COURSE OUTLINE

SOC SCI 2LC3E (Fall 2018)

Leadership & Communications

Day of the Week: Monday   7:00 pm – 10:00 pm

Location: Kenneth Taylor Hall 104

McMaster University   **Instructor: Valerie Sadler, M.Ed.**
Faculty of Social Sciences   **Office: Kenneth Taylor Hall 208**

Email: sadler@mcmaster.ca

Office Hours: Mondays 5:45 pm – 6:45 pm

Course Description:

This course will help students understand and apply:

- the nature of leadership and its applications in not-for-profit organizations

- leadership competencies and how they can be effectively developed and utilized

- the effectiveness of teams

- ways to build an effective internal and external communication strategy

- the exploration of personal leadership styles and areas for potential growth

- characteristics of effective leaders and core leadership competencies

Learning is enabled using a combination of class preparation, in-class lectures, case analysis, independent study, and group study.

Course Objectives:

Developing Transferable Skills

You will work on developing academic skills that are transferable to your other university courses as well as to the workforce. These skills include:

- critical reading and thinking;
- communication (oral, written and visual);
- self evaluation; self awareness
- research skills; and
- group work/team skills.

Required Textbooks:

ISBN	Textbook Title & Edition	Author & Publisher
NA	NA	

Evaluation Components:

Assessment Activity	% of Grade	Date Due
Leadership in the News	**15%**	October 15, 2018
Mid-Term Exam	**20%**	October 29, 2018
REEL Leadership – Online Discussion	**10%**	November 12, 2018
Examining Leadership and Communications within a NFP Agency- Group Presentation	**30%**	November 26 – December 3rd
Final Exam	**25%**	TBD

Readings: This course does not require a textbook, however, there will be periodic readings that will be shared with you on Avenue to Learn. Some of these readings will be suggested and others will be mandatory reading.

Written Assignments: All written assignments are to be typed and double-spaced. Please include a title page with your name, student number and email address, the topic title of the assignment and the date submitted. Written submissions should be delivered through the Dropbox in Avenue 2Learn unless otherwise instructed by the course Instructor.

Submitting Assignments Electronically: Individual assignments submitted electronically must include your last name in the filename: e.g. Smith_Assignment_5_Article_Assessments.rtf.

Late Submissions: All work is due on the date stated, at the beginning of class, unless other arrangements have been made in advance with the instructor. A late penalty of 5 percentage points per day will apply after the due date (weekends included).

Class Participation and Engagement: Class participation and engagement is an important component of this course (and of active learning). Therefore, we expect all students to be 'active' participants in this course. This means attending all classes, being actively involved in class activities and thoughtful discussion, and completing all assignments.

Your participation grade will be significantly influenced by your active involvement in class, and the quality of that involvement. Lack of participation, or 'negative participation', will also

significantly influence your participation grade (but in a negative way)! And so you are aware of the types of activities or behaviours that will be considered 'negative' class participation, they include the following: missing classes, talking to classmates about things that are not a contribution to the class discussion, general nonparticipation in or disruption of class/class activities, sleeping during class, coming to class late or leaving early, and using any of the following electronic devices: cell phones, mp3 players, ipods, ipads, and other electronic devices. Computers may be used in class but ONLY for note taking purposes. Evidence of using the computer for anything other than note taking will be considered negative class participation.

The success of this course depends on you! And students who are most successful in this course fulfill these expectations, and engage in all aspects of the course!

Group Assignments: For all group assignments, ALL students in the group must be contributing members of that assignment. The expectation is that each student will be an active and respectful member of their group, and contribute to the assignment - in a fair and equitable way. Group work is sometimes challenging, but it can also be rewarding in a number of ways, including providing you with opportunities to develop valuable 'working-as-a-team' skills that will serve you well in this and other courses, as well as more broadly in your academic, professional, and personal life.

Policy for Returning Assignments/Posting Grades: In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow the return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; all tests and assignments must be returned directly to the student.

And since it is important for student learning and skills development that students receive feedback on their assignments as they progress through the course, you can expect to receive feedback (comments and a grade) on each of your assignments in a timely fashion. This will allow you the opportunity to see how you performed on each assignment and time to discuss any questions you might have with your instructor.

The following possibilities exist for return of graded materials:

1. direct return of materials to students in class;

2. return of materials to students during office hours;

3. students attach a stamped, self-addressed envelope when submitting the

    assignments for return by mail (for final capstone assignment only); and

4. submit/grade/return papers electronically.

 Arrangements will be finalized for the return of assignments from the options listed above by the instructor during the first class.

Grades for assignments may only be posted using the last 5 digits of the student number as the identifying data. Final grades for the course will be posted on MUGSI.

UNIVERSITY POLICY ON ACADEMIC DISHONESTY:

You are expected to exhibit honesty and use ethical behaviour in all aspects of the learning process. Academic credentials you earn are rooted in principles of honesty and academic integrity. Academic dishonesty is to knowingly act or fail to act in a way that results or could result in unearned academic credit or advantage. This behaviour can result in serious consequences, e.g. the grade of zero on an assignment, loss of credit with a notation on the transcript (notation reads: "Grade of F assigned for academic dishonesty"), and/or suspension or expulsion from the university.

It is your responsibility to understand what constitutes academic dishonesty. For information on the various types of academic dishonesty please refer to the Academic Integrity Policy, located at http://www.mcmaster.ca/academicintegrity

The following illustrates only three forms of academic dishonesty:

1. Plagiarism, e.g. the submission of work that is not one's own or for which other credit has been obtained.
2. Improper collaboration in group work.
3. Copying or using unauthorized aids in tests and examinations.

A NOTE ABOUT THE USE OF AVENUE TO LEARN IN THIS COURSE:

In this course we will be using Avenue to Learn for the online components of the course. Students should be aware that when they access the electronic components of this course, private information such as first and last names, user names for the McMaster e-mail accounts, and program affiliation, may become apparent to all other students in the same course. The available information is dependent on the technology used. Continuation in this course will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

A NOTE ABOUT THE USE OF TURNITIN.COM IN THIS COURSE
In this course we may be using a web-based service (Turnitin.com) to reveal plagiarism. If announced by the Instructor, students will be expected to submit their work electronically to Turnitin.com as well as in hard copy so that it can be checked for plagiarism. Students who do not wish to submit their work to Turnitin.com must still submit a hard copy of their work to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, etc.). To see the Turnitin.com policy, please go to
www.mcmaster.ca/academicintegrity

FACULTY OF SOCIAL SCIENCES E-MAIL COMMUNICATION POLICY
Effective September 1, 2010, it is the policy of the Faculty of Social Sciences that all e-mail communication sent from students to instructors (including to TAs), and from students to staff, must originate from the student's own McMaster University e-mail account. This policy protects confidentiality and confirms the identity of the student. It is the student's responsibility to ensure that communication is sent to the university from a McMaster account. If an instructor becomes

aware that a communication has come from an alternate address, the instructor may not reply at his or her discretion.

McMaster Student Absence Form (MSAF):

This on-line self-reporting tool is for undergrad students to report one absence of up to 5 days per term. The MSAF gives you the ability to request relief for any missed academic work during that one absence (that is less than 30% of the course grade). Please note: this tool cannot be used during any final examination period.
You may submit only 1 MSAF per term. This form should be filled out as soon as possible before you return to class after your absence. It is YOUR responsibility to follow up with your instructor immediately (within 48 hours of submitting the MSAF) in person or by email regarding the nature of the relief that is possible for the missed work.
If you are absent more than 5 days or exceed 1 request per term, are absent for a reason other than medical, or have missed work worth 30% or more of your final grade, you MUST visit the office of the Associate Dean in your Faculty. You may be required to provide supporting documentation to the Faculty office. You must NOT submit any medical or other relevant documentation to your instructor. Your instructor may NOT ask you for such documentation. All documentation requests will only come from the Faculty office.

Access Copyright Regulations:
McMaster University holds a licensing agreement with Access Copyright, the Canadian Copyright Licensing Agency. Information on current regulations for copying for education purposes can be found at the following website: http://www.copyright.mcmaster.ca/
Student Accessibility Services (SAS) *formerly Centre for Student Development (CSD):*

If you have an accommodation letter from SAS, you are required to provide a copy of that letter to your instructor. Please be sure that you arrange academic accommodations through SAS as early as possible in order that the instructor can receive the accommodation letter as early as possible in the term.

What are my responsibilities as a student registered at SAS? Students are responsible to identify themselves to Student Accessibility Services on an annual and regular basis in order to receive accommodations and services.

Students are responsible for:

- meeting their SAS Program Coordinator prior to, or at the start of each academic term (September, January and summer sessions);
- providing their SAS Program Coordinator with relevant and professional medical or psychological documentation;
- notifying their SAS Program Coordinator if courses are dropped or added, or if accommodations require a change;
- meeting with individual course instructors to discuss specific needs in relation to the course and their disability; and
- providing the course instructor with their accommodation letter from SAS.

For more information, see the SAS website: http://csd.mcmaster.ca/sswd/faqs.html

COURSE SCHEDULE

Date	Topic	Due Dates
September 10	Introduction to SOC SCI 2LC3E • Course Overview • Expectations Exploring the Leadership Concept • Models of Leadership • Identifying Leadership Core Competencies	
September 17	Research Perspectives on Leadership • Leadership and Human Behaviour • Models of Leadership (cont'd) Emotional Intelligence Leadership Attributes Multiple Intelligences	
September 24 ONLINE CLASS	• Servant Leadership • Authentic Leadership • Strengths Based Leadership • Charismatic Leadership	
October 1	The Personal Side of Leadership • Leading vs. Managing • Leadership and Trust	
October 15	Time Management Change Management	In the News 15%

October 22	The Ethical Significance of Mission, Vision and Values • Organizational Behaviour • Leadership within a Not for Profit • Community Leadership (Guest Speaker)	
October 29	MID-TERM EXAM	20%
November 5	**Elements of Effective Communication** • Essentials of Effective Communication • Message Construction and Management • Verbal Theories • Active Listening	
November 12	REEL Leadership Examine leadership through the use of a film – online discussion (must follow participation criteria to earn marks)	10%
November 19	The Leader as a Relationship Builder • Leadership Communication • Leading Teams • Leadership Power and Influence • Developing Leadership Diversity	
November 26	The Leader as Social Architect • Creating Vision and Strategic Direction • Shaping Culture and Values • Leading Change (Group Presentations Begin)	
December 3	(Complete Group Presentations)	30%
	FINAL EXAM – DATE TO BE DETERMINED	25%

The instructor and university reserve the right to modify elements of the course during the term. The university may change the dates and deadlines for any or all courses in extreme circumstances. If either type of modification becomes necessary, reasonable notice and communication with the students will be given with explanation and the opportunity to comment on changes. It is the responsibility of the student to check his/her McMaster email.