CAPILANO UNIVERSITY

COURSE OUTLINE		
TERM: Fall 2018	**COURSE NO: BADM 305**	
INSTRUCTOR:	**COURSE TITLE: Leadership**	
OFFICE: LOCAL: **E-MAIL:** @capilanou.ca	**SECTION NO(S):**	**CREDITS: 3.0**
OFFICE HOURS:		
COURSE WEBSITE:		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

COURSE FORMAT
Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams.

COURSE PREREQUISITES
42 credits of 100 level or higher coursework and BADM 106 or BTEC 252; or 6 NABU credits

CALENDAR DESCRIPTION:
This course will provide the student with an understanding of what effective leadership means and how he or she can be a more effective leader. This will be done through a combination of theoretical work, discussions with community leaders and through the development of critical leadership skills and competencies. Specific competencies will include networking skills, coaching skills, and facilitation skills.

COURSE NOTE
BADM 305 is an approved Self and Society course for Cap Core requirements.

REQUIRED TEXTS AND/OR RESOURCES
BADM 305 Course Package

COURSE STUDENT LEARNING OUTCOMES

On successful completion of this course, students will be able to do the following:
1. Apply effective communication skills.
2. Apply effective coaching skills.
3. Apply facilitation skills.
4. Apply strong public speaking skills.
5. Make effective decisions in a group context.

6. Apply various assessments to increase self-awareness of leadership competencies.
7. Demonstrate an ability to function in a team environment from a variety of structural positions including: leader, team member, follower, coach and facilitator.
8. Explain the role that values, beliefs, ethics, and fears play in leadership.
9. Apply the human dynamics of team work and development, including:
   - Minimizing and overcoming resistance and conflict
   - Creating a shared commitment to new directions
   - Empowering others to act
10. Apply leadership skills through ongoing personal leadership actions and behaviours throughout the course to a variety of local and global community issues.
11. Deliver tangible value to the community through service learning.

Students who complete this Self and Society course will be able to do the following:

1. Identify potential root causes of local/global problems and how they affect local/global cultures, economies, politics, and policies
2. Assess and evaluate individual and collective responsibilities within a diverse and interconnected global society
3. Synthesize a range of differing community perspectives on ethics and justice and explain how these perspectives can inform structural change
4. Explain how contexts (e.g. cultural, historical, colonial, economic, technological) shape identity formation and social structures

COURSE CONTENT

Week	Topic
1	Introduction to Leadership The Ethics of Leadership
2	Leadership Styles and Qualities
3	Values and Vision
4	Power and Impact of Beliefs
5	Introduction to Coaching Coaching Model
6	Coaching Skills Coaching Practice
7	Coaching Demonstration
8	Introduction to Facilitation Facilitation Skills
9	Facilitation Demonstrations
10	The Power of Networking Networking Skills

11	Group Facilitation
12	Group Facilitation
13	Service Learning Project Presentations
14-15	Final Exam Period

EVALUATION PROFILE

Assessment	% of Final Grade

Skill Demonstrations:
      Coaching   (10 – 30%)
      Facilitation (10 – 30%)
	40%

Assignments	25%
Service Learning Leadership Project	25%
Peer Group Assessment	5%
Attendance, Class Contribution and Participation	5%
Total	100%

Skill Demonstrations:

    Note: These skill demonstrations are evaluated separately. The total of both demonstrations will equal 40%.

    Coaching
    Students are required to demonstrate their ability to use a coaching model and conversation to coach a team member effectively and confidentially.

    Facilitation
    Each group will be required to demonstrate leadership and facilitation skills through a real-time class facilitation. Teams will incorporate interactive exercises and demonstrate a variety of effective facilitation techniques. Groups will be assessed on their ability to lead, present and facilitate group exercises and learning.

Assignments:
Assignments may include, but are not limited to, Famous Leader Profile Speech, Networking Journal, Vision Map, etc.

Service Learning Leadership Project:
Students prepare a final community leadership project for the course. This project requires students to utilize their new leadership skills and demonstrate their leadership ability to create change or make a positive contribution outside of the academic university environment.

Peer Group Assessment:
Each student's level of group participation, contribution, and leadership will be assessed by his/her peers on the following:
- Team Attendance and Participation
- Quality of Contribution to Team Work
- Dependability and Reliability
- Interpersonal Skills
- Leadership

Attendance, Class Contribution, and Participation
The grade for class participation is based on both the frequency and the quality of the student's attendance in class, comments, questions and observations, with the emphasis on quality. The quality is determined by, among other things, the relevance, insight and clarity of remarks. Students are expected to demonstrate active and positive engagement in class discussions that reflect thorough preparation of readings. The student's in-class leadership ability will be assessed as well.

GRADING PROFILE

A+	= 90-100	B+	= 77-79	C+	= 67-69	D	= 50-59
A	= 85-89	B	= 73-76	C	= 63-66	F	= 0-49
A-	= 80-84	B-	= 70-72	C-	= 60-62		

Incomplete Grades
Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

Late Assignments*:*
Assignments are due at the start of class on the due date unless otherwise advised by your instructor. Late assignments will only be accepted if prior approval for a late submission date has been given by the instructor.

Missed Exams/Quizzes/Labs etc.
Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

Attendance
Students are expected to attend all classes and associated activities. All students are expected to attend class and to come fully prepared to participate.

English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

Electronic Devices
Students may use electronic devices during class for note-taking only.

On-line Communication
Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

UNIVERSITY OPERATIONAL DETAILS
Tools for Success
Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: http://www.capilanou.ca/services/

Capilano University Security: download the CapU Mobile Safety App

Policy Statement (S2009-06)
Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

Academic Integrity (S2017-05)
Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information:
http://www.capilanou.ca/about/governance/policies/Policies/

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

Academic dishonesty is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

Cheating: Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:
- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;

- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

Fraud: Creation or use of falsified documents.

Misuse or misrepresentation of sources: Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

Plagiarism: Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

Self-Plagiarism: Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

Prohibited Conduct: The following are examples of other conduct specifically prohibited:
- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

Sexual Violence and Misconduct
All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including B.401 Sexual Violence and Misconduct Policy and B.401.1 Sexual Violence and Misconduct Procedure.

Emergencies: Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.