

COURSE SYLLABUS



COURSE TITLE: EDCP 094 Personal Leadership Skills

CLASS SECTION: DX01

TERM: F2024 W2025

COURSE CREDITS: Elective credit toward the BC Adult Graduation Diploma

DELIVERY METHOD(S): 100% Online with synchronous and asynchronous components

For COVID-19 information please visit <https://camosun.ca/about/covid-19-updates>

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](#).

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: Diane Gilliland & Val Neaves

EMAIL: gillilandd@camosun.ca; neavesv@camosun.ca

OFFICE: CBA 157 or virtual

HOURS: 11 – 12 pm Tuesday to Friday or 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

“Personal leadership is the process of keeping your vision and values before you and aligning your life to be congruent with them” (Stephen Covey). Through the integration of their vision and values, learners will develop their personal leadership skills to achieve their education and career goals and to promote their personal wellness. They will strengthen their self-awareness and the skills and strategies needed to support financial planning, wellbeing, and health. The course provides opportunities for learners to explore community resources and access support systems.

PREREQUISITE(S): Attendance at an information session

COURSE LEARNING OUTCOMES / OBJECTIVES

By the end of this course, learners will be able to:

- a) Use knowledge of personal values to inform effective decision making
- b) Articulate a shift from a perspective focused on limitations to a perspective focused on potential
 - i. Recognize that building self-esteem is a lifelong process
 - ii. Develop or strengthen a growth mindset
- c) Strengthen self-directed learning skills
- d) Apply personal leadership skills to promote wellness
 - i. Assess work-life balance using a variety of tools
 - ii. Use a range of strategies to manage stress
 - iii. Use a range of strategies to manage change and promote resilience
- e) Design a flexible and effective budget to achieve education and career goals
- f) Investigate community resources and advocacy options in order to access relevant supports
 - i. Explore educational and/or entrepreneurial funding opportunities
- g) Reflect on the spiritual, physical, cultural, intellectual and emotional dimensions of self to help make plans that align with goals and aspirations

REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

Attend required program information session

Computer access with internet, microphone and camera

Read Welcome emails which include Getting Started information

D2L curriculum adapted from BC Campus, Education and Career Planning Open Course

Mary Shier, College of the Rockies, Allison Schubert, Vancouver Community College

Updated 2020

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 or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
1	Getting Started, Values Assessment	
2	Self-directed Learning Skills and Strategies	
3	Strengthening Mindset for Life-long Learning	
4	Spiritual, Physical, Cultural, Intellectual and Emotional Dimensions of Self	
5	Financial Planning for Education and Career Goals	
6	Resources and Supports for Education and Career Goals	
7	Integrated Next Steps Plan	

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
Assignments are graded using a competency-based grading system as complete or incomplete https://camosun.ca/registration-records/student-records/camosun-grading-systems	C or NC

COURSE GUIDELINES & EXPECTATIONS

Assignments: Completion of a variety of education and career assessments and research assignments, as well as active participation in in-class exercises

Student evaluation (completion) based on: 1) 80% Synchronous Attendance, 2) 80% Completion of Asynchronous Assignments

Adherence to Group Guidelines for Respect

SCHOOL OR DEPARTMENTAL INFORMATION

<https://camosun.ca/programs-courses/school-access>

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.

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.