

Bakersfield College  
**Course Outline of Record Report**  
 09/06/2021

## EDUCB20NC : Introductory Applied Leadership

### General Information

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Course Code (CB01) :	EDUCB20NC
Course Title (CB02) :	Introductory Applied Leadership
Department:	Education
Proposal Start:	Spring 2022
TOP Code (CB03) :	(4930.72) Leadership Skills Development
CIP Code:	(32.0108) Developmental/Remedial English
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	No
Course Control Number (CB00) :	CCC000618787
Curriculum Committee Approval Date:	05/07/2020
Board of Trustees Approval Date:	06/11/2020
External Review Approval Date:	07/01/2020
Course Description:	This course prepares student leaders to become engaged, involved change agents. It is designed especially for cohorts of student leaders who are working together within the context of a specific area/population bonded by a common interest. Opportunities exist within the course for students to set a vision, develop goals, and a create theory-based plan to develop as a leader, and create an activity or program that improves the community.
Submission Rationale:	Add Distance Education  Revisiting the course to allow for distance learning. This teaching modality will allow for a broader range of students to enroll in the course.
Author:	No value

### Minimum Qualifications

Discipline requiring a Master's Degree:	<ul style="list-style-type: none"> <li>Education</li> </ul>
Disciplines in which a Master's Degree is not usually available:	No value
Disciplines in which a Master's Degree is not generally available BUT which requires a specific Bachelor's or Associate Degree:	No value

### Course Development Options

Basic Skill Status (CB08)	Course Special Class Status (CB13)	Grade Options
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Course is not a basic skills course.	Course is not a special class.	• Noncredit Grading (P/SP/NP, UG)
<input type="checkbox"/> Allow Students to Gain Credit by Exam/Challenge	<b>Allowed Number of Retakes</b> 98	<b>Course Prior To College Level (CB21)</b> Not applicable.
<b>Rationale For Credit By Exam/Challenge</b> No value	<b>Retake Policy Description</b> This is a noncredit course. Student can re-enroll as many times as necessary to achieve satisfactory progress.	<input checked="" type="checkbox"/> Allow Students To Audit Course
<input type="checkbox"/> In-Service Course (required by California Penal Code)	<b>Course Support Course Status (CB26)</b> Course is not a support course	

Associated Programs		
<input checked="" type="checkbox"/> Course is part of a program (CB24)		
Associated Program	Award Type	Active
Leadership Certificate of Completion (NC) (In Development)	Certificate of Completion (NC)	Summer 2021
Applied Leadership Certificate of Completion (NC) (In Development)	Certificate of Completion (NC)	Fall 2021

Transferability & Gen. Ed. Options	
<b>Course General Education Status (CB25)</b>	
Y	
<b>Transferability</b>	<b>Transferability Status</b>
Not transferable	Not transferable

Units and Hours	
<b>Summary</b>	
<b>Minimum Credit Units (CB07)</b>	0
<b>Maximum Credit Units (CB06)</b>	0
<b>Total Course In-Class (Contact) Hours</b>	27
<b>Total Course Out-of-Class Hours</b>	0

**Total Student Learning Hours** 27

**Credit / Non-Credit Options**

**Course Credit Status (CB04)**

Non-Credit

**Course Non Credit Category (CB22)**

Workforce Preparation.

**Non-Credit Characteristic**

Learning Assistance

**Course Classification Code (CB11)**

Workforce Preparation Enhanced Funding.

Variable Credit Course

**Funding Agency Category (CB23)**

Not Applicable.

Cooperative Work Experience Education Status (CB10)

**Weekly Student Hours**

	In Class	Out of Class
Lecture Hours	1.5	3
Laboratory Hours	0	0
Activity Hours	0	0

**Course Student Hours**

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	27
Laboratory	0
Activity	0
<b>Total</b>	27
<b>Course Out-of-Class Hours</b>	
Lecture	0
Laboratory	0
Activity	0
<b>Total</b>	0

**Units and Hours - Weekly Specialty Hours**

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

**Pre-requisites, Co-requisites, Anti-requisites and Advisories**

No Value

**Limitations on Enrollment**

Limitations on Enrollment	Description
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No value

No value

## Specifications

### Methods of Instruction

**Methods of Instruction** Lecture

**Rationale** A lecture is an effective way of presenting information that isn't in the text or reinforce information that is in the book. Students can practice listening and notetaking skills.

**Methods of Instruction** Collaborative Group Work

**Rationale** Through working together, students can make discoveries and learn collaborative strategies that are important in leadership.

**Methods of Instruction** Study

**Rationale** Students who read the text on their own practice reading strategies and annotating skills.

**Methods of Instruction** Lecture / Discussion

**Rationale** A small group or whole class discussion following a lecture can be a way to make the information more relevant.

**Methods of Instruction** Group Activities

**Rationale** Through working together, students can make discoveries and learn to to accomplish tasks, a skill important in leadership.

**Methods of Instruction** Discussion

**Rationale** Students learn from each other when they share ideas.

**Methods of Instruction** Required Reading

**Rationale** Students who read texts on leadership, working collaboratively, and communication on their own practice reading strategies and annotating skills.

**Methods of Instruction** Student Presentation

**Rationale** The student presenting learns public speaking skills and the students listening learn the information.

<b>Methods of Instruction</b>	Guest Speakers
<b>Rationale</b>	Leaders in the community and on campus can provide real world perspective that would enhance student learning.

<b>Assignments</b>
journal or short writing assignments that document leadership activities
personal leadership philosophy statement
short writing assignments on assigned readings
other short assignments as needed
proposed or completed project related to club or leadership activities

<b>Methods of Evaluation</b>	<b>Rationale</b>
Homework	The instructor can assess that the student completed the reading or activity by the stated deadline. They give the instructor feedback as well.
Written assignments	The instructor can assess what the student has learned as well as his/her insights on the issues.
Group Projects and Presentation	The instructor can assess how well the group worked together, presentation skills, and what they learned.
Written Exams (Quizzes, Midterm, and/or Final Examination)	The instructor can assess what the student has learned on a formative and summative basis.
Skills Demonstration (out of class)	Students can demonstrate their understanding and mastery of leadership through a project on campus or off campus.

<b>Equipment</b>
No Value

<b>Textbooks</b>				
<b>Author</b>	<b>Title</b>	<b>Publisher</b>	<b>Date</b>	<b>ISBN</b>
edited by Ben Jealous and T. Shorters	Reach	Atria Books	2015	

<b>Other Instructional Materials</b>
No Value

<b>Materials Fee</b>
None

<b>Learning Outcomes and Objectives</b>
<b>Course Objectives</b>

1. Students will study leadership theories and discover their own style.

2. Students will read and discuss characteristics of effective leaders and adopt traits to use in their lives.

3. Students will plan a small event applying organizational skills.

4. Students will study and discuss how gender and culture affect working with others and implement strategies to be more sensitive to others.

**CSLOs**

**1. Upon successful completion of the course, the student will be able to begin to apply leadership theories, strategies, and skills to the college and/or workplace** Expected SLO Performance: 70.0

ISLOs Core ISLOs	Communicate effectively in both written and oral forms
	Demonstrate competency in a field of knowledge or with job-related skills
	Engage productively in all levels of society – interpersonal, community, the state and nation, and the world
	Think critically and evaluate sources and information for validity and usefulness

**2. Upon successful completion of the course, the student will understand and begin to demonstrate key characteristics of successful leaders** Expected SLO Performance: 70.0

ISLOs Core ISLOs	Demonstrate competency in a field of knowledge or with job-related skills
	Communicate effectively in both written and oral forms
	Engage productively in all levels of society – interpersonal, community, the state and nation, and the world
	Think critically and evaluate sources and information for validity and usefulness

**3. Upon successful completion of the course, the student will critically analyze gender and diversity as they apply to successful leadership** Expected SLO Performance: 70.0

ISLOs Core ISLOs	Demonstrate competency in a field of knowledge or with job-related skills
	Engage productively in all levels of society – interpersonal, community, the state and nation, and the world
	Think critically and evaluate sources and information for validity and usefulness
	Communicate effectively in both written and oral forms

**4. Upon successful completion of the course, the student will apply leadership skills to plan, organize, and complete a small project or activity** Expected SLO Performance: 70.0

ISLOs Core ISLOs	Demonstrate competency in a field of knowledge or with job-related skills
	Engage productively in all levels of society – interpersonal, community, the state and nation, and the world
	Communicate effectively in both written and oral forms
	Think critically and evaluate sources and information for validity and usefulness

## Outline

### Course Outline

- I. Leadership styles (2 weeks)
- II. Institutional navigation (1 week)
- III. Identify goals and objectives and select a project (2 weeks)
- IV. Applied leadership projects in the campus community (3 weeks)
- V. Effective meetings and Roberts Rules of Order (2 weeks)
- VI. Effective communication (3 weeks)
- VII. Diversity and gender as they relate to leadership (2 weeks)

## Distance Education Criteria and Standards\_3.1

Please choose all of the delivery methods applicable to this course.

- Face to Face
- Hybrid (requires face to face meetings)
- Online (Flexible, purely online no face to face contact)
- Interactive (Scheduled, synchronous distance modality)

**Rigor statement: The same standards of course quality shall be applied to distance education as are applied to traditional classroom courses in regard to the course quality judgments made pursuant to the requirements of Section 55002. The same expectations applies to any local course quality determination or review process.**

- Methods of evaluation and out of class assignments are the same as for a face to face course.

**If the methods of evaluation differ from a face to face courses, please indicate what the differences are and why they are being used.**

No Value

**If the face to face course has a lab, field trip, or site visit explain how these components will be performed in the online course. Be sure to identify how the lab component will differ from a homework assignment.**

No Value

**All approved courses offered as distance education shall include regular, effective contact between instructor and students. Effective methods are expected to be utilized by all instructors teaching the course but are not limited to the choices below. Choose the methods demonstrating effective INSTRUCTOR/STUDENT contact for this course. (Choose all that apply)**

- Discussion Forum
- Email and other online Messaging
- Interactive Video
- Class Announcements
- Review Sessions
- Archived Video/ Lecture Recordings
- Assignment Feedback

**All approved courses offered as distance education shall include regular, effective contact between instructor and students. Effective methods are expected to be utilized by all instructors teaching the course but are not limited to the choices below. Choose the methods demonstrating effective STUDENT/STUDENT contact for this course. (Choose all that apply)**

- Discussion Forum
- Email other online messaging

- Online Group Work
- Message Board
- Other Activities

All approved courses offered as distance education shall include regular, effective contact between instructor and students. Effective methods are expected to be utilized by all instructors teaching the course but are not limited to the choices below. Choose the methods demonstrating effective STUDENT/CONTENT contact for this course. (Choose all that apply)

- Discussion Forum
- Email and other online messaging
- Interactive Video
- Message Board
- Online Academic Support Services
- Supplemental Seminar or Study Session
- Other Activities
- Archived Video / Recorded Lectures

Purely because of the delivery mode, will you require additional software or hardware beyond basic computer and web browser capabilities?

No

Federal and state regulations require that all online course materials be made available in an accessible electronic format. By checking both boxes below, the instructor is ensuring compliance with Section 508 of the Rehabilitation Act.

- Instructor will ensure the course is 508 compliant using the Course Management System and other tools as needed.
- Instructor will ensure textbook and any other courses materials are 508 compliant.

A good practice is that section size should be no greater in distance education modes than in regular face to face versions of the course. Will the online section for this course differ from face to face sections?

- No

If the online section of the course will differ in size from face to face sections, please provide a rationale for the size difference.

No Value

Provide supplemental information for all OTHER options chosen in the sections above.

No Value