

INSPIRE 3AR3 – Exploring Leadership in Athletics and Recreation Fall, 2022

COURSE OFFERING

Term: Fall 2022

Mode of Delivery: In-Person

Class Dates: Thursday 7:00PM – 9:00PM

COURSE INSTRUCTOR(S)

Name: Allan Fein, M.Sc.

Email: afein@mcmaster.ca

Office Hours: By appointment.

COURSE DESCRIPTION

This course provides students with the opportunity to explore and participate in active learning in partnership with various units within McMaster's Department of Athletics and Recreation. Students will complete a minimum of 36 hours of practice or experiential learning in a predetermined role and connect their co-curricular experience in Athletics and Recreation with their own leadership, mentorship, and communication skills development. Students will reflect on their co-curricular experiences and how they are related to their learning journey. Students will also gain experience in personal goal setting and documenting their experiences through reflection.

More information and the online application can be found on the Interession website: <https://intersession.mcmaster.ca>. Students are required to submit an online application 30 days prior to date classes begin in each term (see the Sessional Dates section of this Calendar).

COURSE OBJECTIVES

After completing this course learners will be able to:

- Connect leadership theory to professional practice
- Use various types of reflective practices
- Apply concepts of group processes and manage themselves, and others, in group settings
- Professionally communicate ideas
- Understand the important concepts of how innovations and changes evolve within organizational settings
- Apply practical skills towards identifying their own career paths

- View athletic and recreation practices through an EDI lens

COURSE MATERIALS AND RESOURCES

All students will require to access course readings and lectures online as posted on MyLearningSpace. Other materials may be provided as the course progresses. There is no required textbook for this course.

COURSE COMMUNICATIONS

As your instructor I hope to be available to you to answer questions and clarify any outstanding issues. The best way to reach me is via email (through the above address). Please write INSPIRE3AR3 in the subject line so that I can easily track the emails I receive. I am usually on email daily, but that is not always the case. Please leave 48 hours for me to respond to any email that you send. Further, I try to NOT check my email on the weekend, so any messages sent Friday afternoon may not receive a reply until Monday.

Note: I work full time at McMaster, but I do not have a regular office on campus. I will make myself available online or in-person as needed and when possible.

CLASS STRUCTURE/SCHEDULE/SESSION TOPICS

This course mixes lecture material, group learning and experiential activities to provide students with a foundation of theory, knowledge and practice to inform present and future careers. The topics listed below may change as students may move more quickly or slowly through the materials, or if there is a change to accommodate guest lecturers.

Week	Dates	Lecture Topic
1	September 8	Introduction to Leadership <ul style="list-style-type: none"> • Defining leadership • Leadership styles • Leadership theories • Leadership in practice
2	September 15	Group Processes <ul style="list-style-type: none"> • Formal and informal group processes • Creating your own group process
3	September 22	Reflection & Reflective Practices <ul style="list-style-type: none"> • Theory of reflective practices – why use reflection? • Guidelines for reflection – how do you write/create a reflection?
4	September 29	Team Building (Alpine Tower Session)
5	October 6	Communication and Conflict Resolution

		<ul style="list-style-type: none"> • Formal and informal communication • Practical tips to be an excellent communicator • What to do when something goes wrong / Dealing with miscommunication? • Dealing with difficult workplace/academic conversations
<p>October 13 NO CLASS MID-TERM RECESS</p>		
6	October 20	<p>Organizational Culture and Organizational Change</p> <ul style="list-style-type: none"> • Diffusion of Innovation Theory
7	October 27	<p>Concepts of Professionalization</p> <ul style="list-style-type: none"> • Privacy & Confidentiality • Workplace cultures • Students and Volunteers in the workplace setting
8	November 3	<p>Preparing for a Career in Sport/Recreation/Health Fields</p> <ul style="list-style-type: none"> • Presentation from the Student Success Centre
9	November 10	<p>Equity, Diversity and Inclusion in Professional Practice</p> <ul style="list-style-type: none"> • Equity, Diversity, Inclusion – workplace best practices • The importance of invitations to participate
10	November 17	Student Presentations
11	November 24	Student Presentations
12	December 1	Student Presentations
13	December 8	Student Presentations & Course Wrap Up

ASSESSMENT AND COURSE DELIVERABLES

Assessment Type	Percentage Total	Due Date	Brief Explanation
Reflection #1	10%	Friday September 30 th – Hand in online	Using a specific format to reflect on a practical experience
Reflection #2	10%	Friday October 28 th – Hand in online	Using a specific format to reflect on a practical experience
Reflection #3	10%	Friday November 25 th – Hand in online	Using a specific format to reflect on the course and their practicum

Group Presentation	15%	During the final weeks of lecture	To present their group process and interesting ideas that arose during their group discussions
Research Paper	30%	Friday December 9 th – Hand in online	An academic paper (maximum 10 pages) exploring a topic related to the course material
Supervisor Evaluation	25%	Friday December 9 th – Hand in online	A student-led evaluation of the practicum experience

Further instructions for the papers and presentation will be posted on the Avenue to Learn course page.

ASSIGNMENT DEADLINES AND MISSED/LATE WORK

The listed deadlines are recommendations that are intended to keep the students and instructors on time with course completion requirements. If there is communication (e.g., via email) between the student and instructor, flexibility on the due date can usually be accommodated. The student does not need to provide details as to the reason for a flexible due date, if one can be offered it will be. The only time a due date cannot be extended is around the final grading period. The instructor needs to submit the grades in agreement with the terms determined by the University. At that time, the instructor will submit a grade with the information at hand. The student may still submit a late assignment past that final date, with the agreement of the instructor and program, and a grade can be amended if allowed by the University.

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.

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., online search, other software, etc.). For more details about McMaster's use of Turnitin.com please go to www.mcmaster.ca/academicintegrity.

COURSES WITH AN ONLINE ELEMENT

Some courses may use online elements (e.g. email, Avenue to Learn (A2L), LearnLink, web pages, capa, Moodle, ThinkingCap, 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, usernames for the McMaster email 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 online 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.

ONLINE PROCTORING

Some courses may use online proctoring software for tests and exams. This software may require students to turn on their video camera, present identification, monitor and record their computer activities, and/or lock/restrict their browser or other applications/software during tests or exams. This software may be required to be installed before the test/exam begins.

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.

STUDENTS WITH ACCOMMODATIONS (SAS)

Please discuss your accommodations with the instructor early in the term so that accommodations can be in place before they are needed.

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.

E-MAIL POLICY

E-mails must originate from a valid McMaster account, and be sent to the instructor's McMaster email. Please do not use the Avenue messaging function. You must use your McMaster email account to message the instructor. Any email originating from another provider will be deleted (we cannot confirm that the email has come from you).

POLICY ON MISSED WORK, EXTENSIONS, AND LATE PENALTIES

Standard McMaster policies pertaining to missed work (e.g., MSAFs) will apply. Understanding this, extensions and late penalties will be considered and addressed on a case-by-case basis. See below regarding academic accommodations, missed work, and related issues.

REQUESTS FOR RELIEF FOR MISSED ACADEMIC TERM WORK

McMaster Student Absence Form (MSAF): 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".

VIRTUAL COURSE DELIVERY

To follow and participate in virtual classes it is expected that you have reliable access to the following:

- A computer that meets the performance requirements [found here](#).
- An internet connection that is fast enough to stream video.
- Computer accessories that enable class participation, such as a microphone, speakers and webcam when needed.

If you think that you will not be able to meet these requirements, please contact uts@mcmaster.ca as soon as you can. Please visit the [Technology Resources for Students page](#) for detailed requirements. If you use assistive technology or believe that our platforms might be a barrier to participating, please contact [Student Accessibility Services](#), sas@mcmaster.ca, for support.

MODIFICATION OF COURSE OUTLINE

The University reserves the right to change dates and/or deadlines etc. for any or all courses in the case of an emergency situation or labour disruption or civil unrest/disobedience, etc. If a modification becomes necessary, reasonable notice and communication with the students will be given with an explanation and the opportunity to comment on changes.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your registration and continuous participation to the various learning activities of *INSPIRE 3EL3* will be considered to be an implicit acknowledgement of the course policies outlined above, or of any other that may be announced during lecture or through other communication vehicles. 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. The instructor reserves the right to modify elements of the course and will notify students accordingly.



This classroom is a Professor Hippo-on-Campus positive space.

Your instructor has completed some mental health and accommodations training. He is open to conversations about your wellbeing.

Your instructor is not a mental health professional but is open and willing to listen to your concerns and will do his best to ensure that the classroom is a mental health positive space.