



## Course Outline 2018-2019

### Leadership Studies 1031 Exploring Leadership Section 531 with Heather Hallett

#### CONTACT INFORMATION

Instructor: Heather Hallett  
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 Office Hours: UH 217  
 Monday 2:30-3:30  
 Wednesday 2:30-4:30

#### CLASS INFORMATION

Section Number: 531  
 Class Time: Thursdays 2:30 -5:30  
 Location: BR-UH 250

#### COURSE DESCRIPTION

This interdisciplinary course will provide students with an introduction to the concept and history of Leadership. Students will examine a variety of philosophical, psychological and theoretical perspectives of leadership through readings, hand-on activities and experiential simulations, and some engagement with representative leaders.

This introductory survey course assumes no prior knowledge of leadership. This course requires no prerequisites and has no antirequisites, but is a prerequisite for Brescia University College's Major in Dimensions of Leadership.

#### STUDENT LEARNING OUTCOMES (BRESCIA COMPETENCIES IN BRACKETS)

By the end of the course, students should be able to;

- L1. Describe, compare and critically evaluate a variety of Leadership theories and perspectives that have evolved over time (*L1 Communication, L1 Critical Thinking*)
- L2. Examine situations to identify which Leadership theories/skills/perspectives have been demonstrated and evaluate the effectiveness of that Leadership (*L1 Inquiry and Analysis, L1 Problem Solving*)
- L3. Develop an understanding of past and present issues in Leadership (*L1 Inquiry/analysis, L1 social awareness/engagement*)
- L4. Apply the aforementioned knowledge to evaluate their own skill sets, strengths and weaknesses through experiential exercises, self-reflection and assessment (*L1 self-awareness/development, L1 valuing*)

L5. Identify and demonstrate their ability to both lead and follow (*L1 self-awareness & development, L1 social awareness/engagement, L1 communication*)

See <http://brescia.uwo.ca/academics/brescia-competencies/> for a detailed description of each competency.

## Course Materials

1. Textbook Bundle: Northouse, P. (2016). *Leadership: Theory and Practice, 7<sup>th</sup> Edition*. Thousand Oaks, CA.: SAGE Publications; Northouse, P. (2018). *Introduction to Leadership: Concepts and Practices, 4<sup>th</sup> Edition*. Thousand Oaks, CA: SAGE Publications
2. Up-to-date information on class readings, assignments, tests, exams and grades is provided on: <https://owl.uwo.ca>. Note: the “lecture” slides used in class can be found on this OWL site and should be printed and brought to class to aid with note taking.

## EVALUATION

Grades cannot be adjusted based on **need**. Your mark in the course will be the mark that you earn based on your demonstrated understanding of the course content. Extra credit assignments are not available, and tests and exams cannot be rewritten to obtain a higher mark. Once a student has written a test or examination she is committed to the mark earned. Students must complete all evaluations to receive a passing grade in the course.

Evaluation of the student is achieved through two mid-term tests, a group project/presentation, a final examination, and class contribution. The weightings of the graded requirements are listed below.

Evaluations **will not be re-weighted**.

Segment	Date	Objective	Weight
Midterm Test #1	Thursday, November 15 <sup>th</sup> , 2018	L1-L2	25%
Midterm Test #2	Thursday, February 14 <sup>th</sup> , 2019	L1-L2	25%
Group Project Presentations:	Thursday, March 28 <sup>th</sup> 2019 and Thursday, April 4 <sup>th</sup> , 2019	L1-L5	10%
Final Exam	Final Exam Period determined by the Registrar	L1-L5	30%
Class Contribution	Evaluated Daily	L1-L5	10%
<b>TOTAL</b>			100%

### Evaluation Component Descriptions

#### Class Contribution

Class contribution assesses your oral communication, critical thinking, complex problem solving, and inquiry and analysis skills. Class contribution may also be used to determine whether you have mastered the content of the course and to assess your professionalism, including preparation, civility, ethical perspective, and promptness.

While class participation or contribution is not primarily an assessment of attendance, if you are not in class, it is not possible to assess your contribution. Each class will count equally toward your contribution grade, with each missed class receiving a grade of "0" out of 10. Seven marks of your contribution grade will relate to critical thinking, inquiry and analysis and problem solving, 2 marks to preparation, and 1 mark to professionalism.

Should you miss more than 25% of scheduled classes without academic accommodation you will receive a final class contribution grade of "0".

You should attend every class in this course. However, extenuating circumstances arise that make this difficult. Family medical issues, personal medical issues, family bereavement, participation in University sports teams are acceptable reasons for missing class, with appropriate documentation (i.e. an academic accommodation).

### Midterm Test #1

The midterm test will occur during class time and will cover material presented in the assigned readings, class discussions and PowerPoint slides from the start of the course.

### Midterm Test #2

The second midterm test will occur during class time and will cover material presented in the assigned readings, class discussions and PowerPoint slides after the first midterm.

### Group Project Presentation

In small groups, students will be challenged to apply leadership theories and develop their own leadership skills by leading an activity/event of their own choosing. The group is to decide what activity/event they plan to conduct, and must complete their activity no later than Saturday, March 23<sup>rd</sup>, 2019. Examples of activities or events that groups might conduct include forming and executing an awareness campaign for Brescia students, hosting an activity for members of the community, creating a volunteer or fundraising activity, etc. Further instructions will be provided on OWL.

### Final Exam

The final exam will be scheduled during the final exam period and will be ***cumulative***. As final exams are scheduled by the office of the Registrar your instructor has no control of date or time. **DO NOT MAKE HOLIDAY TRAVEL PLANS UNTIL THE FINAL EXAM SCHEDULE IS POSTED!**

## TEACHING METHODOLOGY AND EXPECTATIONS OF STUDENTS

This course will be taught primarily through in-class discussions, which requires a much greater involvement of the student in class than does the traditional lecture method. Students will read the assigned readings and complete the assigned exercises in preparation for the class discussion. In the classroom, the instructor will act as discussion leader, with emphasis on students' active participation. The very nature of this discussion approach demands a high level of attendance, preparation and contribution in class.

Students are expected to be fully engaged in the entire learning process. This means devoting time and energy to preparation before class, listening to others during class discussions and engaging in class discussions and activities. Collective reasoning and willingness for self-discovery are critical to the successful application of this learning process.

Detailed note-taking during class can often be distracting for others and counterproductive to your own learning. Instead, bring copies of the day's PowerPoint slides with you or bring notes that you make while completing your readings to add to during class.

## COURSE POLICIES

### ACADEMIC ACCOMMODATION

If, on medical or compassionate grounds, a student is unable to complete a course component worth **greater than 10 per cent** of the final course grade, it is the responsibility of the student to consult with an Academic Advisor and follow the procedures documented in the "**POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES**" on page 7 of this outline.

For academic accommodation to be considered for any course component worth **less than 10 per cent** of the final course grade, it is the responsibility of the student to approach the course instructor(s) in a timely fashion (within two business days of the missed deadline). Documentation may be required to be submitted to the academic advisor. If documentation is required, the request for accommodation will be decided by the academic advisor in consultation with the instructor. If documentation is not required, the instructor will make the final decision.

### Attendance

Attendance at all classes in this course is expected; however, circumstances may arise which make it impossible for you to attend. If you are ill, see a doctor as soon as you can and obtain a note. In all cases, a permissible absence must be cleared through your academic advisor. Find out today who your advisor is and keep her contact information handy for when an emergency arises. This way you will only have to send one email instead of one per instructor. An email to your instructor is a courteous gesture but without notification from your academic advisor no accommodations will be granted.

In accordance with Senate regulations, your instructor can request that you be prevented from writing the final exam at a point when your absenteeism reaches 25% of classes and you will most certainly receive "0" for class contribution. Together this is 40% of the course and as you must complete all evaluations to receive a passing grade in the course the result will be a failure on your transcript.

The last date to drop this course without academic penalty is **November 30<sup>th</sup> 2018**

**Note:** It is the student's responsibility to catch up on missed class material by getting notes/information from classmates and/or OWL, after which the student is encouraged to attend office hours for any additional clarification.

### **Student use of technology in class**

Talking privately with classmates or using your computer, cell phone or other electronic device during class for activities such as texting, reading/writing e-mail, Web surfing, etc. is distracting for others, is not conducive to your own learning, is disrespectful to the instructor, and may negatively impact your class contribution grade. The instructor has the right to request that you put your technology away at any time. In addition, cell phones will NOT be permitted on your person/desk during class or exam time: please ensure your phones are turned OFF and inside a bag prior to class.

### **Privacy**

In order to respect privacy laws, and the privacy of individual students, student grades will ONLY be communicated via OWL, in -person, or on a test/exam/report/essay paper. Your instructor is not able to email your grade to any email address and will only discuss individual grades with the student in question in person. Student grades are confidential. Please take this into consideration when sharing your grades or asking others to share their grades. Besides it's rude.

The University is committed to protecting specific types of information, which, if disclosed, could reasonably be expected to result in harm to the University, an identifiable individual, or a third party. As a result, your professor is not able to release any information including, but not limited to, personal information, attendance or grade records, to anyone other than the individual involved.

### **Emails**

For privacy reasons, you must use your Western email account to contact me. Please include your name, course and section number in the subject line of your emails. I check email Monday through Thursday during office hours; in most cases you can expect a response within 24 hours during the work week. If you are emailing to let me know that you will not be in class, I will make a note of it but may not respond.

Academic accommodation requests must go through the academic advisors.

If you are asking a question about something that is on the course outline, (e.g. “when is our next test?”) I will not respond.

If you are asking a question that is answered on OWL (example: “what did we do in class today?”) I will not respond. Please check OWL before emailing.

If you have an exceptionally good question the response to which would benefit the entire class, I thank you, and will post a response on OWL with gratitude. I will not check email over weekends and holidays, so plan accordingly.

## 1. POLICY REGARDING MAKEUP EXAMS AND EXTENSIONS OF DEADLINES

When a student requests academic accommodation (e.g., extension of a deadline, a makeup exam) for work representing 10% or more of the student's overall grade in the course, it is the responsibility of the student to provide acceptable documentation to support a medical or compassionate claim. All such requests for academic accommodation **must** be made through an Academic Advisor and include supporting documentation.

Academic accommodation for illness will be granted only if the documentation indicates that the onset, duration and severity of the illness are such that the student could not reasonably be expected to complete her academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

Students must submit their documentation along with a request for relief specifying the nature of the accommodation being requested no later than two business days after the date specified for resuming responsibilities. In cases where there might be an extended absence or serious issue, students should submit their documentation promptly and consult their Academic Advisor for advice during their recovery period. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, examinations, etc. Appropriate academic accommodation will be determined by the Dean's Office/Academic Advisor in consultation with the student's instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements for classes/labs/tutorials, arranging Special Exams or Incompletes, re-weighting course requirements, or granting late withdrawals without academic penalty

Please note that personal commitments (e.g., vacation flight bookings, work schedule) which conflict with a scheduled test, exam or course requirement are **not** grounds for academic accommodation.

A UWO Student Medical Certificate (SMC) is **required** if a student is seeking academic accommodation on medical grounds. This documentation should be obtained at the time of the initial consultation with the physician/nurse practitioner or walk-in clinic. A SMC can be downloaded from:

[http://www.uwo.ca/univsec/pdf/academic\\_policies/appeals/medicalform.pdf](http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf) . The student must request documentation sufficient to demonstrate that her ability to meet academic responsibilities was seriously affected. Please note that under University Senate regulations documentation stating simply that the student "was seen for a medical reason" or "was ill" is **not** adequate to support a request for academic accommodation.

The full policy on requesting accommodation due to illness can be viewed at:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_12](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12)

## 2. ACADEMIC CONCERNS

If you feel that you have a medical or personal challenge that is interfering with your work, contact your instructor and Academic Advisor as soon as possible. Problems may then be documented and possible arrangements to assist you can be discussed at the time of occurrence rather than on a retroactive basis. Retroactive requests for academic accommodation on medical or compassionate grounds are not normally considered.

If you think that you are too far behind to catch up or that your work load is not manageable, you should consult your Academic Advisor. If you consider reducing your workload by dropping one or more courses, this must be done by the appropriate deadlines (refer to the Registrar's website, <http://brescia.uwo.ca/academics/registrar-services/> or the list of official sessional dates in the Academic Calendar, see the Sessional Dates tab at <http://www.westerncalendar.uwo.ca/index.cfm?SelectedCalendar=Live&ArchiveID=> ). You should consult with the course instructor and the Academic Advisor who can help you consider alternatives to dropping one or more courses. *Note that dropping a course may affect OSAP eligibility and/or Entrance Scholarship eligibility.*

## 3. ABSENCES

**Short Absences:** If you miss a class due to a minor illness or other problems, check your course outline for information regarding attendance requirements and make sure you are not missing a test or assignment. Cover any readings and arrange to borrow notes from a classmate. Contact the course instructor if you have any questions.

**Extended Absences:** If you have an extended absence, you should contact the course instructor and an Academic Advisor. Your course instructor and Academic Advisor can discuss ways for you to catch up on missed work and arrange academic accommodations, if appropriate and warranted.

It is important to note that the Academic Dean may refuse permission to write the final examination in a course if the student has failed to maintain satisfactory academic standing throughout the year or for too frequent absence from the

class or laboratory

([http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading\\_68](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=5&SelectedCalendar=Live&ArchiveID=#SubHeading_68) ).

#### 4. SCHOLASTIC OFFENCES

Scholastic offences are taken seriously and students are directed to read the appropriate policy, specifically, the definition of what constitutes a Scholastic Offence, at:

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_20](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_20) .

Students are responsible for understanding the nature of and avoiding the occurrence of plagiarism and other academic offences. Note that such offences include plagiarism, cheating on an examination, submitting false or fraudulent assignments or credentials, impersonating a candidate, or submitting for credit in any course without the knowledge and approval of the instructor to whom it is submitted, any academic work for which credit has previously been obtained or is being sought in another course in the University or elsewhere. Students are advised to consult the section on Scholastic Discipline for Undergraduate Students in the Academic Calendar.

If you are in doubt about whether what you are doing is inappropriate or not, consult your instructor, the Academic Dean's Office, or the Registrar. A claim that "you didn't know it was wrong" is not accepted as an excuse.

The penalties for a student guilty of a scholastic offence (including plagiarism) include refusal of a passing grade in the assignment, refusal of a passing grade in the course, suspension from the University, and expulsion from the University.

##### **Plagiarism:**

Students must write their essays and assignments in their own words. Whenever students take an idea or a passage from another author, they must acknowledge their debt both by using quotation marks where appropriate and by proper referencing such as footnotes or citations. Plagiarism is a major academic offence.

All required papers may be subject to submission for textual similarity review to the commercial plagiarism detection software under license to the University for the detection of plagiarism. All papers submitted for such checking will be included as source documents in the reference database for the purpose of detecting plagiarism of papers subsequently submitted to the system. Use of the service is subject to the licensing agreement, currently between The University of Western Ontario and Turnitin.com (<http://www.turnitin.com>).

##### **Computer-marked Tests/exams:**

Computer-marked multiple-choice tests and/or exams may be subject to submission for similarity review by software that will check for unusual coincidences in answer patterns that may indicate cheating. Software currently in use to score computer-marked multiple-choice tests and exams performs a similarity review as part of standard exam analysis.

#### 5. PROCEDURES FOR APPEALING ACADEMIC EVALUATIONS

All appeals of a grade must be directed first to the course instructor. If the student is not satisfied with the decision of the course instructor, a written appeal is to be sent to the School Chair. If the response of the Chair is considered unsatisfactory to the student, she may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, she may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal. For information on academic appeals you can consult your Academic Advisor or see the Student Academic Appeals – Undergraduate in the Academic Calendar

[http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page\\_14](http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_14).

Note that final course marks are not official until the Academic Dean has reviewed and signed the final grade report for the course. If course marks deviate from acceptable and appropriate standards, the Academic Dean may require grades to be adjusted to align them with accepted grading practices.

#### 6. PREREQUISITES

Unless you have either the prerequisites for a course or written special permission from the Dean to enroll in it, you will be removed from the course and it will be deleted from your record. This decision may not be appealed. You will receive no adjustment to your fees in the event that you are dropped from a course for failing to have the necessary prerequisite(s).

## 7. SUPPORT

### Support Services

The Brescia University College Registrar's website, with a link to Academic Advisors, is at <http://brescia.uwo.ca/academics/registrar-services/> . The website for the Student Development Centre at Western is <http://www.sdc.uwo.ca/> .

### Mental Health and Wellness

Students may experience a range of issues that can cause barriers to your learning, such as increased anxiety, feeling overwhelmed, feeling down or lost, difficulty concentrating and/or lack of motivation. Services are available to assist you with addressing these and other concerns you may be experiencing. You can learn more about mental health and wellness at Brescia at <http://brescia.uwo.ca/life/mental-health-wellness/>. Students who are in emotional/mental distress should refer to Health and Wellness at Western, [http://uwo.ca/health/mental\\_wellbeing/index.html](http://uwo.ca/health/mental_wellbeing/index.html), for information about how to obtain help for yourself or others.

### Sexual Violence

All members of the Brescia University College community have a right to work and study in an environment that is free from any form of sexual violence. Brescia University College recognizes that the prevention of, and response to, Sexual Violence is of particular importance in the university environment. Sexual Violence is strictly prohibited and unacceptable and will not be tolerated. Brescia is committed to preventing Sexual Violence and creating a safe space for anyone in the Brescia community who has experienced Sexual Violence.

If you or someone you know has experienced any form of Sexual Violence, you may access resources at <http://brescia.uwo.ca/life/sexual-violence/>.

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Portions of this document were taken from the Academic Calendar, the Handbook of Academic and Scholarship Policy and the Academic Handbook of Senate Regulations. This document is a summary of relevant regulations and does not supersede the academic policies and regulations of the Senate of the University of Western Ontario.