IBH 1LD0
IBH Leadership Development—Self-Awareness
Fall 2023/Winter 2024 Course Outline

Integrated Business and Humanities
DeGroote School of Business
McMaster University

COURSE OBJECTIVE

The LD0 course series in the IBH program is designed to provide students with the foundations required for effective leadership. Students will engage with fundamental leadership skills and concepts such as context-dependent leadership styles, managing failure, recognizing the driving force behind our words and actions, and perspectival variance and bias. Students will also learn the importance of integrating the practices of equity, diversity, and inclusion in leadership and followership. Through one-on-one leadership sessions and small-group workshops in 1LD0, students will be provided with opportunities to build self-awareness about their leadership. In sessions and workshops in 2LD0–4LD3, students will receive and reflect on feedback from their peers and community members about the effects their leadership has on others and will develop their unique leadership approach in multiple contexts (e.g., peer mentoring, community problem-solving, etc.).

INSTRUCTOR AND CONTACT INFORMATION

	Dr. Sheena Jary	**Dr. Lisa Lorentz**	
please Dr. Lisa	Course Instructor jarysm@mcmaster.ca Office: University Hall, 317 Office Hours: By appointment	Leadership Coordinator lorentlm@mcmaster.ca Office: DSB A102 Office Hours: Email to Schedule	*contact Lorentz*

(*lorentlm@mcmaster.ca*) *with any questions regarding the Leadership Sessions and associated activities*

Course Website: https://avenue.mcmaster.ca
Leadership Session Booking Website: https://oscarplusmcmaster.ca/home.htm

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COURSE ELEMENTS

Credit Value:	0	Leadership:	Yes	IT skills:	No	Global view:	No
A2L:	Yes	Ethics:	No	Numeracy:	No	Written skills:	Yes
Participation:	Yes	Innovation:	Yes	Group work:	Yes	Oral skills:	Yes
Evidence-based:	Yes	Experiential:	Yes	Final Exam:	No	Guest speaker(s):	Yes

COURSE DESCRIPTION

Students will complete a variety of exercises and assignments to build an understanding of their unique leadership profile, including how their individual traits, behaviours, and motivations contribute to their leadership potential. Through bi-monthly in-class workshops, students will engage with new ideas and concepts, and will be asked to apply their knowledge and skills in small workshop activities. This course will prepare students to discuss increasingly complex issues and deepen their leadership skills in IBH 2LD0: Self-regulation.

LEARNING OUTCOMES

Upon successful completion of this course, students will be able to complete the following key tasks:

➢ Describe the importance of multiple perspectives in leadership development and practice.
➢ Identify personal biases and how biases shape individual attitudes, behaviours, and language.
➢ Identify and articulate the values that drive their personal and professional success.
➢ Identify the traits, behaviours, and motivations that comprise their leadership profile and discuss how their leadership profile influences their leadership. (LS)
➢ Create and deploy a Leadership Development Plan to address their personal leadership challenges. (LS)
➢ Identify and articulate the transferable skills gained from 1LD0. (CPD)

COURSE MATERIALS AND READINGS

Required:

There is no required textbook for this course. All course materials will be made available on Avenue to Learn. Please check Avenue to Learn regularly throughout the course.

COURSE DELIVERY

ACTIVITY	DELIVERY	DESCRIPTION	TOOL(S)
Workshops	Synch	1–2 hr. live session	TopHat
1:1 Leadership Session	Synch	45 minutes; sign up for one-on-one leadership session with the Leadership Coordinator on OSCARplus	OSCARplus to book

COURSE OVERVIEW AND ASSESSMENT

Missed tests/exams will receive a grade of zero unless the student has submitted and been approved for a Notification of Absence or MSAF. Late assignments will be penalized 5% for each day they are late. Your final grade will be calculated as follows:

GRADE COMPONENT	MODULE WEIGHT	TERM	DESCRIPTION
MODULE 1: LEADERSHIP ASSESSIONMENT & SESSION (35% of Overall Grade)			
Assignment 1: Leadership Self-Assessment	**25%**	Fall	Online multiple-choice survey; takes approximately 30 minutes to complete
1:1 Leadership Session Attendance	**75%**	Fall	***Attendance for a 1:1 Leadership Session is <u>mandatory</u>** 45 minute one-on-one meeting with Leadership Coordinator **MUST** complete Leadership Self-Assessment and review Personalized Feedback Report **before** Leadership Session Booked through OSCARplus ([https://oscarplusmcmaster.ca/home.htm)](https://oscarplusmcmaster.ca/home.htm)
MODULE II: LEADERSHIP ASSIGNMENTS (35% of Overall Grade)			
Assignment 2: Leadership Reflection	**30%**	Fall	One-page written reflection on leadership profile and leadership goals **MUST** be completed **before** winter LDP Workshop
Assignment 3: Learning Outcomes/Resume Statements	**30%**	Winter	Written document that translates learning outcomes to resume points to IBH Courses.
Assignment 4: Leadership Development Plan (LDP)	**40%**	Winter	Written document that outlines approach to 3–5 leadership issues **MUST** be completed before Level II (Fall 2023) Leadership Session
MODULE III: WORKSHOP ACTIVITIES AND PARTICIPATION (30% of Overall Grade)			
Workshop Participation	**70%**	Continuing	Workshop participation is calculated based on submission of workshop activities to Avenue to Learn. *You must attend the workshop to receive the participation grade for the associated activities.*
Assignment 5: Leadership Speaker Activity	**30%**	Fall	Write down 3-4 questions that you have from Karen Hanna's presentation. Choose 2 questions and reflect on what drove you to ask these questions.

COURSE DELIVERABLES

Assignment #1 – Leadership Self-Assessment (Online)

This assignment is worth **8.75%** of your final grade and will be marked based on completion. The assignment link is available on Avenue and must be completed before **Sun Sept 10 @ 11:59PM**. In this online assessment, you will be asked to answer various questions about your leadership—all responses are confidential and will only be seen by the Leadership Coordinator. Personalized feedback reports will be available on **Mon Sept 11** before class.

1:1 Leadership Session

1:1 Leadership Sessions are graded on attendance and session attendance is **mandatory**. Sessions can be booked on OSCARplus on a first-come first-served basis (https://www.oscarplusmcmaster.ca/login/overview.htm). Assignment #1 The Leadership Self-Assessment **must** be completed before your Leadership Session—failure to do so will result in your Leadership Session being cancelled. Leadership Sessions must be attended **before Dec 4.**

Assignment #2 – Leadership Reflection

This assignment is worth **10%** of your final grade and will be marked based on completion. Following your 1:1 Leadership Session with the Leadership Coordinator, you are required to complete a 1 page reflection (single-spaced, 12-pt font, regular margins) that addresses the following prompt: How do you define leadership, and how do you see yourself in comparison to this definition of a leader? This reflection is due on Avenue on **December 6 @ 11:59 PM**; *however, it is recommended you complete the reflection 1 week after your 1:1 Leadership Session while your thoughts are top of mind*.

Assignment #3 – Learning Outcomes/Resume Statements

This assignment is worth **3.5%** of your final grade and will be marked based on completion. Following the Learning Outcomes/Resume Statements Workshop, you are required to submit your workshop. This assignment will be available on Avenue and is due **Wed Nov 29 @ 11:59 PM**.

Assignment #4 – Leadership Development Plan (LDP)

This assignment is worth **10.5%** of your final grade and will be marked based on completion of the LDP worksheet (address 3–5 leadership issues). This assignment will be available on Avenue and is due **Wed Apr 5 @ 11:59 PM**; *however, it is recommended you complete the LDP 1 week after your small group LDP workshop while your thoughts are top of mind.*

Assignment #5 – Leader Speaker Activity

This assignment is worth **3.5%** of your final grade and will be marked based on completion. Write down 3-4 questions that you have from Karen Hanna's presentation. Choose 2 questions and reflect on what drove you to ask these questions (i.e., the reasoning behind your interest in the topic under question). What knowledge, skills, interests, or lived experiences do you have that compelled you to ask this specific question? 350 words total (including questions). **Due October 6 @ 11:59pm.**

Workshop Attendance and Participation in Activities

Name cards and class pictures are used to help give credit for your attendance. You must have a name card, or log in, with your **full first and last name** clearly written and displayed for every class. Your participation will be graded based on completion and submission of workshop activities. Activities will be made available on TopHat and Avenue for download and submission.

Final Exam

There is no final exam for this course.

COMMUNICATION AND FEEDBACK

Students who wish to correspond with instructors or TAs directly via email must send messages that originate from their official McMaster University email account. This protects the confidentiality and sensitivity of information as well as confirms the identity of the student. Emails regarding course issues should NOT be sent to the Area Administrative Assistants. All students must receive feedback regarding their progress prior to the final date by which a student may cancel the course without failure by default.

Instructors may solicit feedback via an informal course review with students by Week #4 to allow time for modifications in curriculum delivery.

REQUESTING RELIEF FOR MISSED ACADEMIC WORK

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" and the link below;

http://ug.degroote.mcmaster.ca/forms-and-resources/missed-course-work-policy/

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. **It is your responsibility to understand what constitutes academic dishonesty.**

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.

For information on the various types of academic dishonesty please refer to the *Academic Integrity Policy,* located at https://secretariat.mcmaster.ca/university-policies-procedures- guidelines/

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.

GENERATIVE ARTIFICIAL INTELLIGENCE (AI)

Students are not permitted to use generative AI in this course. In alignment with McMaster academic integrity policy, it "shall be an offence knowingly to … submit academic work for assessment that was purchased or acquired from another source". This includes work created by generative AI tools.

Also stated in the policy is the following, "Contract Cheating is the act of "outsourcing of student work to third parties" (Lancaster & Clarke, 2016, p. 639) with or without payment." Using Generative AI tools is a form of contract cheating. Charges of academic dishonesty will be brought forward to the Office of Academic Integrity.

AUTHENTICITY/PLAGIARISM DETECTION

Some courses may use a web-based service (Turnitin.com) to reveal authenticity and ownership of student submitted work. For courses using such software, students will be expected to submit their work electronically either directly to Turnitin.com or via an online learning platform (e.g. A2L, etc.) using plagiarism detection (a service supported by Turnitin.com) so it can be checked for academic dishonesty.

Students who do not wish their work to be submitted through the plagiarism detection software must inform the Instructor before the assignment is due. No penalty will be assigned to a student who does not submit work to the plagiarism detection software.

All submitted work is subject to normal verification that standards of academic integrity have been upheld (e.g., on-line search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ON-LINE ELEMENT

Some courses may use on-line elements (e.g. email, Avenue to Learn (A2L), web pages, TopHat, MS Teams, etc.). Students should be aware that, when they access the electronic components of a course using these elements, 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 a course that uses on-line elements will be deemed consent to this disclosure. If you have any questions or concerns about such disclosure please discuss this with the course instructor.

CONDUCT EXPECTATIONS

As a McMaster student, you have the right to experience, and the responsibility to demonstrate, respectful and dignified interactions within all of our living, learning and working communities. These expectations are described in the *Code of Student Rights & Responsibilities* (the "Code"). All students share the responsibility of maintaining a positive environment for the academic and personal growth of all McMaster community members, **whether in person or online**.

It is essential that students be mindful of their interactions online, as the Code remains in effect in virtual learning environments. The Code applies to any interactions that adversely affect, disrupt, or interfere with reasonable participation in University activities. Student disruptions or behaviours that interfere with university functions on online platforms (e.g. use of Avenue 2 Learn, WebEx or Zoom for delivery), will be taken very seriously and will be investigated. Outcomes may include restriction or removal of the involved students' access to these platforms.

ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES

Students with disabilities who require academic accommodation must contact Student Accessibility Services (SAS) at 905-525-9140 ext. 28652 or sas@mcmaster.ca to make arrangements with a Program Coordinator. For further information, consult McMaster University's *Academic Accommodation of Students with Disabilities* policy.

ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR 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 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.

COPYRIGHT AND RECORDING

Students are advised that lectures, demonstrations, performances, and any other course material provided by an instructor include copyright protected works. The Copyright Act and copyright law protect every original literary, dramatic, musical and artistic work, **including lectures** by University instructors.

The recording of lectures, tutorials, or other methods of instruction may occur during a course. Recording may be done by either the instructor for the purpose of authorized distribution, or by a student for the purpose of personal study. Students should be aware that their voice and/or image may be recorded by others during the class. Please speak with the instructor if this is a concern for you.

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.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your enrolment in IBH 1LD0 will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture and/or on A2L. **It is your responsibility to read this course outline, to familiarize yourself with the course policies and to act accordingly.**

Lack of awareness of the course policies **cannot be invoked** at any point during this course for failure to meet them. It is your responsibility to ask for clarification on any policies that you do not understand.

COURSE SCHEDULE

IBH 1LD0
IBH Leadership Development—Self-Assessment
Fall 2023–Winter 2024 Course Schedule

FALL 2023				
WEEK	**DATE**	**TOPIC/ACTIVITY**	**DATE**	**TOPIC/ACTIVITY**
1		NO CLASS	Wed. Sept. 6	Intro to IBH with Program Director Dr. Brent McKnight **Assignment 1: Leadership Self-Assessment Opens**
2	Mon. Sept. 11	Introduction to course: Dr. Jary and Dr. Lorentz LinkedIn with CPD Reading your Leadership Report & Booking your Leadership Session	Wed. Sept. 13	NO CLASS
3	Mon. Sept. 18	NO CLASS	Wed. Sept. 20	NO CLASS
4	Mon. Sept. 25	Workshop: Dr. Jary • Context-dependent leadership	Wed. Sept. 27	NO CLASS
5	Mon. Oct. 2	NO CLASS	Wed. Oct. 4	***Outside of Regular Class Time 1–2:30PM (room TBD)** Guest Speaker • Karen Hanna
		FALL READING BREAK		
6	Mon. Oct. 16	Workshop: Dr. Lorentz • Failure	Wed. Oct. 18	NO CLASS

7	Mon. Oct. 23	NO CLASS	Wed. Oct. 25	NO CLASS
8	Mon. Oct. 30	Workshop: Dr. Jary • What drives you? What is your *why*?	Wed. Nov. 1	NO CLASS
9	Mon. Nov. 6	NO CLASS	Wed. Nov. 8	NO CLASS
10	Mon. Nov. 13	Workshop: Dr. Zoogah	Wed. Nov. 15	NO CLASS
11	Mon. Nov. 20	NO CLASS	Wed. Nov. 22	NO CLASS
12	Mon. Nov. 27	Workshop: Karam Noel • CPD	Wed. Nov. 29	NO CLASS
13	Mon. Dec. 4	NO CLASS **Last day for 1:1 Leadership Sessions**	Wed. Dec. 6	NO CLASS **Assignment 2: Leadership Reflection Due @ 11:59PM**

WINTER 2023				
WEEK	**DATE**	**TOPIC/ACTIVITY**	**DATE**	**TOPIC/ACTIVITY**
1	Mon. Jan. 8	Workshop: Dr. Lorentz • Applying the Growth Mindset: Leadership Skills & Traits	Wed. Jan. 10	NO CLASS
2	Mon. Jan 15	Small Group LDP Workshop	Wed. Jan. 17	NO CLASS
3	Mon. Jan. 22	Small Group LDP Workshop	Wed. Jan. 24	NO CLASS
4	Mon. Jan. 29	Small Group LDP Workshop Workshop: Dr. Jary • Reframing experiences for fresh perspectives	Wed. Jan. 31	NO CLASS
5	Mon. Feb. 5	Small Group LDP Workshop	Wed. Feb. 7	NO CLASS
6	Mon. Feb. 12	Small Group LDP Workshop Workshop: Dr. Jary (same as January 29 workshop) • Reframing experiences for fresh perspectives	Wed. Feb. 14	NO CLASS
WINTER READING BREAK				
7	Mon. Feb. 26	Workshop: Dr. Jary • Bias and subjectivity	Wed. Feb. 28	NO CLASS
8	Mon. Mar. 4	NO CLASS	Wed. Mar. 6	NO CLASS
9	Mon. Mar. 11	Workshop: Khadijeh Rackie • EDI	Wed. Mar. 13	NO CLASS
10	Mon. Mar. 18	NO CLASS	Wed. Mar. 20	NO CLASS
11	Mon. Mar. 25	Workshop: Karam Noel • CPD	Wed. Mar. 27	NO CLASS
12	Mon. Apr. 1	NO CLASS	Wed. Apr. 3	NO CLASS
13	Mon. Apr. 8	Final Class Wrap-Up	Wed. Apr. 10	NO CLASS

				Assignment 4: Leadership Development Plan Due @ 11:59PM