instructor. There are eight regular class sessions (weeks 2-5 and 8-11) in total and attendance for each is worth 2% of your final grade.
- Meeting Engagement/Attendance (4%):** In Weeks 7 and 13, teams will schedule a meeting during class time to meet with the instructor. Attendance and engagement are critical to the success of these meetings. If you are unable to attend due to extenuating circumstances, contact your instructor.

### LEADERSHIP ACTION PROJECT (30%)

Student teams will be created in class (around Weeks 4 and 5). The purpose of this team assignment is for your team to propose and undertake an action project. This project will require you to make use of various leadership practices discussed in the textbook. This portion of your grade has four components, detailed below.

- Team Contract (-):** All teams will submit a team contract that outlines team member roles, team norms, communication mode and a brief plan for how they will complete the major team project deliverables. A template for this is available on D2L.
- Team Proposal (10%):** This is where you will identify and briefly describe the action project that your team would like to undertake. This deliverable is also an internal document for your team to use to

create a plan for how you will prepare and complete the major deliverables for your proposed project. Your proposed project should be clearly connected to your personal credos and a clear vision. The project should also include positive impact for some stakeholders. The grading rubric for the Team Project Proposal can be found on D2L and should be used as a guide for what to include in the Team Project Proposal.

- **Team Presentation (20%):** In Week 14, each team will present their project to the class. This is the main deliverable for the team project and involves the actual design and delivery of a 15 minute long in-person presentation that explains your team's action project, activities to date and proposed activities moving forward. The audience will be your fellow classmates. Your team's ability to develop and deliver an effective presentation depends on both your knowledge of the relevant course concepts and on your skills related to communication as well as the efforts you have put into moving the project forward throughout the term. These will be graded according to the Team Presentation Rubric available on D2L. Use this grading rubric as a key guideline for preparing your team presentation.
- **Peer/Self Review (~):** After the Team Project is completed, students will complete a peer/self-evaluation which includes qualitative feedback (i.e., written comments) and quantitative ratings (i.e., numerical evaluations) of team members' contributions. While there are no marks for this exercise, there will be a penalty for failure to submit by due date. Results from this Peer/Self Review will be used to calculate individual grades for the team project in instances where contributions differed among team members or for lack of submission. See D2L for a copy of the Peer/Self Review form.

### **REFLECTION PAPER (20%)**

The reflection paper is designed to encourage you to delve deeper into certain course topics and explore how key concepts apply to you and your experiences and goals as a leader. A thorough description of this Reflection Assignment and grading scheme will be available on D2L and should be used as a guide.

## COURSE GUIDELINES & EXPECTATIONS

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Assignment formatting. The School of Business uses APA 7 style for formatting assignments and citing references. Proper citations and formatting using APA style will be required. See Camosun College citation guides: <http://camosun.ca.libguides.com/apa7>

- Where required by your instructor, submit all assignments into the D2L assignments by your last name.
- In text citations for quotes, paraphrasing, and references must be consistent with APA standards.
- Grammar, spelling, style and APA formatting, citations and referencing 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's (2021) policy at: <https://legacy.camosun.ca/about/policies/education-academic/e-1-programming-and-instruction/e-1.13.pdf>.

Acts of academic dishonesty include, but are not limited to:

- Using the exact words of a published or unpublished author without quotation marks and without referencing the source of these words.
- Duplicating a table, graph, or diagram, in whole or in part, without referencing the source.
- Paraphrasing the ideas of another person, whether written or verbal, without referencing the source.
- Providing answers to another student in any test, examination, or take-home assignment.
- Taking any unauthorized materials into an examination or test.
- Submitting the same paper or portions thereof for more than one assignment in different courses without the instructor's permission.
- Use of AITG (Artificial Intelligence Text Generator) without acknowledgment (i.e., submitted work should include brief description of AI tool and use in References or on Title Page).
- If you are uncertain or have any questions regarding academic integrity, please do not hesitate to discuss these with your instructor.**

## SCHOOL OR DEPARTMENTAL INFORMATION

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The School of Business is committed to promoting competence, professionalism and integrity in our students and developing their core skills to succeed throughout their academic programs and in their careers. The purpose of these guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is your responsibility to become familiar with the content and the consequences of academic dishonesty.

**Deadlines, exams, and assignments.** 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.

- a. Students registered through the [Centre for Accessible Learning \(CAL\)](#) should discuss timelines with their instructors at the beginning of each semester.
- b. 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>
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

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### 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 <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](https://camosun.ca/services/sexual-violence-support-and-education). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.