

Syllabus
Special Topics COM3041: Leadership & Facilitation
J-Term Costa Rica 2019

Professor: Liza Burns
Phone: 802-380-9040
e-mail: lburns@landmark.edu
Office hours: By appointment (often after class)



Course Description

This course introduces theories of leadership in organizations and the role that communication plays in leading groups/teams. We humans are collaborative by nature. Many of the things we do in life are done in teams/small groups. During this three-week course, students will participate in/and observe group dynamics and leadership styles in several institutions. In addition to studying case studies, students will be encouraged to practice a variety of leadership behaviors and reflect on the consequences of different leadership styles.

Course Learning Objectives:

Students should be able to:

- Distinguish between leadership and a leader
- Differentiate between a designated and emergent leader
- Describe and give examples of the seven sources of a leader's power
- Describe unique communication issues teams face
- Evaluate your own performance and your team's performance in a learning team projects and activities
- Analyze effective group leadership
- Describe how conflict within groups be managed constructively
- Analyze audiences and contexts in selected communication situations

Course Materials

Required:

1. ***Communicating in Groups: Application and Skills 10th edition*** by Adams and Galanes Available in the bookstore approximately- (\$85.00) For online text- (\$46.75).
2. A note pad for taking notes on field trips and for keeping a journal
3. 2 flash drives to submit journals if not using handwritten journals
4. Student Handbook for the Program

Recommended

- 3-ring binder to hold handouts and student handbook
- *Costa Rican Spanish: Phrasebook and Dictionary*, Vladisavljevic, B., Kohnstamm, T. B., & Lonely Planet Publications (Firm). (2013). Footscray, Vic., Australia: Lonely Planet Publications.

Assignments and Grading

Category of Assignment	Description	Weight
Reading Quizzes	Short quizzes will be given at beginning of class to assess reading comprehension of the chapters.	25%
Engagement in our group	Demonstrating ... curiosity volunteering collaboration positive participation attempting leadership role	15%
Journals	Coherent and timely submitted journals will connect students' experiences to the chapter concepts.	20%
Group Presentation: Infomercial	Groups will be formed to create an infomercial on a relevant local issue. All students will be responsible to develop part of the group presentation and to work collaboratively.	25%
Leadership Interview Project	Students will be assigned to interview and do a case study on a particular leader of a local organization.	15 %

Important College/Class Policies

Attendance:

Attendance is REQUIRED. Because of the experiential nature of this course, attendance, participation and punctuality are required for all class meetings. Being late will result in points being deducted from your participation grade. Absences, except for truly urgent and documented reasons, are unacceptable. Contact us immediately if you are not going to be in class.

Submission of Work:

Work is to be submitted via flash drive or on paper. We expect to have unreliable internet in many of our locations; therefore, we cannot expect to be able to use e-mail or Canvas.

Late Work:

Written assignments are due no later than the date and time specified by the professor. Any work submitted after that time is late and may have up to 5 points per day deducted for each day the assignment is late.

Student Code of Conduct:

Successful completion of this course requires that you adhere to the student code of conduct.
http://intranet.landmark.edu/student_life/handbook.cfm#code

Digital Devices

During class, unless permission is given, all digital devices will be turned off.

Academic Honesty/Dishonesty/Plagiarism

To learn what plagiarism is and how to avoid it. For more information on the policies of this college see:
<http://www.landmark.edu/academics/meet-faculty/academic-policies1/academic-dishonesty-and-plagiarism/>

Policy on Classroom Recording

You are allowed to record in the classroom for study and review. Please inform the professor before any devices are turned on.

Accommodations

If you need accommodations, please contact Liza Burns prior to the start of class. More information is available on Sharknet: <http://www.landmark.edu/campus-life/dean-of-student-affairs/request-for-accomodations>

Course Outline:

San Jose – Week 1	Monteverde – Week 2	Samara – Week 3
Ch 1 Groups and Society	Ch 5 Becoming a Group	Ch 11 Group Presentations
Ch 3 Principles of Groups	Ch 7 Creativity	Group Volunteering
Ch 10 Leadership	Informercial Project	Group Project: Activity at CREAR
Leadership Interviews	Homestays: Family Groups	Collective Reflection
Costa Rican student activities		