



**COURSE OUTLINE**

<b>COURSE NUMBER:</b>	<b>DPS 16220 PTW01</b>
<b>COURSE NAME:</b>	<b>Leadership Development</b>
<b>METHOD OF DELIVERY:</b>	<b>ONLINE</b>
<b>INSTRUCTOR:</b>	<b>Stan Amaladas</b>
<b>INSTRUCTOR CONTACT:</b>	<a href="mailto:st.amaladas@uwinnipeg.ca">st.amaladas@uwinnipeg.ca</a>
<b>COURSE WEBSITE:</b>	<a href="https://nexus.uwinnipeg.ca/">https://nexus.uwinnipeg.ca/</a>
<b>SUPPLIES:</b>	<b>Computer and Internet Access</b>
<b>COURSE START DATE:</b>	<b>January 11, 2021</b>
<b>COURSE END DATE:</b>	<b>April 4, 2021</b>
<b>EXAMINATION DATE:</b>	<b>No examination</b>

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**TECHNOLOGY REQUIREMENTS:** Laptop required

**TEXTBOOK:** Kouzes, J.M. & Posner, BZ. (2017) *The leadership challenge: How to make extraordinary things happen in organizations* (6th Ed.), Hoboken, NJ: John Wiley & Sons.

Consult the bookstore [website link](#) for the most recent textbook edition

**PRE-COURSE READING:** see lecture schedule

**NEXUS:**

Course materials, resources and assignments will be posted on Nexus, the online course management system, supporting the delivery of this course. Please use your WebAdvisor username and password to log in to Nexus system to retrieve these materials and to access important class communication. Not all part-time courses are posted on Nexus.

Important information regarding your UW student account can be found [here](#).

## **COURSE DESCRIPTION:**

In times of limited resources, conflicting demands, and rapid cultural and technological change, public and private organizations need leaders with the vision and skills to guide them in the achievement of their goals. Leadership learning and development can maximize productivity, shape a positive culture and promote harmony. To achieve this, key people must lead individuals and teams using an appropriate leadership style. This course will deal with the fundamentals of leadership, including the role of the leader and the difference between managing and leading.

## **LEARNING OUTCOMES:**

On completion of this course, students will:

- Understand themselves and their developmental goals
- Lead with renewed confidence
- Identify the qualities of effective and ineffective leadership
- Differentiate between managing and leading
- Understand the importance of effective leadership to employees and the organization
- Describe effective communication strategies for leaders

## **DISCLAIMER:**

Please consider this course outline as a general guide. Time constraints and other unforeseen factors may require some adaptation of the course materials.

## **LECTURE SCHEDULE:**

<b>SCHEDULE DATES</b>	<b>LECTURE TOPICS</b>	<b>REQUIRED READINGS</b>
Jan 11-17, 2021	Overview of Online Course	Read Lecture Notes
Jan 18-24, 2021	Overview of Exemplary Leadership Practices	Chapters 1 & 2 (Textbook) + Lecture Notes
Jan 25-31, 2021	Model the Way	Chapter 3 & 4 (Textbook) + Lecture Notes
Feb 1-7, 2021	Authentic Leadership	Lecture Notes
Feb 8-14, 2021	Inspire a Shared Vision	Chapter 5 & 6 (Textbook) + Lecture Notes
Feb 15-21, 2021	Transforming Leadership	Lecture Notes
Feb 22-28, 2021	Challenge the Process	Chapter 7 & 8 (Textbook) + Lecture Notes
Mar 01-07, 2021	Adaptive Leadership	Lecture Notes
Mar 08-14, 2021	Enable Others to Act	Chapters 9 & 10 (Textbook) + Lecture Notes
Mar 15-21, 2021	Distributed Leadership	Lecture Notes
Mar 22-28, 2021	Encourage the Heart	Chapter 11 (Textbook) + Lecture Notes
Mar 29-Apr 04, 2021	Appreciative Leadership	Chapter 12 (Textbook) + Lecture Notes

**Remember to complete your course evaluation immediately after this course is complete. We take your feedback very seriously and use it to continually improve our courses and programs.**

- **Full time course evaluations are available on NEXUS**
- **Part time and online course evaluations will be emailed to you**

### **VOLUNTARY WITHDRAWAL:**

Students can voluntarily withdraw from a course up to the 75% point in a course without any academic penalty. Note that this does not include the hours for the invigilated exams. It is the student's responsibility to withdraw this course to ensure no academic penalty is incurred. Please consult the Registration Office or Academic Advisor for a **Request for Voluntary Withdrawal** form.

### **METHOD OF EVALUATION:**

<b>VALUE</b>	<b>ITEM OF WORK</b>	<b>DUE DATE</b>
33%	Participation in Discussion Forums	Ongoing (Weekly Discussions)
5%	Personal Leadership Challenge (Phase I)	Jan 22, 2021
10%	Reflective Journal #1	Feb 05, 2021
10%	Reflective Journal #2	Mar 05, 2021
10%	Reflective Journal #3	Apr 02, 2021
32%	Personal Leadership Challenge (Phase II)	Apr 04, 2021

**All applicable assignments must be typed, as well as formatted and referenced according to the latest [APA Edition](#) specifications. See the policy on the [UWINNIPEG PACE Academic Writing Standards](#).**

### **MINIMUM GRADE:**

Students must receive a minimum grade of "C", or better, in all courses within the program requirements to graduate.

### **PARTICIPATION:**

Participation is an important component of a meaningful learning process. Contributions to class activities, group work, and class discussion will enhance your academic success and contribute to a more positive and productive learning environment. Participation is a reflection of actively engaging in class room work and attentiveness to the contributions of others and the instructor. Participation is also a reflection of being present in the classroom in a timely fashion and not distracting others.

## **PARTICIPATION GRADE RUBRIC:**

<b>GRADE</b>	<b>CHARACTERISTICS / DESCRIPTION</b>
0-2%	Displays most or many of the following: Does not participate in class discussion. Does not ask questions. Does not listen when others speak or interrupts discussion. Is distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations etc.). Is almost never prepared. Misses all or nearly all classes, is late for all, or nearly all, start of the class, or is late returning from breaks.
3-5%	Displays most or many of the following: Is present, but responds minimally when asked directly. Is adequately prepared for class, but does not analyze or provide interpretation. Rarely asks questions, and does not always listen when others speak; is sometimes distracted during class (i.e. uses social media, cell phone, computer, sidebar conversations, etc.). Is often absent, or late, for the start of the class or returning to class after break
6-8%	Displays most or many of the following: Well prepared and offers analysis in discussions. Contributes and interacts in class discussions – listens and responds to other students, asks questions, offers and supports other opinions, even those with differing views. Consistent involvement. Attends nearly every class, is rarely late for the start of the class or returning from break. Is largely attentive to class discussions and instructor. Rarely inattentive due to the use of cell phone, computer, or sidebar conversations, etc.
9-10%	Displays all or nearly all of the following: Very well prepared – read materials and relates it to other materials (readings, course material, discussions, experiences, etc.). Evaluates and analyzes material, and offers new and insightful approaches. Significantly contributes to discussion – listens to classmates and provides further analysis to maintain discussion. Very active discussion. Attends every class, is never late for the start of class or returning from break. Is always, or nearly always, attentive to class discussions and the instructor, never uses cell phone, computer or engages in sidebar conversation.

## **RESEARCH POLICY:**

Students who plan to conduct research interviews, focus groups, surveys, or any other method of collecting data from any person, even a family member, must obtain the approval of the appropriate ethics committee before commencing data collection. Exceptions are research activities as a learning exercise to satisfy course requirements with no intent to publish as research.

## **POLICY FOR LATE ASSIGNMENTS:**

All assignments will be given a due date. Individuals who cannot meet the deadline and have a legitimate reason (i.e., illness supported by a medical certificate relative to the due date), must request an extension in writing from the instructor no later than the 24 hours before the deadline.

- Students who do not receive an extension from the instructor will receive a grade of zero on the assignment if the assignment is not submitted by the due date.
- It is the student's responsibility to retain an electronic copy of ALL assignments submitted for grading.

## **STUDENT HANDBOOK AND ACADEMIC REGULATION AND POLICY INFORMATION:**

Refer to the [Student Handbook](#) for academic and general PACE policies. This information is also available on the UWinnipeg PACE website.

**It is the students' responsibility to read the policies outlined in the PACE Student Handbook for all University of Winnipeg Academic regulation and policy information.**

## **ACADEMIC MISCONDUCT:**

Please refer to the Academic Misconduct Policy in the most recent version of the University of Winnipeg General Calendar, under Student Discipline, Section 8a, or see:

- [Academic Misconduct Policy](#)
- [Procedures: Academic Misconduct Policy](#)

## **UWINNIPEG RESPECTFUL LEARNING POLICY:**

All students, faculty and staff have the right to participate, learn and work in an environment that is free of harassment and discrimination. The UW Respectful Working and Learning Environment Policy may be found online at [www.uwinnipeg.ca/respect](http://www.uwinnipeg.ca/respect).

## **OTHER EXPECTATIONS/GENERAL INFORMATION/GENERAL POLICIES:**

Students are responsible for any course-related announcements or information that may be posted to NEXUS.

Students are responsible for ensuring they meet the minimum technological requirements for full participation in all aspects of the course (<http://pace.uwinnipegcourses.ca/sites/default/files/pdfs/forms/Technical%20Requirements%20for%20Online%20Students.pdf>) **The failure of personal computers and/or internet connectivity is not a valid reason to miss assignment or quiz deadlines, excepting when such incidents are a direct result of outages of the university system used for this course (i.e. Nexus).** Students with less reliable internet access are encouraged to avoid writing quizzes at the last minute to minimize the possibility of missed deadlines.

Regular participation in online discussion is a key component of this course. Students are responsible for checking the NEXUS and the discussion boards twice a week at a minimum. You are expected to respond to group members in a timely manner (within 36 hours). During weeks in which group assignments are due more frequent contact may be required.

## **ACADEMIC ACCOMMODATIONS:**

Students with documented disabilities, temporary or chronic medical conditions, requiring academic accommodations for tests/exams (e.g., private space) or during lectures/laboratories (e.g., note-takers) are encouraged to contact Accessibility Services (AS) at 786-9771 or [accessibilityservices@uwinnipeg.ca](mailto:accessibilityservices@uwinnipeg.ca) to discuss appropriate options. All information about a student's disability or medical condition remains confidential. <http://www.uwinnipeg.ca/accessibility>.

## **UWPACE GRADING SYSTEM:**

### **Letter-Graded**

A+	96-100
A	91-95
A-	83-90
B+	75-82
B	70-74
C+	66-69
C	57-65
D	50-56
F	under 50%
I	Incomplete

### **Pass/Fail**

P	Pass
F	Failure

### **Non-Graded (Audit)**

CP	Certificate of Participation (based on >75% attendance)
NC	No Certificate of Participation (based on <75% attendance)
I	Incomplete

## **DISCLAIMER:**

Please retain a copy of this course outline for reference purposes and/or future academic endeavor.

Note: PACE archives course outlines in PDF format for a period of five years and charges an administrative fee for archived course outline requests.