SOC SCI 2LC3E (Winter 2020)

LEADERSHIP & COMMUNICATION

# Course information:

* Thursdays 7:00 pm – 10:00 pm, CNH 102
* Instructor: Valerie Sadler, M.Ed.
* Office: KTH 208
* Office hours: Thursdays 5:45 pm – 6:45 pm
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# Course Overview

## 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:

1. To provide students with an understanding of their own personal leadership style
2. To provide students with an understanding of the theories of leadership; how and when various styles are used
3. To help students critically analyze the impact of communication within a leadership context
4. To evaluate strategies to improve leadership and communication within a not for profit sector
5. To provide students with an understanding of leadership structures within a local not for profit agency

## Course Format

Information will be presented through lectures, case study analyses and discussion.

There will be an online assignment that includes group discussions.

## Required Texts:

## There is no required text for this course.

## Additional Suggested Readings:

All class required readings will be posted on Avenue/Content.

# Course Requirements/Assignments

## Requirements Overview and Deadlines

1. Leadership in the News – 15% - Due January 30th
2. Mid-Term Exam – 15% - Writing in Cass on February 13
3. REEL Leadership Assignment – Online Film Review/Discussion – 10% - March 5th
4. Group Assignment Presentation/Report – 35% - Presentations on April 2nd
5. Final Exam – 25 % April 13-28th, 2020

# Assignment Submission and Grading

## Form and Style

Written assignments must be typed and double-spaced and submitted with a front page containing the title, student’s name, student number, and the date. Number all pages (except title page).

## Avenue to Learn

In this course we will be using Avenue to Learn. 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 with the course instructor.

## Privacy Protection

In accordance with regulations set out by the Freedom of Information and Privacy Protection Act, the University will not allow return of graded materials by placing them in boxes in departmental offices or classrooms so that students may retrieve their papers themselves; tests and assignments must be returned directly to the student. Similarly, grades for assignments for courses may only be posted using the last 5 digits of the student number as the identifying data. 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 with assignments for return by mail;
4. Submit/grade/return papers electronically.

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

## Extreme Circumstances

The University reserves the right to change the dates and deadlines for any or all courses in extreme circumstances (e.g., severe weather, labour disruptions, etc.). Changes will be communicated through regular McMaster communication channels, such as McMaster Daily News, A2L and/or McMaster email.

# Student Responsibilities

* Students are expected to contribute to the creation of a respectful and constructive learning environment. Students should read material in preparation for class, attend class on time and remain for the full duration of the class. A formal break will be provided in the middle of each class, students are to return from the break on time.
* In the past, student and faculty have found that non-course related use of laptop computers and hand-held electronic devices during class to be distracting and at times disruptive. Consequently, during class students are expected to only use such devices for taking notes and other activities directly related to the lecture or class activity taking place.
* Please check with the instructor before using any audio or video recording devices in the classroom.

## Academic Integrity

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](http://www.mcmaster.ca/academicintegrity.).

The following illustrates only three forms of academic dishonesty:

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

## Academic Accommodation of Students with Disabilities

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) to make arrangements with a Program Coordinator. Student Accessibility Services can be contacted by phone 905-525-9140 ext. 28652 or e-mail [sas@mcmaster.ca](mailto:sas@mcmaster.ca) for further information, consult McMaster University’s [Academic Accommodation of Students with Disabilities](https://www.mcmaster.ca/policy/Students-AcademicStudies/AcademicAccommodation-StudentsWithDisabilities.pdf) policy.

## Religious, Indigenous and Spiritual Observances (RISO)

Students requiring academic accommodation based on religious, indigenous or spiritual observances should follow the procedures set out in the RISO policy. Students requiring a RISO accommodation should submit their request to their Faculty Office normally within 10 working days of the beginning of term in which they anticipate a need for accommodation or to the Registrar’s Office prior to their examinations. Students should also contact their instructors as soon as possible to make alternative arrangements for classes, assignments, and tests.

Please review the [RISO information for students in the Faculty of Social Sciences](https://socialsciences.mcmaster.ca/current-students/riso) about how to request accommodation.

## 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 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, they may not reply.

## McMaster Student Absence Form (MSAF)

In the event of an absence for medical or other reasons, students should review and follow the Academic Regulation in the Undergraduate Calendar “Requests for Relief for Missed Academic Term Work”.

# Course Weekly Topics and Readings

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| Date | Topic | Due Dates |
| January 9 | Introduction to SOC SCI 2LC3E   * Course Overview * Expectations   Exploring the Leadership Concept   * Models of Leadership * Identifying Leadership Core Competencies |  |
| January 16 | Research Perspectives on Leadership   * Leadership and Human Behaviour * Models of Leadership (cont’d) * Emotional Intelligence * Leadership Attributes |  |
| January 23 | * Multiple Intelligences * Time Management * Strengths Based Leadership * Authentic Leadership * Inter-Generational Leadership (Guest Speaker) |  |
| January 30 | The Personal Side of Leadership   * Leading vs. Managing * Leadership and Trust * Leadership and FOCUS | In the News 15% |
| February 6 | Elements of Effective Communication  • Essentials of Effective Communication  • Communication Tools  • Barriers to Communication  • Active Listening |  |
| February 13 | Mid-Term Exam (In-Class) | 15% |
| February 20 | MID TERM RECESS – No Class |  |
| February 27 | The Significance of Mission, Vision and Values   * Organizational Behaviour * Ethical Leadership * Community Leadership (Guest Speaker) * Leading through Legislation |  |
| March 5 | REEL Leadership  Examine leadership through the use of a film – online discussion  (must follow participation criteria to earn marks) | 10% |
| March 12 | Leader as a Relationship Builder   * Leadership Communication * Leading Teams * Leadership Power and Influence * Developing Leadership Diversity |  |
| March 19 | The Leader as Social Architect   * Creating Vision and Strategic Direction * Shaping Culture and Values * Leading Change |  |
| March 26 | Out in the Community – Connecting with Your Agency |  |
| April 2 | Group Presentations – Full Class Participation | 35% |

# Additional Resources

Authenticity/Plagiarism Detection

In this course we will be using a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. Students will be expected to submit their work electronically either directly to Turnitin.com or via Avenue to Learn (A2L) plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty. Students who do not wish to submit their work through A2L and/or Turnitin.com must still submit an electronic and/or hardcopy to the instructor. No penalty will be assigned to a student who does not submit work to Turnitin.com or A2L. All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). To see the Turnitin.com Policy, please go to the [academic integrity website](http://www.mcmaster.ca/academicintegrity).