



CAMOSUN COLLEGE
School of Health and Human Services
Community, Family & Child Studies

CFCS 220
Personal Leadership
Fall 2017

COURSE OUTLINE

Description:

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 organizational effectiveness. Personal leadership philosophies will be explored.

⚡ *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** Jessica Hrechka Fee
- (b) **Office hours** By appointment
- (c) **Location** WT 218
- (d) **Phone** 250-370-3216 **Alternative:** _____
- (e) **E-mail** hrechkaj@camosun.bc.ca
- (f) **Website** <http://camosun.ca/learn/programs/early-learning-and-care/>
- (g) **Class time/location:** Mondays, 1:30-4:20 in Paul 111 or various locations in the community

2. Intended Learning Outcomes

Upon successful 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) Texts
 - Wheatley J. Margaret (2009). Turning to one another: Simple conversations to restore hope to the future. Second Edition. Publisher: Berrett-Loehler Publishers, Inc.
 - CFCS 220 Course Pack 2017. (available in the bookstore)

4. Course Content and Schedule

* This schedule is subject to change depending upon class needs

| Date | Topic | Preparation |
|----------|---|---|
| Sept. 11 | Course Introduction <ul style="list-style-type: none"> Defining Leadership Exploring personal experiences with leadership Group facilitation, observation and feedback | Read C.P. 'How a Professional Learning Community Changed a Family Childcare Providers Beliefs and Practices' <i>Sign up to facilitate one reading and observe a different reading during the semester.</i> |
| Sept. 18 | Leadership theories and their underlying assumptions <ul style="list-style-type: none"> Leadership styles | Read: C.P. 'Leadership for Early Years Provision' |
| Sept. 25 | Community Leadership <ul style="list-style-type: none"> Activism Advocacy | Read C.P. 'ECE's as Childcare Advocates: Examining the Scope of Childcare Advocacy Carried out by ECE's' |
| Oct. 2 | Health, wellbeing, personality, flow | Read Text 'Turning to one another' Pgs 1-41 |
| Oct. 9 | No Class | |
| Oct. 16 | Governance Structures <ul style="list-style-type: none"> Shared leadership Leadership and team Culture | Read C.P. 'Approaching Leadership through Culture, Story and Relationships' |
| Oct. 23 | Ethics and leadership <ul style="list-style-type: none"> Leadership and social justice issues What's the purpose of education | Read C.P. 'Mind the Gaps: Professionalism for Inclusion in North American ECE' and 'We cannot continue as we are' |
| Oct. 30 | Stages of Change <ul style="list-style-type: none"> Change theory | Read C.P.: 'Research into practice: leadership in ECE: new trends and possibilities' and 'Welcoming the change coming soon to your life' and Read course text <i>turning to one another</i> 'What is our role in creating change?' pg 142-150 |
| Nov.6 | Conflict management and mediation skills | Read C.P. 'Eight paths from impasse to transformation' |
| Nov.13 | Community leaders <ul style="list-style-type: none"> Sharing the learning from leader interviews ECEBC Leadership Project | Interview a leader |
| Nov. 20 | Self-leadership – from the inside out <ul style="list-style-type: none"> Myers Briggs | Choose a chapter in Part 3 of the text 'turning to one another' or Mastering Leadership Chapter 1&2 on D2L |
| Nov. 27 | The Leadership Challenge <ul style="list-style-type: none"> From macro to micro and back Creating sustainable organizations | Read C.P. 'Leadership for Sustainable organizations' |
| Dec. 4 | Putting it all together | Stories and celebrations of self-leadership discoveries |

5. Basis of Student Assessment

(a) Assignments

- | | |
|---|----------------------------|
| 1. Summary of article and facilitator report | 20% due date varies |
| 2. Summary of article and observer/feedback | 20% due date varies |
| 3. Taking action plan & presentation/reflection | 25% due Oct. 16 and Dec. 4 |
| 4. Leadership exploration | 20% due November |
| 5. Participation goals & reflection | 15% due weekly |

(b) Late Policy

All assignments are to be submitted by midnight on determined due dates. In exceptional circumstances, students may arrange with the instructor for an extension of an assignment at least 24 hours before the due date. Marks will be deducted (3% per day) for assignments/project if prior arrangements have not been made with the instructor.

(c) 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.

(d) Participation includes:

- Pre-class preparation, including reading assignment materials
- Arriving at class on time, and consistent attendance
- Constructive and appropriate comments in class
- Active Participation in in-class assignments and exercises
- Active and appropriate participation in class discussions and group work
- and respectful listening
- Respectful and considerate behaviour toward others
- Not being distracted by electronic devices

(e) General Considerations

- All assignments must be completed to be eligible for a grade in this course.
- This course must be completed with a C+ or higher in the ELC program.
- All assignments must be done in proper APA formatting, including a cover and reference page.

6. Grading System

(If any changes are made to this part, then the Approved Course description must also be changed and sent through the approval process.)

(Mark with "X" in box below to show appropriate approved grading system – see last page of this template.)

Standard Grading System (GPA)

7. 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>

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

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 |

Temporary Grades

Temporary grades are assigned for specific circumstances and will convert to a final grade according to the grading scheme being used in the course. See Grading Policy at <http://www.camosun.bc.ca/policies/E-1.5.pdf> for information on conversion to final grades, and for additional information on student record and transcript notations.

| Temporary Grade | Description |
|-----------------|---|
| I | <i>Incomplete:</i> A temporary grade assigned when the requirements of a course have not yet been completed due to hardship or extenuating circumstances, such as illness or death in the family. |
| IP | <i>In progress:</i> A temporary grade assigned for courses that are designed to have an anticipated enrollment that extends beyond one term. No more than two IP grades will be assigned for the same course. |
| CW | <i>Compulsory Withdrawal:</i> A temporary grade assigned by a Dean when an instructor, after documenting the prescriptive strategies applied and consulting with peers, deems that a student is unsafe to self or others and must be removed from the lab, practicum, worksite, or field placement. |

