

INSPIRE 1HR3 – Personal Leadership for First-Year Students

Winter 2023

COURSE OFFERING

Term: Winter 2023

Mode of Delivery: In-Person

Class Dates: Wednesdays 6PM – 9PM

COURSE INSTRUCTORS

Sean Beaudette, M. Ed., PMP

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Office Hours: Online (accessible through Microsoft Teams), Mondays, 9:30-10:30 a.m.

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Office Hours: Online (accessible through Microsoft Teams), Mondays, 9:30-10:30 a.m.

COURSE DESCRIPTION

INSPIRE 1HR3 is an experiential learning course open to students in their first academic year of study. Through a variety of individual and group activities, students will develop and reflect on various elements of personal growth and communication skills through application in group settings. In an effort to further understand how their actions and perceptions impact those around them there will be opportunities to explore individual leadership styles and how potential actions can impact group dynamics, understandings of equity, diversity and inclusion, and the leadership and communication styles of others. The capstone project will require students to reflect upon their experiences in the course to craft a personal leadership statement defining themselves as a leader, linking their leadership attributes to those sought by employers, and laying out a leadership development plan moving forward.

COURSE OBJECTIVES

1. Students will describe their personal leadership style and philosophy by drawing on leadership theories and self-assessments
2. Students will describe what it means to live in a diverse and inclusive community
3. Students will define wellness and identify ways to practice wellness in their daily lives
4. Students will identify areas of focus for personal and professional growth and describe plans for that development

CLASS STRUCTURE/SCHEDULE/SESSION TOPICS

Most lectures will take place during designated class time (Wednesdays, 6-9 p.m.). However, some "Choose One" workshops may be offered outside of class time. See Avenue2Learn for details.

Registration for "Choose One" workshops will be available two weeks prior to the scheduled date. See Avenue2Learn for details.

Additional "Choose One" workshops may be added.

Week	Date	Topic
1	January 11, 2023	Introduction to Leadership and Reflection
Self-Discovery and Learning		
2	January 18, 2023	Introduction to Career Navigating
3	January 25, 2023	Understanding Yourself and Others
4	Week of February 1, 2023	Choose One: <ul style="list-style-type: none"> • Your Skills and the Stories They Tell • Flip the Question • Interests and Values: Your Motivators • Who You Are Matters: Career Game
Wellness		
5	February 8, 2023	Choose One: <ul style="list-style-type: none"> • Help-Seeking Behaviours • Leadership and Skills for Working With and In Community
6	February 15, 2023	Introduction to Wellness and Leadership
	February 22, 2023	Mid-Term Recess
7	March 1, 2023	Choose One: <ul style="list-style-type: none"> • Mental Health Affects Us All • Critical Thinking for Informed Lifestyle Choices
Inclusive Excellence		
8	March 8, 2023	Anti-Oppressive Practices



9	March 15, 2023	Choose One: <ul style="list-style-type: none"> • Creating Safe Spaces • Anti-Racism and Bias
10	March 22, 2023	Choose One: <ul style="list-style-type: none"> • Accessibility and Universal Design • Collaborative Initiatives in Indigenous Spaces
Putting it into Practice		
11	Week of March 29, 2023	Choose One: <ul style="list-style-type: none"> • Design Thinking and Design Your Life • Alpine Tower and Altitude
12	April 5, 2023	Career Readiness – Connecting the Dots and Next Steps
13	April 12, 2023	Course Wrap-Up

COURSE MATERIALS AND RESOURCES

Instructor will provide all required texts and materials in course.

COURSE COMMUNICATION

1. Class Time & Student Hours: If you would like to talk after class time, we are available. We also strongly encourage you to visit online during office hours or set-up an appointment to talk by email at beaudes@mcmaster.ca or palkowmm@mcmaster.ca
2. Avenue to Learn: Announcements, lecture content, and grades will be posted to Avenue to Learn. Due to the nature of the course, this will be our primary method of contact. Please check our course page regularly to ensure you don't miss out on important information or announcements.

ASSESSMENT AND COURSE DELIVERABLES

Please note that INSPIRE 1HR3 is a graded 3-unit course that will appear under the Winter 2023 session.

This course will be composed of the following assessment components:

Assessment Type	Brief Information & Due Dates	Percentage Total
Short Reflection	Students will write three (3) guided, 500-750 word short reflections that discuss personal experiences as leader and incorporate a what, so what, now what reflection framework.	30%



	<p>Due:</p> <ul style="list-style-type: none"> • Reflection 1: Sunday, February 5, 2023, 11:59 p.m. • Reflection 2: Sunday March 5, 2023, 11:59 p.m. • Reflection 3: Sunday March 26, 2023, 11:59 p.m. 	
Leadership Interview	<p>Students will choose a leader, mentor, or someone that they look up to and interview them using various class-developed prompts. Students will share lessons learned and individualized connections to class content in a 1500-word reflective report.</p> <p>Due: Sunday, February 26, 11:59 p.m.</p>	25%
Culminating Assignment – Reflection Paper	<p>Students will submit a 2000-word reflection paper highlighting their experiences in the course, detailing themselves as a leader, and outlining their personal learning and development plans in one of the following areas:</p> <ul style="list-style-type: none"> • Inclusive Excellence • Wellness • Self-Discovery and Learning <p>Due: Sunday, April 16, 11:59 p.m.</p>	25%
Participation and Active Engagement	<p>It is expected that students attend and participate during scheduled classes and sessions. It is important that students attend classes so that the facilitator can appropriately plan. Students are expected to take advantage of time together as a class to optimize shared learning and reflection. Engagement looks different for everyone and students are encouraged to attend, prepare and contribute in ways that best suit individual learning and engagement styles.</p> <p>The participation mark will consist of:</p> <ul style="list-style-type: none"> • Complete Student Information Quiz on Avenue2Learn by Wednesday February 1 at 11:59 p.m. (1%) • Start a discussion thread answering the prompt AND respond to someone else's thread in your group: Weeks 1, 2, 6, 8, 12 (10%) • Register for “Choose One” workshops (4%) • Complete all post-workshop feedback forms (5%) 	20%

Note: All assessment rubrics to be distributed via Avenue2Learn.

Note: There is no final exam for this course.

ASSIGNMENT DEADLINES AND MISSED/LATE WORK

Late assignment submissions will lose 20% per 24 hours after the submission deadline.

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.

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.

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).

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.

ACKNOWLEDGEMENT OF COURSE POLICIES

Your registration and continuous participation to the various learning activities of *INSPIRE 1HR3* 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.

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.

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”.

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.