

Justice Institute of British Columbia COURSE OUTLINE

Course Code: ACO123

Course Title: Leadership at the Front

Prerequisite Courses:

Sponsoring Division: Corrections and Community Justice Division

Previous Course Code & Title:

Course Effective Date: April 01, 2009

# of Credits:	
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Course Description:

Leadership is a topic that is increasingly talked about in a diverse range of fields. Debate is ongoing as to whether leadership can be “created” or is an ability one just possesses. This course is based on the belief that leadership skills can be learned and honed throughout one’s career and life.

This course, ACUS140: Leadership at the Front, will highlight the critical components of leadership. The concept of “leadership at the front” assumes that everyone within an organization has a role to play in leading that organization to success – that we can all lead, irrespective of any position of formal authority. As front line workers, Correctional Officers are often the first point of contact for the organization, and as such are in a position to provide great leadership to peers and clients. Setting a positive example, being accountable, being an effective role model, encouraging others, sharing information, and building a sense of team are all critical elements of effective leadership, and as such will be covered in this module.

The following objectives are meant as a guide for the day. The objectives will be met through a combination of online pre-reading, in-class instruction and course binder material.

Course Goal(s):

Course Learning Objectives:

Upon successful completion of this course, the learner will be able to:

1. Briefly describe the various theories of leadership covered in this course;
2. Identify the qualities and attributes of a positive leader as identified in this course;
3. Distinguish between leaders who lead from a position of formal authority and those that simply lead because of who they are;
4. Identify one’s own leadership style and describe how that the correctional environment may impact that style;
5. Identify the role that self-reflection plays in developing one’s leadership style;
6. Explain the power of information and the ways in which it needs to flow in order to support the individual, the group or team, and the organization;

7. Explain the importance and relevance of timing and the impact it can have on both situations and people; and
8. Describe how the promotion of understanding, positive role modeling, team spirit, accountability and integrity are the foundations of a strong leader at the front.

Course Topics/Content:

- Leadership
- Qualities of an Effective Leader
- Leadership by Authority or Style
- Five Steps to Effective Team Leadership
- The Four E's to Leading Change
- The Importance of Timing

Text and Resource Materials: Use APA style; specify chapters where applicable. ([APA Style Guidelines](#))

Required:

Blank assignment answer sheets will be provided to students prior to the start of the online pre-reading module. Students are required to bring their completed Assignments and Quizzes to the face-to-face training session.

Recommended:

Course Level:

x	First Year		Second Year		Third Year		Fourth Year
	Other (describe):						

Equivalent Course(s) within the JIBC:

Class Delivery Methods:

Some courses are delivered using a range of methods within one class (course section) or alternative methods in different classes. Please outline the most common delivery options used for this course. The total class hours should be the same for each option.

Delivery Methods	Class Option A (Hours)	Class Option B (Hours)	Class Option C (Hours)	Class Option D (Hours)
Classroom/Lecture/Discussion	3.5			
Simulation/Lab				
Practicum/Fieldwork				
Online	3.5			
Correspondence				
Total Class Hours	7			

Comments on Delivery Methods:

Related Program(s): (where applicable)

Credit Transfer exists at: (List Institutions with official transfer agreements and name equivalent courses)

Course Grading System:

Check the system that applies to this course:

	Letter Grades		Percentage		Pass/Fail		Credit/No Credit
x	Complete/Incomplete		Attendance Only		Not Applicable		

Passing Grade:

JIBC Standard Grading Scale for Letter, Grade Point and % Grades:

Letter Grade	Grade Points	% Range
A+	4.33	90-100
A	4.00	85-89
A-	3.67	80-84
B+	3.33	76-79
B	3.00	72-75
B-	2.67	68-71

Letter Grade	Grade Points	% Range
C+	2.33	64-67
C	2.00	60-63
C-	1.67	56-59
D	1.00	50-55
F	0.00	0-49

Evaluation Activities and Weighing: (complete the %'s which apply – total must equal 100%)

Final Exam	%	Assignments	50%	Project	%	Capstone Project	%
Midterm Exam	%	Portfolio	%	Participation	50%	Other	%
Quizzes/Test	%	Simulations	%	Practicum	%	TOTAL	100%

Comments on Evaluation:

Other Course Guidelines, Procedures and Comments:

View the Justice Institute of BC Policies listed below at:

<http://www.jibc.bc.ca/studentServices/main/AcademicServices/policies.htm>

Access Policy
Harassment Policy
Prior Learning Assessment Policy
Student Code of Conduct

Academic Appeals Policy
Intellectual Property Rights Policy
Research on Human Subjects: Ethics
Student Records