

COMM M19: COMMUNICATION AND LEADERSHIP

Originator

rpetrello

Co-Contributor(s)
Name(s)

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College

Moorpark College

Discipline (CB01A)

COMM - Communication Studies

Course Number (CB01B)

M19

Course Title (CB02)

Communication and Leadership

Banner/Short Title

Communication and Leadership

Credit Type

Credit

Start Term

Fall 2022

Catalog Course Description

Introduces the fundamental elements of communication in relation to leadership theories, ethics, styles, and perspectives. Examines the development of a personal philosophy of leadership that includes an understanding of self, others, and community. Prepares students for leadership roles in business, government, nonprofits, education, and community-based organizations.

Taxonomy of Programs (TOP) Code (CB03)

1506.00 - Speech Communication

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

Will not be required

Grading method

(L) Letter Graded

Alternate grading methods

(O) Student Option- Letter/Pass

(P) Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

52.5

Maximum Contact/In-Class Lecture Hours

52.5

Activity

Laboratory

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

52.5

Total Maximum Contact/In-Class Hours

52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class

Minimum Outside-of-Class Hours

105

Maximum Outside-of-Class Hours

105

Total Student Learning

Total Student Learning

Total Minimum Student Learning Hours

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)

Upon satisfactory completion of the course, students will be able to:

- 1 identify and evaluate the effectiveness of their own leadership style among various leadership models.
- 2 identify the necessary elements to create an inclusive, productive, and innovative workplace culture.

Course Objectives

Upon satisfactory completion of the course, students will be able to:

- 1 define and evaluate leadership in the twenty-first century for building successful and sustainable programs and organizations/businesses.
- 2 describe and compare various leadership styles, behaviors, and attitudes and their impact on motivation and success.
- 3 analyze the role of cultural and global diversity in leadership.
- 4 analyze power and politics in organizations and how leaders use power effectively.
- 5 identify and evaluate various models of leadership and their effectiveness and impact.
- 6 construct and design a personal philosophy of leadership that includes an understanding of self, others, and community.
- 7 explore the role of teams and participatory decision-making in building effective and sustainable organizations.
- 8 assess the role of values, ethics, and social responsibility in organizational leadership.

Course Content

Lecture/Course Content

5.00%

Introduction to Communication and Leadership Defined:

A. Leadership

- B. Historical perspectives and future trends
- C. Leadership from a communication perspective
- D. Leadership and sustainability

10.00%

Leadership Characteristics:

- A. Renowned leaders
- B. Leadership and communication styles
 - 1. Authoritarian
 - 2. Democratic
 - 3. Laissez-Faire
- C. Examine Approaches to Leadership
 - 1. Trait approach
 - 2. Situational approach
 - 3. Contingency approach
 - 4. Functional approach
 - 5. Relational approach
- D. Global and cultural contexts
 - 1. Definitions and levels of culture
 - 2. Cultural sensitivity and cultural intelligence
 - 3. Leadership initiatives for achieving diversity
 - 4. Global leadership skills
 - 5. Leadership strategies in disenfranchised communities

10.00%

Leadership and Communication in Groups:

- A. Emergent leadership
- B. Effective leadership during meetings

10.00%

Understanding self and personal leadership values:

- A. The relationship between leadership and self-confidence
- B. Personal leadership values and beliefs
- C. Leadership philosophies

5.00%

Integrity and Risk Taking:

- A. Leading with integrity and moral purpose
- B. Risk taking as part of leadership

10.00%

Power and Influence:

- A. Types of power
- B. Ethical and unethical uses of power
- C. Powerful and powerless language
- D. Effective methods of compliance gaining
- E. The impact of credibility on power and influence
- F. Power and politics in organizations

10.00%

Decision-Making:

- A. Methods of decision-making and problem solving
- B. The ethics of decision-making

10.00%

Organizational Leadership:

- A. Organizational structures, mission, vision, and values
- B. Organizational culture and climate
- C. Charismatic and transformational leadership
- D. Manage crisis and change through effective communication
- E. Principles and practices of ethical leadership

15.00%

Creating Community:

- A. How to develop a sense of community
- B. How to create coalitions
- C. Methods of team building
- D. Methods of managing conflict
- E. Leading change
- F. Leadership ethics and social responsibility

15.00%

Personal Leadership Vision:

- A. How to construct and design a personal philosophy

- B. How to formulate a leadership plan
- C. Proactive approaches to leading teams and groups
- D. Transitional leadership

Laboratory or Activity Content

n/a

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essay exams
 Objective exams
 Oral presentations
 Problem-solving exams
 Quizzes
 Skills demonstrations
 Other (specify)
 Classroom Discussion
 Projects
 Participation
 Reports/Papers/Journals

Other

Written Assignments
 Problem Solving Exercises

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Case studies
 Distance Education
 Lecture
 Other (specify)

Specify other method of instruction

Videos
 In-class writing
 Collaborative group work
 Student presentations

Describe specific examples of the methods the instructor will use:

Instructor will present course material through lectures.
 Instructor will present course material through supplemental articles and videos.
 Instructor will lead class discussions on relevant course topics.
 Instructor will provide detailed feedback on student presentations.

Representative Course Assignments

Writing Assignments

written summaries of key issues of weekly reading materials.

final paper discussing their personal leadership philosophy. Included will be a description of their leadership philosophy, definition of their leadership style, and what leaders have influenced them.

Critical Thinking Assignments

role play and practice of leadership skills such as presenting oneself to an interview team or board of directors or presenting an idea/program for change or speaking to a person of authority non-defensively.

facilitation and practice of analysis and evaluation of case studies applying knowledge to real world challenges.

Reading Assignments

read articles about leadership styles.

read articles on the ethical uses of power.

read articles on the role of leaders in establishing corporate climate.

Outside Assignments**Representative Outside Assignments**

completion of the Clifton Strengths Finder assessment and use the results to formulate their leadership strategy.

interview of a leader in business, government, education, nonprofit, or a community based organization and written report summarizing and analyzing strategic information and perspective gained from the interview regarding leadership values, challenges, and rewards

Articulation**Equivalent Courses at other CCCs**

College	Course ID	Course Title	Units
Bakersfield College	COMM B10	Leadership and Communication	3
Ohlone College	COMM 117	Leadership Communication	3
Long Beach City College	COMM 31	Elements of Leadership Communication	3
College of the Canyons	COMM 270	Communication and Leadership	3

District General Education**A. Natural Sciences****B. Social and Behavioral Sciences****C. Humanities****D. Language and Rationality****E. Health and Physical Education/Kinesiology****F. Ethnic Studies/Gender Studies****Course is CSU transferable**

Yes

CSU Baccalaureate List effective term:

F2019

CSU GE-Breadth**Area A: English Language Communication and Critical Thinking****Area B: Scientific Inquiry and Quantitative Reasoning****Area C: Arts and Humanities****Area D: Social Sciences****Area E: Lifelong Learning and Self-Development****Area F: Ethnic Studies****CSU Graduation Requirement in U.S. History, Constitution and American Ideals:****IGETC****Area 1: English Communication****Area 2A: Mathematical Concepts & Quantitative Reasoning****Area 3: Arts and Humanities****Area 4: Social and Behavioral Sciences****Area 5: Physical and Biological Sciences****Area 6: Languages Other than English (LOTE)****Textbooks and Lab Manuals****Resource Type**

Textbook

DescriptionJohnson, Craig E., and Michael Z Hackman (2018). *Leadership: A Communication Perspective* (7th). Waveland. 978-147863502**Resource Type**

Textbook

DescriptionNorthouse, Peter J (2018). *Leadership: Theory and Practice* (8th). SAGE. 978-150636231**Library Resources****Assignments requiring library resources**

Research using the Library's print and online resources on such topics as the relationship between leadership styles and employee motivation.

Sufficient Library Resources exist

Yes

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (1%–50% online)

Hybrid (51%–99% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Regular Asynchronous discussion boards will be used to encourage discussion among students where they can compare and contrast/discuss /identify and analyze elements of course outcomes. Other Discussion boards will also be used for Q&A and general class discussion by students and instructor to facilitate student learning outcomes.
E-mail	Email, class announcements and tools such as “Message Students Who” and “Assignment Comments” in Canvas will be used to regularly communicate with all students to clarify class content, remind of upcoming assignments, and provide immediate feedback to students on coursework to facilitate student learning outcomes. Students will be given multiple ways to email instructor through Canvas inbox and faculty provided email account through their own canvas email and school email.
Other DE (e.g., recorded lectures)	Faculty will use a variety of tools and media integrated within the LMS to help students reach SLO such as: Recorded Lectures, Narrated Slides, Screencasts Instructor created content MC Online Library Resources Canvas Peer Review Tool Canvas Student Groups (Assignments, Discussions) Websites and Blogs Multimedia (YouTube, Films on Demand, 3CMedia, Khan Academy, etc.)
Synchronous Dialog (e.g., online chat)	Online office hours Online group discussions
Video Conferencing	Video tools such as ConferZoom can be used to provide live synchronous sessions with students. ADA compliance will be upheld with Closed Captioning during the session or of the recorded session. Video Conferences will be used to facilitate SLOs and student-to-student group meetings will also be encouraged.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Regular Asynchronous discussion boards will be used to encourage discussion among students where they can compare and contrast/discuss /identify and analyze elements of course outcomes. Other Discussion boards will also be used for Q&A and general class discussion by students and instructor to facilitate student learning outcomes.

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Synchronous Dialog (e.g., online chat)	Online office hours Online group discussions
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100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Regular Asynchronous discussion boards will be used to encourage discussion among students where they can compare and contrast/ discuss /identify and analyze elements of course outcomes. Other Discussion boards will also be used for Q&A and general class discussion by students and instructor to facilitate student learning outcomes.
E-mail	Email, class announcements and tools such as “Message Students Who” and “Assignment Comments” in Canvas will be used to regularly communicate with all students to clarify class content, remind of upcoming assignments, and provide immediate feedback to students on coursework to facilitate student learning outcomes. Students will be given multiple ways to email instructor through Canvas inbox and faculty provided email account through their own canvas email and school email.
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Examinations

Hybrid (1%–50% online) Modality

On campus

Online

Hybrid (51%–99% online) Modality

On campus

Online

Primary Minimum Qualification

COMMUNICATION STUDIES/SPEECH

Review and Approval Dates

Department Chair

12/04/2021

Dean

12/08/2021

Technical Review

11/04/2021

Curriculum Committee

02/15/2022

DTRW-I

MM/DD/YYYY

Curriculum Committee

MM/DD/YYYY

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000602409

DOE/accreditation approval date

MM/DD/YYYY