

**IBH 2LD0**  
**IBH Leadership Development—Self-Regulation**  
**Fall 2023/Winter 2024 Course Outline**

**Integrated Business and Humanities**  
**DeGroot 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. In 2LD0, students will be provided with opportunities to build self-regulation regarding their leadership approach. In 3LD0–4LD3, 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***

	<b>Dr. Sheena Jary</b>	<b>Dr. Lisa Lorentz</b>	
	Course Instructor	Leadership Coordinator	
	jarysm@mcmaster.ca	<a href="mailto:lorentlm@mcmaster.ca">lorentlm@mcmaster.ca</a>	
<i>*please</i>	Office: University Hall, 317	Office: DSB A102	<i>contact</i>
<i>Dr. Lisa</i>	Office Hours: By appointment	Office Hours: Email to Schedule	<i>Lorentz</i>

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

**Course Website:** <https://avenue.mcmaster.ca>

**Leadership Session Booking Website:** <https://oscarplumcmcmaster.ca/home.htm>

***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 how their unique leadership profile influences those they lead. Leadership will be examined through reflection on in-course and cross-cultural teamwork.

## ***LEARNING OUTCOMES***

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

- Students will be able to articulate how their use of various leadership approaches (e.g., Dominance, Prestige) influences those they lead through completion the Leadership Self-Assessment, reviewing of the personalized feedback report, and a one-on-one (1:1) Leadership Session with the Leadership Coordinator.
- Students will be able to create and deploy a Leadership Development Plan to address their personal leadership challenges.
- Students will be able to identify and articulate the transferable skills gained from 2LD0.
- Students will learn to productively discuss their leadership challenges through a Written Reflection and Participation in Workshop Activities.

## ***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***

<b>ACTIVITY</b>	<b>DELIVERY</b>	<b>DESCRIPTION</b>	<b>TOOL(S)</b>
<b>Workshops</b>	Synch	1–2 hr. live session	TopHat
<b>1:1 Leadership Session</b>	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
<b>MODULE 1: LEADERSHIP ASSESSMENT &amp; SESSION (40% of Overall Grade)</b>			
Assignment 1: Leadership Self-Assessment	25%	Fall	Online multiple-choice survey; takes approximately 30 minutes to complete
1:1 Leadership Session Attendance	75%	Fall	<p><b>*Attendance for a 1:1 Leadership Session is <u>mandatory</u></b></p> <p>Attendance: 45%</p> <p>45-minute one-on-one meeting with Leadership Coordinator</p> <p><b><u>MUST</u></b> complete Leadership Self-Assessment and review Personalized Feedback Report <b>before</b> Leadership Session</p> <p>Booked through OSCARplus  <a href="https://oscarplumcmaster.ca/home.htm">https://oscarplumcmaster.ca/home.htm</a></p>
<b>MODULE II: CDP Assignments (20% of Overall Grade)</b>			
Assignment 3: CPD Work	50%	Winter	Complete any pre-work or in-class work from the career and professional development (CDP) workshops.
Assignment 4: Leadership Speaker Activity	50%	Winter	Choose 1 concept that stood out to you from the Karen Hanna talk. Explain why it stands out to you; then list 3 ways you can integrate it into your life, especially in your interactions with other people.
<b>MODULE III: WORKSHOP ACTIVITIES AND PARTICIPATION (40% of Overall Grade)</b>			
Workshop Attendance and Participation	100%	Continuing	Workshop attendance will be monitored via Top Hat and participation will be graded based on completion of workshop materials in class.

## **COURSE DELIVERABLES**

### **Assignment #1 – Leadership Self-Assessment (Online)**

This assignment is worth **5%** of your final grade and will be marked based on completion. The assignment link is available on Avenue and must be completed before **Mon Sept 19 @ 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 **Wed Sept 21**.

### **Assignment 2: 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.oscarplumcmaster.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 5**.

### **Assignment #3 – Career and Professional Development (CPD) Workshops with Karam**

This assignment is worth 10% of your final grade and will be marked based on completion. You will be asked to complete worksheets and other related in-class work related to the Career and Professional Development sessions. There are two CPD sessions, so your work will be due 24 hours after the end of that day's class (i.e., 10:30am the following day).

### **Assignment #4 – Leader Speaker Activity: Karen Hanna**

This assignment is worth **10%** of your final grade and will be marked based on completion. Please choose one concept from Karen Hanna's talk that stands out as relevant to your life and your interactions with other people. Explain the concept as Karen Hanna has presented it and then outline the reasons this concept is relevant to your life right now. After this, list 3 tactics for implementing this concept into your interpersonal relationships with colleagues. Be sure to explain how you will integrate the concept into your life and how you will measure your success at implementing the concept. 250 words.

### **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 attendance and 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. **Note: to receive a grade for attendance and participation, you must be physically present in class, unless you have made prior arrangements with Dr. Jary or choose to submit a MSAF.**

### **Final Exam**

There is no final exam for this course.

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## ***COMMUNICATION AND FEEDBACK***

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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.

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## ***REQUESTING RELIEF FOR MISSED ACADEMIC WORK***

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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.degroot.mcmaster.ca/forms-and-resources/missed-course-work-policy/>

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## ***ACADEMIC INTEGRITY***

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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.

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## ***GENERATIVE ARTIFICIAL INTELLIGENCE (AI)***

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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.

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## ***AUTHENTICITY/PLAGIARISM DETECTION***

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

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## ***COURSES WITH AN ON-LINE ELEMENT***

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**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.

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## ***CONDUCT EXPECTATIONS***

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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.

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## ***ACADEMIC ACCOMMODATION OF STUDENTS WITH DISABILITIES***

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

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## ***ACADEMIC ACCOMMODATION FOR RELIGIOUS, INDIGENOUS OR SPIRITUAL OBSERVANCES (RISO)***

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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.

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## ***COPYRIGHT AND RECORDING***

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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.

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## ***EXTREME CIRCUMSTANCES***

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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.

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## ***ACKNOWLEDGEMENT OF COURSE POLICIES***

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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.

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## ***COURSE SCHEDULE***

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**IBH 2LD0**  
**IBH Leadership Development—Self-Regulation**  
**Fall 2023–Winter 2024 Course Schedule**

FALL 2023		
WEEK	DATE	TOPIC/ACTIVITY
1	Tues. Sept 5	Course introduction
2	Tues. Sept. 12	Workshop 1: Dr. Jary <ul style="list-style-type: none"> <li>• Introduction to intercultural communication and teamwork dynamics</li> <li>• From “me” to “we”: collectivity and leadership</li> </ul>
3	Tues. Sept. 19	NO CLASS
4	Tues. Sept. 26	Workshop 2: Dr. Abebe Applying Insight & Inquiry to Cross-Cultural Teams
5	Tues. Oct. 3	Karam Noel <ul style="list-style-type: none"> <li>• CPD</li> </ul> <p><b>*Leadership Guest Speaker (outside of class time) Wed. Oct 4 1–2:30 (room TBA)</b></p> <ul style="list-style-type: none"> <li>• <b>Karen Hanna</b></li> </ul>
FALL READING BREAK		
6	Tues. Oct. 17	NO CLASS
7	Tues. Oct. 24	Workshop 3: Dr. Jary <ul style="list-style-type: none"> <li>• Partnership and allyship in intercultural communication: Reflecting on IBH 2AF3. Focus on interpersonal communication, cultural awareness, and a sense of humility in learning about non-western cultures.</li> </ul>
8	Tues. Oct. 31	NO CLASS
9	Tues. Nov. 7	Workshop 4: Dr. Lorentz <ul style="list-style-type: none"> <li>• Accountability</li> </ul> <p><b>*Leadership Assessment Open November 7 @ 10:30am</b></p> <p><b>*Leadership Assessment Closes November 14 @ 11:59pm</b></p>
10	Tues. Nov. 14	NO CLASS
11	Tues. Nov. 21	Karam Noel <ul style="list-style-type: none"> <li>• CPD</li> </ul>



12	Tues. Nov. 28	NO CLASS
13	Tues. Dec. 5	Groupwork Wrap-Up

WINTER 2024		
WEEK	DATE	TOPIC/ACTIVITY
1	Tues. Jan. 9	Understanding Your Leadership Report <b>*Leadership Sessions Open</b>
2	Tues. Jan 16	Workshop 5: Dr. Jary <ul style="list-style-type: none"> <li>• Network leadership and emergence</li> </ul>
3	Tues. Jan. 23	NO CLASS
4	Tues. Jan. 30	Workshop 6: Dr. Singh <ul style="list-style-type: none"> <li>• Resilience</li> </ul>
5	Tues. Feb. 6	Workshop 7: Dr. Jary and Dr. Lorentz <ul style="list-style-type: none"> <li>• Emotional agility at work</li> </ul>
6	Tues. Feb. 13	NO CLASS
WINTER READING BREAK		
7	Tues. Feb. 27	Workshop 8: Dr. Zoogah <ul style="list-style-type: none"> <li>• Followership</li> </ul>
8	Tues. Mar. 5	NO CLASS
9	Tues. Mar. 12	Workshop 9: Khadijeh Rackie <ul style="list-style-type: none"> <li>• EDI</li> </ul>
10	Tues. Mar. 19	NO CLASS
11	Tues. Mar. 26	Workshop 10: Dr. Jary <ul style="list-style-type: none"> <li>• Telling engaging stories that make a point</li> </ul>
12	Tues. Apr. 2	<b>*Last Day for Leadership Sessions Wed April 3</b>
13	Tues. Apr. 9	Final Class Wrap-Up