

	<b>CAPILANO UNIVERSITY COURSE OUTLINE</b>		
	<b>Course Title</b>	<b>SERVICE LEARNING IN LEADERSHIP ROLES</b>	
<b>Course Number</b>	CLSC 203	<b>Credits</b>	3.0
<b>Section Number</b>		<b>Instructor</b>	
<b>Term</b>	Fall 2015	<b>Office</b>	
<b>Phone</b>		<b>Local</b>	

**COURSE FORMAT:**

This course will be delivered over two terms. It will combine theory, support and practicum experience through: instructional hours per term for the whole class as well as small group and/or individual coaching sessions each month; and a minimum of 40 hours involvement in a leadership role on a committee or board.

**PREREQUISITES/CO-REQUISITES:**

Community Capacity Building 100  
Community Capacity Building 105, and  
CLSC 103 Service Learning in Neighbourhood Context as pre- or co-  
requisites

**LEARNING OUTCOMES:**

Upon successful completion of this course, students will be able to:

- play an active role in a board or committee;
- develop a draft non-profit constitution;
- develop a board and/or committee agenda;
- prepare board or committee minutes;
- review board and committee financial reports;
- describe and apply different models of board and committee decision-making;
- participate in an assessment of their role and experience;
- prepare and make a presentation to the class.

**REQUIRED TEXTS:**

Broadbent, A. and Omidivar, R., Edit. (2011). *Five Good Ideas: Practical Strategies for Non-Profit Success*. Toronto: Maytree.

Selected Readings

**RECOMMENDED TEXTS:**

Davidson, C. (2009). *Board Governance Resource Guide*. Barrie, ON: Community Literacy of Ontario

**COURSE CONTENT:**

The content of this course is both classroom based and experiential, based on a student's interest. They will be exposed to how non-profit organizations work and their role in the community. They will gain experience in a specific area of focus such as: literacy, health promotion, community economic development, community arts etc. In the classroom, students will explore: roles and responsibilities of boards and committees; non-profit governance including constitutions and policies; relationship building and communication for- mentorship; team work and team building; evaluation and assessment skills; and presentation skills.

<b>EVALUATION PROFILE:</b>	Participation/Attendance	10%
	Personal Workplan	20%
	Reflection Journal	25%
	Performance Evaluation	20%
	Class Presentation	<u>25%</u>
	<b>TOTAL</b>	<b>100%</b>

**GRADING PROFILE: Credit/No credit**

Credit will be granted if the student achieves a total grade of 70% or higher.

**ASSIGNMENTS:** Assignments include a workplan, a reflection journal, and a class presentation.

**OPERATIONAL DETAILS:**

**University Policies:** Capilano University has policies on Academic Appeals (including appeal of final grades), Student Conduct, Cheating and Plagiarism, Academic Probation and other educational issues. These and other policies are available on the University website.

**Emergency Procedures:** Please read the emergency procedures posted on the wall of the classroom.

**Participation:** Participation means regular attendance and good preparation demonstrated in class discussions.

**Attendance:** Regular attendance is required. If you must miss a class, make arrangements with a classmate to hand in any homework due and to explain work required for the following class. You are responsible for all materials and submission of work during your absence.

Call or email your instructor if you cannot come to class.

**Missed Exams:** All missed exams and quizzes will be graded "0" unless special arrangements are made with the instructor **prior** to the date of the exam or quiz.

**Late Assignments:** Late assignments will not be accepted without special approval in advance. Late assignments will not be accepted after answers have been given out and explained in class.

**Cheating/Plagiarism:** All forms of cheating, including plagiarism, are serious offences. The instructor has a right to assign a "0" on the assignment or a letter grade of "F" on the course. A second offence in any course may result in expulsion from the program.

***English Usage:***

A university-level use of English is expected of all take home written work. All take-home work must be typed and be presented in a professional manner.

***Incomplete Grades:***

Incomplete grades will not be given without special permission.

***Cell Phones:***

Cell phones must be turned off **before** entering the classroom and may not be turned on again until **after** you have left the classroom, except in emergency situations by prior arrangement with the instructor.