

COURSE OUTLINE		
<b>TERM: Fall 2018</b>	<b>COURSE NO: BADM 218</b>	
<b>INSTRUCTOR:</b>	<b>COURSE TITLE: Leadership in Teams</b>	
<b>OFFICE: LOCAL:</b> <b>E-MAIL: @capilanou.ca</b>	<b>SECTION NO(S):</b>	<b>CREDITS: 3.0</b>
<b>OFFICE HOURS:</b>		
<b>COURSE WEBSITE:</b>		

Capilano University acknowledges with respect the Lil'wat, Musqueam, Squamish, Sechelt, and Tsleil-Waututh people on whose territories our campuses are located.

#### **COURSE PREREQUISITES/CO-REQUISITES**

BADM 101, and BADM 106 or BTEC 252

#### **COURSE FORMAT**

Three hours of class time, plus an additional hour delivered through on-line or other activities for a 15-week semester, which includes two weeks for final exams. This course may also be offered in mixed mode.

#### **CALENDAR DESCRIPTION**

This course develops the student's understanding of the theory and practical applications required to be an effective team leader. Students will demonstrate abilities and skills in a variety of team environments designed to develop practical and valuable leadership experience.

#### **COURSE NOTE**

BADM 218 is an approved Self and Society course for Cap Core requirements.

#### **REQUIRED TEXTS AND/OR RESOURCES**

There is no required text for this course. A course package is available for students on the course website, which includes case studies, articles, lecture notes and other materials.

#### **COURSE STUDENT LEARNING OUTCOMES**

**On successful completion of this course, students will be able to do the following:**

1. Effectively apply learning to communicate quality written and verbal discussions
2. Demonstrate an understanding of various leadership and group development concepts
3. Apply a wide range of communication tools to complex leadership activities

4. Effectively analyse and apply leadership and decision making models and concepts
5. Demonstrate ethical decision making from a personal and team perspective
6. Demonstrate knowledge of one's own leadership style and an ability to play a variety of leadership roles when required
7. Demonstrate an ability to function in a team environment from a variety of structural positions including: leader; team member; follower; coach and facilitator
8. Demonstrate an understanding of the role that values and ethics play in the exercise of leadership in different situations including an ability to resolve value differences at a personal, team and societal level
9. Demonstrate an ability to manage the human dynamics of team building through times of resistance to change and conflict, by motivating, empowering, evaluating and supporting team members
10. Effectively apply learning to solve leadership challenges relevant to a variety of local and global situations

**Students who complete this Self and Society course will be able to do the following:**

1. Identify potential root causes of local/global problems and how they affect local/global cultures, economies, politics, and policies
2. Assess and evaluate individual and collective responsibilities within a diverse and interconnected global society
3. Synthesize a range of differing community perspectives on ethics and justice and explain how these perspectives can inform structural change
4. Explain how contexts (e.g. cultural, historical, colonial, economic, technological) shape identity formation and social structures

**COURSE CONTENT**

Week	Topic
1	Understanding Teams & Team Leadership
2	Group Development – Tuckman
3	Leadership Paradox 5 Dysfunctions of a Team

4	Trust
5	Communication (Verbal & Non Verbal)
6	Motivation in Teams
7	Decision Making
8	Groupthink
9	Ethics
10	Term Exam Diversity in Teams
11	Conflict Management – Thomas Killman Successful Meetings
12	Innovation & Creativity in Teams
13	Final Papers and Presentations
14/15	<b>Final Exam Period - No Final Exam for BADM 218</b>

### EVALUATION PROFILE

Assessment	% Of Final Grade
<b>Team Success Assignment</b>	20%
<b>Teaching Presentations Assignment</b>	10%
<b>Team Communication Assignment</b>	15%
<b>Team Motivation Assignment</b>	15%
<b>Team Reflection Assignment</b>	20%
<b>Term Exam</b>	20%
<b>TOTAL</b>	<b>100%</b>

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<b><i>Establishing Team Success Assignment – 20%</i></b>	<b><i>Student teams work together to establish the foundation that will enable the creation and maintenance of a cohesive high performing team. Teams are evaluated on the extent and quality of both written and oral presentations of their work, using an established rubric.</i></b>
<b><i>Teaching Presentations Assignment – 10%</i></b>	<b><i>Research suggests that people gain a deeper understanding of topics through demonstration, discussion, practice and teaching others. Student teams will create interactive presentations using these skills. Teams are evaluated on the extent and quality of both written and oral presentations of their work, using an established rubric.</i></b>
<b><i>Team Communication Assignment – 15%</i></b>	<b><i>Using a specified communication model, student teams work together to develop and present communication scenarios that confront the challenges of managing diverse cultures; multiple languages; unconscious assumptions; stereotypes and prejudice. Teams are evaluated on the extent and quality of both written and oral presentations of their work, using an established rubric.</i></b>
<b><i>Team Motivation Assignment – 15%</i></b>	<b><i>Student teams will create and lead a variety of interactive motivational activities. Activities should engage the class in participation and dialogue, inspire a learning community environment and provide an opportunity for participant feedback. Teams are evaluated on the extent and quality of both written and oral presentations of their work, using an established rubric.</i></b>
<b><i>Team Reflection Assignment – 20%</i></b>	<b><i>Student teams will evaluate and assess the development and progress of their team throughout the course. Using established criteria and timeframes, teams will record and present the successes and challenges they encountered and create action plans and implementation strategies for improvement. Teams are evaluated on the extent and quality of both written and oral presentations of their work, using an established rubric.</i></b>
<b><i>Term Exam – 20%</i></b>	<b><i>Student teams will work together to complete a group exam paper. Answering a mix of short answer and longer case study questions, teams must study and strategically prepare for this time sensitive exam. The exam is designed to test both knowledge and application of the concepts studied as well as the team’s ability to perform under pressure.</i></b>

## GRADING PROFILE

A+ = 90-100	B+ = 77-79	C+ = 67-69	D = 50-59
A = 85-89	B = 73-76	C = 63-66	F = 0-49
A- = 80-84	B- = 70-72	C- = 60-62	

### Incomplete Grades

Grades of Incomplete "I" are assigned only in exceptional circumstances when a student requests extra time to complete their coursework. Such agreements are made only at the request of the student, who is responsible to determine from the instructor the outstanding requirements of the course.

### Late Assignments

Assignments are due at the beginning of the class on the due date listed. Late assignments will not be accepted. Students who do not attend and participate in their team's presentations and activities will receive a grade of '0' for that assignment, unless a prior arrangement has been made with both their team and instructor.

### Missed Exams/Quizzes/Labs etc.

Make-up exams, quizzes and/or tests are given at the discretion of the instructor. They are generally given only in medical emergencies or severe personal crises. Some missed labs or other activities may not be able to be accommodated. Please consult with your instructor.

### Attendance

As a team based course, students are expected to attend all classes and associated activities. Failure to do so, may have a potentially detrimental effect on the success of the team and assignments.

### English Usage

Students are expected to proofread all written work for any grammatical, spelling and stylistic errors. Instructors may deduct marks for incorrect grammar and spelling in written assignments.

### Electronic Devices

Students may use electronic devices during class for note-taking and to follow content on Moodle. The use of programmable items such as calculators, dictionaries etc. is forbidden during tests, quizzes, and exams. Cell phones are not to be brought to any test, quiz, or exam.

### On-line Communication

Outside of the classroom, instructors will (if necessary) communicate with students using either their official Capilano University email or Moodle; please check both regularly. Official communication between Capilano University and students is delivered to students' Capilano University email addresses only.

## UNIVERSITY OPERATIONAL DETAILS

### Tools for Success

Many services are available to support student success for Capilano University students. A central navigation point for all services can be found at: <http://www.capilanou.ca/services/>

**Capilano University Security: download the [CapU Mobile Safety App](#)**

### **Policy Statement (S2009-06)**

Capilano University has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity, Academic Probation and other educational issues. These and other policies are available on the University website.

### **Academic Integrity (S2017-05)**

Any instance of academic dishonesty or breach of the standards of academic integrity is serious and students will be held accountable for their actions, whether acting alone or in a group. See policy S2017-05 for more information: <http://www.capilanou.ca/about/governance/policies/Policies/>

Violations of academic integrity, including dishonesty in assignments, examinations, or other academic performances, are prohibited and will be handled in accordance with the Student Academic Integrity Procedures.

**Academic dishonesty** is any act that breaches one or more of the principles of academic integrity. Acts of academic dishonesty may include but are not limited to the following types:

**Cheating:** Using or providing unauthorized aids, assistance or materials while preparing or completing assessments, or when completing practical work (in clinical, practicum, or lab settings), including but not limited to the following:

- Copying or attempting to copy the work of another during an assessment;
- Communicating work to another student during an examination;
- Using unauthorized aids, notes, or electronic devices or means during an examination;
- Unauthorized possession of an assessment or answer key; and/or,
- Submitting of a substantially similar assessment by two or more students, except in the case where such submission is specifically authorized by the instructor.

**Fraud:** Creation or use of falsified documents.

**Misuse or misrepresentation of sources:** Presenting source material in such a way as to distort its original purpose or implication(s); misattributing words, ideas, etc. to someone other than the original source; misrepresenting or manipulating research findings or data; and/or suppressing aspects of findings or data in order to present conclusions in a light other than the research, taken as a whole, would support.

**Plagiarism:** Presenting or submitting, as one's own work, the research, words, ideas, artistic imagery, arguments, calculations, illustrations, or diagrams of another person or persons without explicit or accurate citation or credit.

**Self-Plagiarism:** Submitting one's own work for credit in more than one course without the permission of the instructors, or re-submitting work, in whole or in part, for which credit has already been granted without permission of the instructors.

**Prohibited Conduct:** The following are examples of other conduct specifically prohibited:

- Taking unauthorized possession of the work of another student (for example, intercepting and removing such work from a photocopier or printer, or collecting the graded work of another student from a stack of papers);
- Falsifying one's own and/or other students' attendance in a course;
- Impersonating or allowing the impersonation of an individual;
- Modifying a graded assessment then submitting it for re-grading; or,
- Assisting or attempting to assist another person to commit any breach of academic integrity.

### **Sexual Violence and Misconduct**

All Members of the University Community have the right to work, teach and study in an environment that is free from all forms of sexual violence and misconduct. Policy B401 defines sexual assault as follows:

Sexual assault is any form of sexual contact that occurs without ongoing and freely given consent, including the threat of sexual contact without consent. Sexual assault can be committed by a stranger, someone known to the survivor or an intimate partner.

Safety and security at the University are a priority and any form of sexual violence and misconduct will not be tolerated or condoned. The University expects all Students and Members of the University Community to abide by all laws and University policies, including [B.401 Sexual Violence and Misconduct Policy](#) and [B.401.1 Sexual Violence and Misconduct Procedure](#).

**Emergencies:** Students are expected to familiarise themselves with the emergency policies where appropriate and the emergency procedures posted on the wall of the classroom.