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| Course ID: | Course Title: | Fall 2023 |
| LE 545 | Leading Leaders | Prerequisite: |
| | | Credits: 1 Credit |

| Class Information | | Instructor Information | | Important Dates | |
|----------------------|-----------------------------|------------------------|------------------------|---|--------------------|
| Delivery: | In class | Instructor: | Keith Taylor, Dmin | First Day of Classes: | September 11, 2023 |
| Days: | Monday | Email: | bti@beulah.ca | Last Day to Add/Drop: | September 17, 2023 |
| Time: | 7:00pm – 9:00pm | Phone: | (780) 486-4010 ext.341 | Last Day to Withdraw: | Nov 20, 2023 |
| Room: | Beulah's West Campus Atrium | Office: | | | |
| Lab/Tutorial: | none | Office Hours: | By appointment | Last Day to Apply for Extension: | |
| Final Exam: | none | | | Last Day of Classes: | October 30, 2023 |

Important Dates and Information

For a list of all important dates and information regarding participating in classes at Ambrose University, please refer to the Seminary Academic Calendar at <https://ambrose.edu/academic-calendar> .

Course Description

Leading Leaders Course

In this course students will learn the essential practices to be able to lead other leaders. Students will also be equipped with practical steps and guidance to effectively learn and model such practices.

Expected Learning Outcomes

It is the aim of the course that the students acquire and apply the necessary knowledge and tools of the following competencies at the Leading-others level.

1. Understand and apply what it means to help others disciple other disciples (Knowing and explaining what we believe)
2. Understand and apply what it means to lead Disciples who already make disciples (cultivating a disciple-making culture)
3. Understand, own, and champion the Vision, Strategy, and Ministry plans through leading leaders in the local church context (Vision and Strategy).
4. Demonstrate collaboration while working through leaders in the context of a multiplicity of ministries and campuses (Collaboration).

5. Apply the principles of Biblical Stewardship of multiple resources (Stewardship).

Required and Recommended Textbooks and Readings

Required:

1. *The Holy Bible (CSV, NIV, NRSV, or comparable modern translation, no paraphrases or NLT)*
2. Pue, Carson. *Mentoring leaders: wisdom for developing character, calling and competency.* Baker Books, 2005.

Recommended:

1. Trip, Paul David. *Lead.* Crossway, 2020.

Course Schedule

| Day | Date | Agenda / Topic | Presenter | Competencies |
|--------|----------------------------------|--|--------------|---|
| Monday | September 11, 2023: 7pm – 9pm | <ul style="list-style-type: none"> • Introduction to the process of developing/mentoring Leaders <ul style="list-style-type: none"> • Keith will introduce the process of Mentoring Leaders and its importance. | Keith Taylor | <ul style="list-style-type: none"> • Being a disciple / Making Disciples • Vision |
| Monday | September 18, 2023: 7pm – 9pm | <ul style="list-style-type: none"> • Self-Awareness <ul style="list-style-type: none"> • Starting with New Awareness; The Foundational Beginning of Leadership Development | Keith Taylor | <ul style="list-style-type: none"> • Being a disciple / Making Disciples • Vision |
| Monday | October 2, 2023: 7pm – 9pm | <ul style="list-style-type: none"> • Freeing up <ul style="list-style-type: none"> • The Unchaining of God’s Leaders | Keith Taylor | |
| Monday | October 9, 2022 | THANKSGIVING - Class will not meet | | |
| Monday | October 16, 2023: 7pm – 9pm | <ul style="list-style-type: none"> • Visioneering <ul style="list-style-type: none"> • Visioneering • Practical Vision Helps | Keith Taylor | <ul style="list-style-type: none"> • Vision • Collaboration |
| Monday | October 23, 2023: 7pm – 9pm | <ul style="list-style-type: none"> • Implementing <ul style="list-style-type: none"> • Implementing the Vision | Keith Taylor | <ul style="list-style-type: none"> • Strategy |
| Monday | October 30, 2023: 7pm – 9pm | <ul style="list-style-type: none"> •Sustaining <ul style="list-style-type: none"> • Sustaining • Fear Loneliness, and Other Challenges • Accountability | Keith Taylor | <ul style="list-style-type: none"> • Collaboration • Stewardship |

Requirements:

1. ASSIGNMENT 1:

Read Paul David Tripp's book.

Write a 2000-word paper on your personal key learnings regarding the first 6 chapters of this book in the context of the main theme of this course: Leading Leaders. Be sure to interact with the material presented in class and the key idea from Cason Pue.

Due November 10, 2023. To be submitted via Moodle.

2. ASSIGNMENT 2:

Read Cason Pue's Mentoring Leaders book.

Write a 2000-word paper on your personal key learnings regarding Leading Leaders based on the lectures and the reading of Pue's book. Be sure to interact with the material presented in class and the key idea from Cason Pue.

Due November 20, 2023. To be submitted via Moodle.

Other Information

Submission of work:

Please submit all assignments through Moodle as electronic copy in Word on or before the due date (no later than midnight on due date).

Late Policy: Only under extraordinary circumstances (i.e., a life or family crisis, a severe and prolonged illness, overburdened work schedule, etc.) will the instructor grant an extension. All requests for extension must be submitted to the instructor by email on or before the assignment's due date. Otherwise, any submissions received later than 11:59PM on the due date will be deemed late and penalized at a 5% deduction per day. Any submission later than a week past the due date, unless negotiated with the instructor, will automatically receive an F. Also, please NOTE (in the syllabus header) the cut-off date for an end-of-term extension.

Formatting for Papers:

All papers must:

- Use Word format (no Pdfs)
- Use 1.5 spacing.
- Use *Times New Roman, Arial or Garamond*
- Use 12-point font.
- Be numbered.
- Include a title page.
- Cite sources properly. **NOTE:** The student can use his/her preferred style (e.g. Kate Turabian's *A Manual for Writers*, or *The Chicago Manual of Style*), but must remain consistent throughout the entire paper.

Attendance:

Regular attentive attendance and engaged participation on the part of all students is vital to the process of learning in community. Students have the opportunity to participate in course conversations in ways that mutually encourage and edify classmates. Unless there is a crisis or unforeseen challenge, students can miss only one class session without penalty. More than one class session will earn a failure for the course.

Grade Summary:

| Grade | Interpretation | Grade Points |
|-------|--|-----------------|
| A+ | Mastery: Complete Understanding of Subject Matter | 4.00 |
| A | | 4.00 |
| A- | | 3.70 |
| B+ | Proficient: Well-Developed Understanding of Subject Matter | 3.30 |
| B | | 3.00 |
| B- | | 2.70 |
| C+ | Basic: Developing Understanding of Subject Matter | 2.30 |
| C | | 2.00 |
| C- | | 1.70 |
| D+ | Minimal Pass: Limited Understanding of Subject | 1.30 |
| D | | 1.0 |
| F | Failure: Failure to Meet Course Requirements | 0.00 |
| P | Pass | No Grade Points |

Because of the nature of the Alpha 4.00 system, there can be no uniform University-wide conversion scale. The relationship between raw scores (e.g. percentages) and the resultant letter grade will depend on the nature of the course and the instructor’s assessment of the level of each class, compared to similar classes taught previously.

Please note that final grades will be available on student registration system. Printed grade sheets are not mailed out.

Ambrose University Important Policies & Procedures:

Communication

All students have received an Ambrose e-mail account upon registration. It is the student's responsibility to check this account regularly as the Ambrose email system will be the professor's instrument for notifying students of important matters (cancelled class sessions, extensions, requested appointments, etc.) between class sessions.

Exam Scheduling

Students who find a conflict in their exam schedule must submit a *Revised Final Exam Time Application* to the Office of the Registrar by the deadline noted in the Academic Calendar. Requests will be considered for the following reasons only: 1) the scheduled final examination slot conflicts with another exam; or 2) the scheduled final examination slot results in three consecutive examination periods. Travel is not considered a valid excuse for re-scheduling or missing a final exam.

Standards of Behaviour in the Classroom Setting

Learning is an active and interactive process, a joint venture between student and instructor and between student and student. Some topics covered within a class may lead to strong reactions and opinions. It is important that Students understand that they are entitled to hold contradictory beliefs and that they should be encouraged to engage with these topics in a critical manner. Committing to this type of "active learning" significantly increases the learning experience for both teacher and student, and reflects the Christian imperative to pursue truth, which lies at the heart of the Ambrose educational experience. However, active discussion of controversial topics will be undertaken with respect and empathy, which are the foundations of civil discourse in the Classroom Setting. Primary responsibility for managing the classroom rests with the instructor. The instructor may direct a student to leave the class if the student engages in any behaviour that disrupts the classroom setting. If necessary, Ambrose security will be contacted to escort the student from class. Please refer to your professor regarding their electronic etiquette expectations.

Academic Integrity

We are committed to fostering personal integrity and will not overlook breaches of integrity such as plagiarism and cheating. Academic dishonesty is taken seriously at Ambrose University as it undermines our academic standards and affects the integrity of each member of our learning community. Any attempt to obtain credit for academic work through fraudulent, deceptive, or dishonest means is academic dishonesty. Plagiarism involves presenting someone else's ideas, words, or work as one's own. Plagiarism is fraud and theft, but plagiarism can also occur by accident when a student fails or forgets to acknowledge to another person's ideas or words. Plagiarism and cheating can result in a failing grade for an assignment, for the course, or immediate dismissal from the university. Students are expected to be familiar with the policies in the current Academic Calendar that deal with plagiarism, cheating, and the penalties and procedures for dealing with these matters. All cases of academic dishonesty are reported to the Academic Dean and become part of the student's permanent record.

Academic Policies

It is the responsibility of all students to become familiar with and adhere to academic policies as stated in the Academic Calendar. The academic calendar can be found at <https://ambrose.edu/academics/academic-calendar>

Privacy

Personal information (information about an individual that may be used to identify that individual) may be required as part of taking this class. Any information collected will only be used and disclosed for the purpose for which the collection was intended. For further information contact the Privacy Compliance Officer at privacy@ambrose.edu.

Coursework Extensions

Should a request for a time extension on coursework exceed the end of the term, a *Coursework Extension Application* must be completed and submitted to the Office of the Registrar. The extension (if granted) will be recorded on the student record. Extensions are granted at the discretion of the instructor and registrar. Normally, Course Extension Applications will be considered only when all of the following conditions are met:

- the quality of prior course work has been satisfactory;
- circumstances beyond your control, such as an extended illness or death of a family member, make it impossible for you to complete the course work on time; and
- you submit *Coursework Extension Application* to the Office of the Registrar on or before the deadline specified in the Academic Schedule.

If granted, time extensions do not excuse you from a final examination where one has been scheduled for the course. A temporary grade of TX will be assigned until a final grade is submitted in accordance with the new deadline. A final grade of F will apply to:

- all course work submitted after the end of the semester unless a coursework extension has been granted; and all course work submitted after the revised due date provided by an approved extension to coursework.

Academic Success and Supports

Accessibility Services

Academic accommodation is provided to Ambrose students with disabilities in accordance with the Alberta Human Rights Act and the Canadian Charter of Rights and Freedoms. Provision of academic accommodation does not lower the academic standards of the university nor remove the need for evaluation and the need to meet essential learning outcomes. Reasonable accommodations are tailored to the individual student, are flexible, and are determined by considering the barriers within the unique environment of a postsecondary institution. It can take time to organize academic accommodations and funding for disability-related services. Students with a disability who wish to have an academic accommodation are encouraged to contact Accessibility Services as early as possible to ensure appropriate planning for any needs that

may include accommodations. Staff can then meet with students to determine areas to facilitate success, and if accommodations are required, ensure those accommodations are put in place by working with faculty.

Note: Students are strongly advised to retain this syllabus for their records.

Ambrose Writing Services

Ambrose Writing services provides academic support in the four foundational literacy skills—listening, speaking, reading, and writing. It also assists students with critical thinking and the research process. Throughout the academic year, students can meet with a writing tutor for personalized support, or they can attend a variety of workshops offered by Academic Success. These services are free to students enrolled at Ambrose University. Academic Success serves all students in all disciplines and at all levels, from history to biology and from theatre to theology. To learn more, please visit <https://ambrose.edu/sas/writing-services>

Ambrose Tutoring Services

Ambrose Tutoring Services provides support in specific disciplinary knowledge, especially in high-demand areas such as chemistry, philosophy, math and statistics, and religious studies. These tutors also coach students in general study skills, including listening and note-taking. During the academic year, Ambrose Tutoring Services offers drop-in tutoring for courses with high demand; for other courses, students can book a one-to-one appointment with a tutor in their discipline. These services are free to students enrolled at Ambrose University. To learn more, please visit <https://ambrose.edu/tutoring>.

Mental Health Support

All of us need a support system. We encourage students to build mental health supports and to reach out when help is needed.

On Campus:

- Counselling Services: ambrose.edu/counselling
- Peer Supportive Listening: One-to-one support in Student Life office. Hours posted at ambrose.edu/wellness.
- For immediate crisis support, there are staff on campus who are trained in Suicide Intervention and Mental Health First Aid. See <https://ambrose.edu/student-life/crisissupport> for a list of staff members.

Off Campus:

- Distress Centre - 403-266-4357
- Sheldon Chumir Health Care Centre - 403-955-6200
- Emergency - 911

Sexual Violence Support

All staff, faculty, and Residence student leaders have received *Sexual Violence Response to Disclosure* training. We will support you and help you find the resources you need. There is a website with on and off campus supports – ambrose.edu/sexual-violence-response-and-awareness.

Off Campus:

- Clinic: Sheldon Chumir Health Centre - 403-955-6200
- Calgary Communities Against Sexual Abuse - 403-237-5888