ADDENDUM to NAIT Course Outline for LEAD3300 - Leadership

<table>
<thead>
<tr>
<th>Instructor Name</th>
<th>Gerri Rondot</th>
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<tbody>
<tr>
<td>Office Location</td>
<td>S113E</td>
</tr>
<tr>
<td>Contact</td>
<td>780-791-4978</td>
</tr>
</tbody>
</table>
| Office Hours    | Monday, 5:00 pm – 6:20 pm  
                 | Tuesday, 5:00 pm – 6:20 pm  
                 | Wednesday, 2:00 pm – 2:50 pm |
| Hours of Instruction | Monday 3:00 pm – 4:50 pm  
                      | Wednesday 3:00 pm – 4:50 pm |

Required Resources


Performance Requirements

Student Attendance

Class attendance is useful for two reasons. First, class attendance maximizes a student’s learning experience. Second, attending class is a good way to keep informed of matters relating to the administration of the course (e.g., the timing of assignments and exams). Ultimately, you are responsible for your own learning and performance in this course.

It is the responsibility of each student to be prepared for all classes. Students who miss classes are responsible for the material covered in those classes and for ensuring that they are prepared for the next class, including the completion of any assignments and/or notes that may be due.

Academic Misconduct

Students are considered to be responsible adults and should adhere to principles of intellectual integrity. Intellectual dishonesty may take many forms, such as:

- Plagiarism or the submission of another person’s work as one’s own
- The use of unauthorized aids in assignments or examinations (cheating)
- Collusion or the unauthorized collaboration with others in preparing work
- The deliberate misrepresentation of qualifications
- The willful distortion of results or data
Students may be permitted to re-schedule exams for the following reasons, provided both the instructor and NAIT are notified of the change:

1. Exams Rescheduled for Approved Documented Reasons

Deferred Examination Policy:

Immediate Family: Grandparents, parents, siblings, dependents, relatives

Students are scheduled for exams based on approval as serious reason (documented circumstances), a deferred exam may be scheduled for the student, upon approval as outlined below:

Deferred Exam: Students unable to write an exam on the scheduled date and/or time due to illness or another schedule conflict

Accommodation Exams: Typically are scheduled for students with approved disabilities with the Services for

Definitions

Exams

Please note that the following define examination policy is from NAIT, NAIT does NOT allow supplementary

Exam Guidelines

Mathematics: Writing, grammar, study, or other skills... can take advantage of this unique service.

The Skill Centre, through a variety of delivery methods, provides assistance in skill development to keyano college students.

The Skill Centre is a learning space in the Clearview campus at keyano college where students can gather to:

- Share ideas and perspectives on learning from our tutorial staff.
- Collaborate on projects and get new perspectives on learning from our tutorial staff.

The Skill Centre provides a wide range of specialized consulting services to prospective and registered

Students including personal, career, and academic counseling.

Counselling Services provides a wide range of specialized consulting services to prospective and registered students.

Specialized Supports

Conduct and Academic Misconduct Policy:

Outlining the Student Rights and Student Code of Conduct Policies.

Keyano College 2015-16 Academic Calendar. It is the responsibility of the student to be aware of the guidelines specific to the student, rights and duties are found in the student rights and student code of conduct section of the.

The consequences for academic misconduct range from a verbal reprimand to expulsion from the college. More

- Breach of confidentiality.
- Handing in the same marked work as submitted for another assignment.
- Submission in an examination by another person.
and the Associate Chair/Chair are notified in advance of the scheduled exam AND appropriate “third party” documentation is provided to the appropriate Chair/Associate Chair within 3 business days of the start of the scheduled exam (e.g. a Monday exam would require documentation by Thursday, a Wednesday exam would require documentation by the following Monday). Weekend days and statutory holidays are not considered as business days.

<table>
<thead>
<tr>
<th>Documented Reason</th>
<th>Appropriate Documentation</th>
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<tbody>
<tr>
<td>Personal medical/illness situations</td>
<td>A completed physician statement form, which is located in the T300 Business Information Centre. (Medical notes must be provided by a doctor. Prescription pad doctor’s notes indicating you were seen in the office are NOT considered appropriate documentation.)</td>
</tr>
<tr>
<td>Death in immediate family</td>
<td>Obituary and death certificate of the deceased family member, evidence that the deceased is immediate family, address and contact information of the funeral home/church handling the service, and travel itinerary as appropriate.</td>
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<tr>
<td>Wedding in immediate family</td>
<td>Original wedding invitation, evidence that immediate family is being married, and travel itinerary as appropriate.</td>
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<tr>
<td>Documented accident</td>
<td>Third party documentation that clearly indicates the specific date and time of the accident, as well as provides evidence that the nature of the accident prevented the student from taking the exam, as originally scheduled.</td>
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<tr>
<td>Circumstances approved by the Program Chair/Associate Chair</td>
<td>As deemed appropriate by the Chair/Associate Chair</td>
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**NOTE:** Work is NOT an acceptable reason to re-schedule an exam.

B. The missed exam is to be re-scheduled to the earliest possible alternate day and time. Online students writing externally have within 72 calendar hours of the scheduled on-campus writing to write the exam. Requests to write beyond this 72-hour period fall within the criteria in A.

C. **Students will pay a fee of $150.00 for ALL deferred exams.**

2. **Students Arriving Late to Exams**
   If an exam is written late (outside of the scheduled exam period) but on the same day the exam was scheduled, a minimum 20% penalty will be assessed. If the exam is written late due to a reasonable unforeseen event such as a documented accident or poor weather conditions, the Program Chair/Associate Chair may waive the late penalty.

3. **Exams Not Written Due to Approved Reasons**
   If it is not possible for a missed exam to be rescheduled, the Program Chair/Associate Chair in consultation with the course coordinator/instructor will decide on the appropriate action to take to make up for the missed marks.

4. **Quizzes Missed or Written Late**
   Students may be permitted to re-schedule quizzes or have their missed grade reallocated to subsequent assessments, provided the appropriate “third party” documentation (as shown in the table above) is provided to the instructor with reasonable notice. The course instructor will make the decision regarding the approval/disapproval of the quiz deferral, as well as the method in which the student will make up the marks missed.
Register's Office
Instructor
Signed copies to be delivered to:

Date Authorized

Vicceila Thompson, Dean

Date Authorized

Vermina Zukic, Business Chair

Certified Instructor

This course outline has been reviewed and approved by the Program Chair:

Authorization

Module 11: Emotional Intelligence
- Module 10: Coaching/Feedback
- Module 9: Empowerment
- Module 8: Risk-taking/Change/Creativity
- Module 7: Critical Thinking
- Module 6: Goal-setting and Decision-Making
- Module 5: Visioning
- Module 4: Self-Awareness
- Module 3: Credibility
- Module 2: The Leader
- Module 1: Introduction of Leadership

Course Introduction

Topic Outline