



CFCS 220
Personal Leadership
Fall 2012

COURSE OUTLINE

Description	<i>This course is an introduction to leadership theory and application as it relates to the CFCS professional. Students will learn essential leadership skills for enhancing individual, team and organization effectiveness. Personal leadership philosophies will be explored.</i>
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Tuesdays – 5:30 – 8:20 PM

Ω Please note: This outline will not be kept indefinitely. It is recommended students keep this outline for their records, especially to assist in transfer credit to post-secondary institutions.

1. Instructor Information

(a) Instructor	Toni Hoyland
(b) Office hours	As Posted or by appointment
(c) Location	Paul 111
(d) Phone	250-370-3237 Alternative: _____
(e) E-mail	hoylandt@camosun.bc.ca

2. Intended Learning Outcomes

Upon completion of this course, the student will be able to:

1. Identify traits, skills and strategies that are relevant for effective leadership and describe how they are related to leadership behaviour.
2. Demonstrate an understanding of, and apply strategies that contribute to effective leadership and teamwork.
3. Demonstrate awareness of self as a leader and articulate a personal emerging leadership philosophy.

3. Required Materials

- (a) **Manz, C & Neck, C. *Mastering self-leadership: Empowering yourself for personal excellence.*** Edition: 5. Publisher: NJ: Pearson. 2010.
- (b) **Course Pack** (available in book store)

4. Course Content and Schedule

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*This schedule is subject to change depending upon class needs.

Date	Topic	Preparation
Sept 4	<ul style="list-style-type: none"> Course introduction; Defining leadership; Exploring personal experiences with leadership; Group facilitation, observation and feedback 	
Sept 11	<ul style="list-style-type: none"> The leadership challenge From macro to micro and back 	<ul style="list-style-type: none"> Read the practices and commitments of exemplary leadership
Sept 18	<ul style="list-style-type: none"> Community Leadership Activism 	<ul style="list-style-type: none"> Read: Generalist chapter 14: Human services advocacy
Sept 25	<ul style="list-style-type: none"> Leadership theories and their underlying assumptions Leadership Styles 	<ul style="list-style-type: none"> Read: leadership styles and challenges
Oct 2	<ul style="list-style-type: none"> Ethics and leadership Leadership and social justice issues 	<ul style="list-style-type: none"> Read: power and leadership Taking Action Plan Due
Oct 9	<ul style="list-style-type: none"> Stages of change Change theory 	<ul style="list-style-type: none"> Read: Leading change in organizations
Oct 16	<ul style="list-style-type: none"> Conflict Management and Mediation Skills 	<ul style="list-style-type: none"> Read: Eight paths from impasse to transformation
Oct 23	<ul style="list-style-type: none"> Self leadership – from the inside out Myers Briggs questionnaire 	<ul style="list-style-type: none"> Read: Mastering Self Leadership Chapter 1 & 2
Oct 30	<ul style="list-style-type: none"> Myers Briggs Type Indicator workshop 	<ul style="list-style-type: none"> Read: M.S.L. Chapter 3 & 4
Nov 6	<ul style="list-style-type: none"> Governance structures Management Shared leadership Leadership and team Developing Questionnaires 	<ul style="list-style-type: none"> Read: M.S.L. Chapter 5 & 6
Nov 13	<ul style="list-style-type: none"> Community Leaders Panel Presentation Interviewing Leaders Sharing the learning from leader interviews 	<ul style="list-style-type: none"> Read: M.S.L. Chapter 7 & 8
Nov 20	<ul style="list-style-type: none"> Health and well being 	<ul style="list-style-type: none"> Read: M.S.L. Chapter 9 & 10 Leadership Paper Due
Nov 27	<ul style="list-style-type: none"> Flow, personality, Myers Briggs 	<ul style="list-style-type: none"> Read: M.S.L. Chapter 11 & 12
Dec 4	<ul style="list-style-type: none"> Putting it all together 	<ul style="list-style-type: none"> Taking Action Report Due

5. Basis of Student Assessment (Weighting)

Assignments:

1. Group Roles: facilitator -	10%	due date varies
2. Group Roles: observer/feedback	10%	due date varies
3. Taking Action	25%	due Oct 2 and Dec. 4
4. Reflections on Leadership	15%	due Nov. 20
5. Reading logs (10x3%)	30%	due weekly
6. Participation	10%	

6. Attendance and Late Policy

All assignments are to be submitted by 5:30 pm on designated due dates. In exceptional circumstances, students may arrange with the instructor for an extension of an assignment BEFORE the due date. Marks will be deducted for assignments/project if prior arrangements have not been made with the instructor.

Attendance and Participation

Classes are planned as a continuum for building the skill and knowledge required to meet the competencies for CFCS Graduates. Attendance and participation in classes is mandatory. Students are required to contact the instructor in advance if they are unable to attend classes.

Participation includes:

- Pre-class preparation, including reading assignment materials
- Arriving at class on time, and consistent attendance
- Constructive and appropriate comments in class
- Participation in in-class assignments and exercises
- Active and appropriate participation in class discussions and group work
- Active and respectful listening
- Respectful and considerate behaviour toward others
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Makeup Assignment For Missed Classes

If a class is missed for any reason, a makeup assignment is available so that you can maintain your participation marks (please see attached assignments).

General Considerations

1. Please arrive on time. The instructor will begin on time.
2. Come to class prepared to participate in discussions and activities.
3. **All** assignments must be done in proper APA formatting (including a cover and reference page).

7. Grading System

- Standard Grading System (GPA)
- Competency Based Grading System

GRADING SYSTEMS <http://www.camosun.bc.ca/policies/policies.php>

1. Standard Grading System (GPA)

Percentage	Grade	Description	Grade Point Equivalency
90-100	A+		9
85-89	A		8
80-84	A-		7
77-79	B+		6
73-76	B		5
70-72	B-		4
65-69	C+		3
60-64	C		2
50-59	D		1
0-49	F	Minimum level has not been achieved.	0

8. Recommended Materials or Services to Assist Students to Succeed Throughout the Course

LEARNING SUPPORT AND SERVICES FOR STUDENTS

There are a variety of services available for students to assist them throughout their learning. This information is available in the College Calendar, Student Services or the College web site at <http://www.camosun.bc.ca>

STUDENT CONDUCT POLICY

There is a Student Conduct Policy. It is the student's responsibility to become familiar with the content of this policy. The policy is available in each School Administration Office, Registration, and on the College web site in the Policy Section.
<http://www.camosun.bc.ca/policies/policies.html>

The Department of Community, Family & Child Studies 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 Academic Honesty Guidelines is to provide clear expectations of appropriate academic conduct and to establish processes for discipline in appropriate circumstances. It is the student's responsibility to become familiar with the content and the consequences of academic dishonesty. Before you begin your assignments, review the Academic Policies on the Camosun College website: <http://camosun.ca/learn/becoming/policies.html>