2020- 2021 COURSE OUTLINE

Leadership Studies 4432B Leadership Practicum
School of Leadership & Social Change

'Learning is more effective when it is an active rather than a passive process.'
Euripides, Greek writer of tragedy (480-406 BC)

CONTACT INFORMATION

Professor: Julie Young

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Office Hours: TBA

CLASS INFORMATION

When: Tuesdays 11:30AM – 2:30 PM

Website: https://owl.uwo.ca/portal

COURSE DESCRIPTION

Leadership Studies at Brescia University College is built on three intersecting aspects: knowledge of leadership research and theory; leadership skill development and the application of both knowledge and skills in community settings. While application is incorporated within various leadership courses throughout the program, the leadership practicum in the senior year provides the most concentrated time for application. During this practicum, the course participant spends approximately 60-66 hours in an organization (business, non-profit or government) in the London or surrounding area. The practicum is project based; that is, the course participant enters into a Learning Contract with the organization to work on an organizational project with specific deliverables. While these projects vary greatly, they are generally focused on organizational change.

The course begins with an online class focused on consideration of the activities, responsibilities, conduct, and learning objectives associated with the placements. The course then moves to the actual placement, which covers eleven weeks (minus Reading Week) with an average of six hours weekly. The course ends with a class discussion of the placement experiences, sharing of teaching case studies and their relevance for an integrated understanding of leadership.

BRESCIA UNIVERSITY COLLEGE INSTITUTION-LEVEL COMPETENCIES

Brescia's overarching goals are to foster the development of leadership among our students and to provide an academically superior university education. The competencies articulated as central to a Brescia education provide to our students the tools they need to lead with wisdom, justice and compassion. As a university college we value academic excellence and the mastery of the scholarly knowledge in students' chosen areas of study.

1. **Communication:** The ability to exchange information and meaning across cultures, space and time through appropriate modes of communication. Includes oral, written, and interpersonal or group communicate, as well as the ability to use current or innovative media.

2. **Critical Thinking:** The ability to engage in thinking characterized by the rational, informed, independent, and open-minded exploration of issues, ideas, and events before accepting or formulating a conclusion.

3. **Inquiry and Analysis:** The ability to reach informed decisions by breaking down complex issues, exploring evidence, and describing relationships among persons, things, or events.

4. **Problem Solving:** The ability to create and execute a strategy to answer a question or achieve a goal. Includes being able to anticipate the consequence of a potential solution, select a strategy among several alternatives, and decide when an acceptable outcome has been reached.

5. **Self Awareness and Development:** The ability to draw meaning, knowledge and value from honest and fair reflection and self-evaluation. Students are able to recognize their values and their impact on others, and make a commitment to personal growth.

6. **Social Awareness and Engagement:** The ability to respect and be open to diversity (e.g. cultural, religious, political) and social justice. Students take personal responsibility to actively engage in and contribute to creating positive change in local, regional, national, or global communities and societies.

7. **Valuing:** The ability to make decisions or choose actions based on the consistent application of moral principles and ethical codes. Students must also be able to understand the ideas informing one's beliefs and be accountable for their actions.

COURSE LEARNING OBJECTIVES

By the end of the course, course participants will be able to:

- ✓ Articulate the importance of experiential learning to the understanding of dimensions of leadership and connect leadership theory and skill development with application. (L3 Communication, Level 3 Critical Thinking)
- ✓ Develop new appreciation of key aspects of leadership, especiallythose aspects relating to leadership styles, issues, and development as well as change management (Level 3 Problem Solving, L3 Inquiry and Analysis).
- ✓ Identify both basic on-the-job skills and appropriate conduct necessary to the successful completion of employment responsibilities (Level 4, Self-Awareness and Development, Level 3 Problem Solving).
- ✓ Formulate crisp, concise reports and teaching case and develop confidence in undergoing oral examinations (Level 3 Problem Solving, Level 3 Communication, Level 3 Inquiry and Analysis)

COURSE MATERIALS

COURSE PREREQUISITES AND ANTIREQUISITES

Dimensions of Leadership 3331F/G and 3333A/B or permission of Coordinator of Leadership Studies are the prerequisites.

EVALUATION

Components	Timing	Weighting	Learning Objective	Brescia Competency
Bi-weekly Meetings	Jan 26, Feb 9 & 23, Mar 9 & 23 (during scheduled class time/Zoom)	10%	1, 2, 3, 4	1,5, 6, 7
Bi-weekly Reports	Jan 26, Feb 2 & 23, Mar 9 & 23 (all at 5:00pm)	20%	1, 3, 4	1, 2, 5, 7
Organizational Deliverables	As per individual Learning Contract	25%	2	1, 2, 4, 6
Teaching Case & Blog Post	April 6 (5:00pm)	25%	2, 4	1, 2, 3, 4, 7
Oral Evaluation	April 6 (during scheduled class time)	20%	1, 2, 3, 4	1, 5, 6, 7

Please note that all assignments are due at 5:00pm on the respective dates.

Students must complete **all elements of evaluation** (including items that are not graded in of itself, i.e. draft gap report and peer feedback) in order to receive a passing grade in the course. There will be no re-weighting of components within the course unless a student has received an academic accommodation. Please note that **grades cannot be adjusted on the basis of 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. Late assignments will not be accepted without an academic accommodation.

Weekly Outline

Week 1

January 12 **Introduction**

Synchronous online class introduction to the course with focus on the course outline – the purpose and structure of course, course requirements, Learning Contract (including learning objectives and organizational deliverables), Letter of Agreement (liability, conduct, ethics, behaviour supervision, confidentiality, schedule of duties, reporting), weekly schedule, and course participant log.

Weeks 2 - 11

January 19 - March 30 **Placements (excluding Reading Week – February 15)**

Weekly commitment of six hours (on average) at the organization working towards the organizational deliverables; actual time and day negotiated between the course participant and the organization, bi-weekly reports on progress and bi-weekly meetings with the course professor.

Week 12

April 6 **Wrap Up**

In-class (zoom) briefings on the placement experience by course participants – learning objectives, teaching case and organizational deliverables. Usually, the oral examination will take place this week, but adjustments may be required to fit the schedule of placement supervisors.

Explanation of Evaluation Methods

- ✓ Bi-weekly meetings will involve the course instructor and course participants getting together to briefly review the placement activities of the preceding week as well as the development of the teaching case. The meetings will be held on the following dates, during the scheduled class time: January 26, February 9 & 23, March 9 & 23. The course participants will submit a log sheet at each meeting (log sheets to be posted on OWL).

- ✓ The bi-weekly reports will be approximately two-to-three pages in length. They will provide a short description of the activities undertaken in the preceding two-week period and an assessment of how these activities contributed to meeting the learning objectives outlined in the learning contract. *The assessment part will constitute the greater portion of each report*. The due dates for the reports are as follows: January 26, February 9 & 23, March 9 & 23 (all at 5:00pm). The following criteria are used to evaluate the quality of the reports: well-organized, competently written, and analytically sound in the sense of revealing the contribution of placement activities towards satisfying learning objectives.

- ✓ Organizational deliverables are related to the specific practicum project and identified in the individual Learning Contracts. These deliverables are developed by the organization, negotiated with the course participant and approved by the course professor. Any adjustments needed during the practicum require faculty approval. Evaluation is done jointly by the placement supervisor and the course professor. Due dates are specified in the individual Learning Contracts.

- ✓ At the end of the placement, each course participant will undergo an oral evaluation to demonstrate how well the learning objectives have been met. In most cases, both the instructor of the course and the placement supervisor will participate in the evaluation. Oral evaluations will take place on April 6, 2020 (the last day of class) during the scheduled class time.

- ✓ Each participant will also write a teaching case and a blog post on an agreed upon organizational problem or issue at the placement organization. Due date is April 6, 2020.
- ✓ Each course participant will be assessed in relation to their ability to carry out the duties of the placement and to respect specified norms of conduct. This part of the course evaluation recognizes that the intent of the placement is not only to gain a better appreciation of leadership but also to provide a service to the community.

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**" found below within 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.

2020-21 BRESCIA UNIVERSITY COLLEGE ACADEMIC POLICIES AND REGULATIONS

1. POLICY REGARDING ACADEMIC ACCOMMODATION

The complete policy regarding Accommodation for Illness - Undergraduate Students can be found at http://www.westerncalendar.uwo.ca/PolicyPages.cfm?Command=showCategory&PolicyCategoryID=1&SelectedCalendar=Live&ArchiveID=#Page_12.

Students who have long-term or chronic medical conditions which may impede their ability to complete academic responsibilities should seek Academic Accommodation through Student Accessibility Services (http://www.westerncalendar.uwo.ca/PolicyPages.cfm?PolicyCategoryID=1&Command=showCategory&SelectedCalendar=Live&ArchiveID=#Page_10).

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.

Students who experience an illness or extenuating circumstance sufficiently severe to temporarily render them unable to meet academic requirements may submit a request for academic consideration through the following routes:

1. Submitting a **Self-Reported Absence** form provided that the conditions for submission are met;
2. For medical absences, submitting a **Student Medical Certificate** (**SMC**) signed by a licensed medical or mental health practitioner;
3. For non-medical absences, submitting **appropriate documentation** (e.g., obituary, police report, accident report, court order, etc.) to their Academic Advisor. Students are encouraged to contact their Academic Advisor to clarify what documentation is acceptable.

Requests for Academic Consideration Using the Self-Reported Absence Portal

Students who experience an unexpected illness or injury or an extenuating circumstance of 48 hours or less that is sufficiently severe to render them unable to meet academic requirements should self-declare using the online Self-Reported Absence portal. This option should be used in situations where the student expects to resume academic responsibilities within 48 hours. Note that the excused absence includes all courses and academic requirements within the up to 48 hours, it is not intended to provide an excused absence from a single course while students fulfill their academic responsibilities in other courses during that time.

The following conditions are in place for self-reporting of medical or extenuating circumstances:

1. Students will be allowed **a maximum of two self-reported absences** between September and April and one self-reported absence between May and August;
2. The duration of the absence will be for a maximum of 48 hours from the time the Self-Reported Absence form is completed through the online portal, or from 8:30 am the following morning if the form is submitted after 4:30 pm;
3. The excused absence will terminate prior to the end of the 48 hour period if the student undertakes significant academic responsibilities (writes a test, submits a paper) during that time;
4. Self-reported absences will **not** be allowed for scheduled final examinations; midterm examinations scheduled during the December examination period; or for final lab examinations scheduled during the final week of term;
5. Self-report absences may **not** be used for assessments worth more than 30% of any course;
6. Any absences in excess of 48 hours will require students to present a Student Medical Certificate (SMC), or appropriate documentation;
7. Students **must** communicate with their instructors **no later than 24 hours after the end of the period covered by the Self-Reported Absence form** to clarify how they will fulfil the academic expectations they may have missed during the absence.

Request for Academic Consideration for a Medical Absence

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 their academic responsibilities. Minor ailments typically treated by over-the-counter medications will not normally be accommodated.

The following conditions apply for students seeking academic accommodation on medical grounds:

1. Students must submit their Student Medical Certificate (SMC) 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. An SMC can be downloaded from http://www.uwo.ca/univsec/pdf/academic_policies/appeals/medicalform.pdf ;
2. 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;
3. Whenever possible, students who require academic accommodation should provide notification and documentation in advance of due dates, scheduled tests or examinations, and other academic requirements;
4. Students **must** communicate with their instructors **no later than 24 hours** after the end of the period covered by the SMC to clarify how they will fulfil the academic expectations they may have missed during the absence;
5. Appropriate academic accommodation will be determined by the Dean′s Office/Academic Advisor in consultation with the course instructor(s). Academic accommodation may include extension of deadlines, waiver of attendance requirements, arranging Special Exams (make-ups), re-weighting course requirements, or granting late withdrawal without academic penalty.

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

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; please refer to the Registrar's website, http://brescia.uwo.ca/academics/registrar-services/ or the list of official sessional dates in the Academic Calendar (http://www.westerncalendar.uwo.ca/SessionalDates.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.

Please note that for asynchronous online courses, attendance or participation requirements maybe different than for synchronous or in-person courses.

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).

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.

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, they may then submit a written appeal to the Office of the Dean. If the student is not satisfied with the decision of the Dean, they may appeal to the Senate Review Board Academic (SRBA), if there are sufficient grounds for the appeal and if the matter falls within the jurisdiction of the SRBA. For information on academic appeals 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.

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/ . Students can access supports through Brescia's Student Life Centre (http://brescia.uwo.ca/life/student-life/) and Learning Skills Services at Western (https://www.uwo.ca/sdc/learning/)

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 obtain information about how to obtain help for yourself or others through **Mental Health & Wellness at Brescia** (http://brescia.uwo.ca/life/mental-health-wellness/) and **Health and Wellness at Western**, http://uwo.ca/health/mental_wellbeing/index.html.

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/.

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.