

Las Positas College
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Course Outline for GNST 25L
STUDENT GOVT LEADERSHIP LAB
Effective: Spring 2018

I. CATALOG DESCRIPTION:

GNST 25L — STUDENT GOVT LEADERSHIP LAB — 1.00 - 3.00 units

Practical application of the skills of effective student government leadership. Includes, but is not limited to, conducting and attending meetings, holding office hours, sitting on committees, and planning and attending campus events

1.00 - 3.00 Units Lab

Grading Methods:

Letter or P/NP

Discipline:

- Learning Assistance Instructors

	MIN	MAX
Lab Hours:	54.00	162.00
Total Hours:	54.00	162.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 4

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:

Upon completion of this course, the student should be able to:

1. demonstrate the ability to lead an organization or group;
2. recognize and demonstrate an understanding of the elements of leadership policy;
3. interpret and execute theories of leadership;
4. apply proper procedures for leading meetings;
5. develop effective leadership qualities.

V. CONTENT:

Laboratory activities to implement leadership and communication skills. The activities will be directly relevant to the content of General Studies 25 and will involve use of skills in the content covered by General Studies 25.

- A. Introduction to the Course
 1. Role of the community college
 2. California's higher education policies
 3. Shared governance policies
 4. Organization behavior & roles
 5. Organizational relations with board, staff and other clubs
- B. Group Dynamics
 1. Effective leadership
 - a. "New way" of understanding leadership
 - b. Introduction to theories of leadership
 - c. Developing leadership potential
 - d. Basic values for student leaders
 - e. Academic responsibilities of student leaders
 - f. Ethical responsibilities of student leaders
 2. Communication
 - a. Communication & coordination among student government members
 - b. Communication between student government & the student body
 - c. Publicity of campus events
 3. Effective meetings
 - a. Duties, rights, responsibilities of chair
 - b. Duties, rights, responsibilities of members
 - c. Preparation of reports
- C. Parliamentary Procedure
 1. Order of business for formal meetings
 2. Preparation & distribution of agendas
 3. Motions
 - a. Types

- b. Making motions
 - c. Debating motions
 - d. Amending motions
 - e. Voting on motions
- D. Office Procedures
 - 1. Duties of office/job descriptions
 - 2. Office hours
 - 3. Scheduling events
 - 4. Completing required forms

VI. METHODS OF INSTRUCTION:

- A. Democratic group decision-making in which students plan, delegate and assign jobs
- B. **Discussion** -
- C. Individual conferences about work produced
- D. Coached supervision of necessary aspects of jobs

VII. TYPICAL ASSIGNMENTS:

- A. Holding specified office hours
- B. Planning and working events such as club days
- C. Making arrangements for conferences/retreats

VIII. EVALUATION:

- A. **Methods**
- B. **Frequency**

- 1. Frequency of Evaluation
 - a. Weekly meetings

IX. TYPICAL TEXTS:

- 1. Komives, Susan R., *Exploring Leadership For College Students Who Want to Make A Difference.*, Jossey-Bass, 1998.
- 2. Kouzes & Posner *Leadership the Challenge.*, Jossey-Bass, 2002.

X. OTHER MATERIALS REQUIRED OF STUDENTS: