

# COURSE SYLLABUS



COURSE TITLE: Leadership Skills

CLASS SECTION: ETP 053 X01

TERM: Fall 2023

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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## INSTRUCTOR DETAILS

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NAME: **Mark Fournier**

EMAIL: [fournierm@camosun.bc.ca](mailto:fournierm@camosun.bc.ca)

OFFICE: Portable A, Room 102A

HOURS: Available before and after class and by appointment.

*Inclusive Learning is a priority at Camosun. If you experience barriers to learning in this course, do not hesitate to discuss them with us.*

## CALENDAR DESCRIPTION

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Students in this course will explore the skills, perspectives, leadership styles, and attitudes involved in facilitating teams of people with diverse backgrounds. Students will explore and practice their skills through mentoring other ETP students and will reflect on their experiences through journaling, coaching, peer feedback, self-assessment and seminar discussions.

## COURSE LEARNING OUTCOMES / OBJECTIVES

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Upon successful completion of this course a student will be able to:

- assess their style, strengths and effectiveness as a team member, mentor, and leader within a diverse learning cohort
- identify community service opportunities that align with their abilities, interests, and values
- facilitate the learning of other students in the Employment Training and Preparation program.

## REQUIRED MATERIALS & RECOMMENDED PREPARATION / INFORMATION

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Students are responsible for the following materials:

- Clean clothing in good repair appropriate for a variety of employment settings.
- Please wear closed toe shoes to all classes, labs and placements.
- 3 ring binder, pens, paper and a book bag for organizing course materials
- Calendar, schedule or smart phone to keep track of appointments and commitments.
- Meals, snacks, water.

Support is available to students who may have trouble obtaining these items.

COURSE SCHEDULE, TOPICS, AND ASSOCIATED PREPARATION / ACTIVITY / EVALUATION

The following schedule is a guide and may change as the course unfolds.

WEEK or DATE RANGE	ACTIVITY or TOPIC	OTHER NOTES
Week 1	Introductions and orientation	
Week 2	Introduction to mentorship Learning Journals	
Week 3	Introduction to facilitation Supporting others with getting started on learning plans Helping others to explore employment opportunities	
Week 4	Exploring leadership styles The role of leadership in safety	
Week 5	Communicating strengths using STAR stories	
Week 6	Practicing mentorship and facilitation	STAR story draft review
Week 7	Practicing giving and receiving direction and feedback Peer feedback	STAR Story Presentations
Week 8	Reflective learning and self-assessment	Peer feedback reflection
Week 9	Supporting others to access supports and resources	
Week 10	Helping others to identify next steps	
Week 11	Student directed	
Week 12	Next steps and learning plan reviews	
Week 13	Self assessment / peer feedback Wrapping up loose ends.	Last week of labs All assignments due
Week 14	Closing activities Celebration of accomplishments	Last class
Week 15	Summary Conversations	1:1 conversation with instructors

## EVALUATION OF LEARNING

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Students are responsible for demonstrating their learning towards course outcomes. All evaluations can be tailored to suit your learning needs and abilities.

DESCRIPTION	WEIGHTING
Learning lab (leadership skills rubric)	20
Learning journal	20
STAR Stories	20
Self-assessment	20
Peer feedback	20
	<b>TOTAL</b>
	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

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Students are expected to be responsible for the following:

- Following all health and safety rules and procedures.
- Attend all classes and labs and actively engage in learning. Should it be necessary to miss a class, students should provide notice to this instructor. It is the student's responsibility to catch up on anything that may have been missed (e.g. important announcement or assignments).
- Demonstrate learning and ask for help when needed

## 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 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](http://camosun.ca/sexual-violence). To contact the Office of Student Support: [oss@camosun.ca](mailto: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.

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