



Mindful Leadership Communication

Mindful Leadership Communication, COMM 490, Spring 2025

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| Instructor | Joel Hester |
| E-mail | joel.hester@belmont.edu |
| Course Meeting Days and Time | Monday/Wednesday 2:00 pm – 3:15 pm |
| Required Experiential Learning Dates | Mindfulness Practices throughout the semester |
| Office Hours | Tuesday/Thursday 2:00 pm to 4:00 pm |

Catalog Description:

Mindful leadership communication explores the congruence of whole person development and work-life experiences. Mindfulness is for the nurturing of ourselves personally, relationally, and professionally. Students will learn techniques to improve listening, conflict resolution strategies, and to explore how mindfulness practices can lead to more effective leadership. This introduction to mindful leadership is supported by empirical research, self-reflection, group discussions, self-study, and guided activities.

Credit Hour Policy Statement:

Combination of standard lecture and other academic activities:

“This class meets the federal credit hour policy through a combination of lecture + laboratory (or lecture + practicum) for a total of 45-75 hours of supervised learning activities for each credit.”

General Education Requirements:

This course meets the General Education requirements for Outcome 11 Overlay A International Diversity.

Course Learning Objectives:

1. Define mindfulness and identify outcomes of mindfulness practice based on empirical research (e.g., empirical findings, journaling, and practical experiences).
2. Engage in regular, personal mindfulness practices and document reflections and learning achieved.
3. Improve active listening skills.
4. Learn techniques for strategic communication in conflict resolution
5. Enhance self-awareness through reflection and practical application

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Methods of Instructions:

- Weekly lectures
- Mindfulness exercises
- Interactive experiences
- Self-Study
- Daily Journaling (Self-Reflection)
- Group Discussion
- Group and individual projects

Textbooks and Required Reading:

Leadership and the New Science: Discovering Order in a Chaotic World (3rd Ed.), by Margaret Wheatly (2006) ISBN: 978-1-57675-344-6

The Book of Awakening: Having the Life You Want by Being Present to the Life You Have (20th Anniversary Ed.), by Mark Nepo (2020) ISBN: 978-1-59003-500-9

Executive Reads Summary: Crucial Conversations, by Kerry Patterson, Joseph Grenny, Ron McMillan, and Al Switzler (2015) ISBN: 9798638681043

Turning to one another: simple conversations to restore hope to the future (2nd Ed.), by Margaret Wheatley (2009) ISBN: 978-1-57675-764-2

Course Schedule:

| Week | Date | Topic / Activity | Assignments Due |
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| 1 | 13-Jan 15-Jan | Introductions and Expectations Overview of Mindfulness and FFMQ | FFMQ Read: Cunningham et al., (2020, pp. 16-19) |
| 2 | 20-Jan 22-Jan | SPIRE Exercise In-Class Mindfulness Practice | Review SPIRE Document |
| 3 | 27-Jan 29-Jan | Self-Awareness and Practice In-Class Mindfulness Practice | Read Strozzi (2016) |
| 4 | 3-Feb 5-Feb | Active Listening Skills Active Listening Activity and Presentation Workshop | Read Margaret Wheatley (2009, pp. 1- 40) |
| 5 | 10-Feb 12-Feb | Outward Awareness Presentation Workshop | Read Wheatley (Introduction and Chp. 1) First Journal Check-in Due Watch Mentor’s Gallery |



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| 6 | 17-Feb 19-Feb | Servant-Leadership Team Lead Mindfulness Practices | Read Spears Article and Read Greenleaf |
| 7 | 24-Feb 26-Feb | Leadership-as-practice In-Class Mindfulness Exercise | Read Raelin Chapter 1 Watch Mentors Gallery |
| 8 | 3-Mar 5-Mar | SPRING BREAK SPRING BREAK | |
| 9 | 10-Mar 12-Mar | Handling Difficult Conversations Crucial Conversations Exercise | Read Crucial Conversations |
| 10 | 17-Mar 19-Mar | Leadership Speech Workshop Mindful Leadership Speeches | Bring Outline for Peer Review Outline due before class |
| 11 | 24-Mar 26-Mar | Mindful Leadership Speeches Prayer of the Examen Exercise | Outline due before class 2 nd Journal Check-in |
| 12 | 31-Mar 2-Apr | Mindful Change Change, Stability and Renewal | Read Wheatley Chapters 2 & 3 Read Wheatley Chapter 5 |
| 13 | 7-Apr 9-Apr | Case-Studies In-Class Mindfulness Practice | Watch Mentors Gallery |
| 14 | 14-Apr 16-Apr | Case-Studies In-Class Practice and Workshop | Final Paper Due April 20 |
| 15 | 21-Apr 23-Apr | Workshop Final | Journal Due April 22 Group Presentations on Case Studies |
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Grading Criteria:

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| Attendance | 50 pts |
| Class Citizenship and Participation | 50 pts |
| Mindfulness Presentation | 50 pts |
| Mindful Leadership Speech | 100 pts |



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| Daily Journal | 50 pts |
| Case Studies Group Presentation (Final) | 100 pts |
| Mindfulness Reflection Paper | 100 pts |
| Total | 500 pts |

Withdrawal and Attendance policies:

Harlaxton College expects regular class attendance by all students. Students are considered sufficiently mature to appreciate the necessity of regular and punctual attendance, to accept this personal responsibility and to accept the consequences of failure to attend. When absences occur due to emergency or medical reasons, students are expected to notify their instructors of the absence prior to class or to seek the assistance of the College nurse or a member of the Student Experience Team for help in notifying instructors.

Instructors have the authority to grant excused absences for medical, psychological, or personal reasons upon review of appropriate documentation and professional recommendation supporting such a request. In the event of long-term illness, reasonable accommodations will be made to allow a student to complete a course. In these cases, the Dean will need to approve the long term nature of the accommodation.

The Dean of Harlaxton College has the authority to grant excused absences for medical, psychological, or personal reasons.

Each instructor is expected to maintain an attendance policy in keeping with the nature of the Harlaxton program and may consider it in evaluating performance in their courses.

Policy Governing Unexcused Absences:

Harlaxton College operates an attendance policy that is binding on all faculty and students. The number of unexcused absences that are allowed before incurring a penalty is related to the number of times a class meets each week. For courses which meet three times a week, students are allowed a maximum of three unexcused absences during the semester without attracting penalty points. For courses meeting twice a week two such absences are permitted, and for courses meeting once a week a single absence is allowed. Additional unexcused absences will attract a grade penalty.

Each unexcused absence beyond the maximum will incur a three-point attendance grade deduction.

Policy Governing Excused Absences.

- Excused absences are not given to facilitate student travel independent of College-sponsored travel.
- Students may be permitted to miss class because of participation in academic field trips.



- Instructors must co-ordinate and confirm academic fieldtrips with the Dean, prior to the commencement of the Semester to ensure their inclusion in the Semester timetable.
- Where authorization for an academic fieldtrip is requested after the commencement of the semester, the request must be submitted to the Dean.

The following information is required:

- Purpose and brief description of the official Harlaxton event or academic fieldtrip.
- Dates, location, and times (as applicable).
- Alphabetical list of students involved [Last Name/First Name] along with their student identification number.

If approval is granted:

- Instructors affected will be notified at least one week prior to the class period during which absence is anticipated, or as soon as possible.
- Missed class time due to student participation is to be considered an excused absence.
- The grade of a student may not be lowered in any class due to excused absences.
- It is the student's responsibility - to take the initiative by consulting with their instructors before the absence occurs, and - to do what is required by the instructor to make up all missed assignments and/or examinations.
- Instructors are required to assist students in these occasional situations of excused absences.

Honor Code:

All students at the University of Evansville agree to the University honor code: *I will neither give nor receive unauthorized aid, nor will I tolerate an environment that condones the use of unauthorized aid.*

AI may be used only with prior permission or direction by the instructor.

- All work submitted in this course must be your own.
- The use of generative AI composition tools, such as those offered by ChatGPT, Google Bard etc. is prohibited in this course except for specific assignments and subject to the instructor's guidelines.
- Work generated by such tools without proper attribution is plagiarism and, thereby, a breach of the University's Plagiarism and Academic Honesty policy.

Disability Policy:

It is the policy and practice of the University of Evansville to make reasonable accommodations for students with properly documented disabilities. Students should contact Disability Services within the Office of Counseling Services by calling 812-488-2663 to seek services or accommodations for disabilities. Written notification to faculty from Disability Services is required for academic accommodations.

The University of Evansville Disability Services office will share the request for academic accommodations with the Academic Support team at Harlaxton College. Staff members at Harlaxton will



meet individually with students to discuss needs and provide additional information related to examinations or other assessments.

Students from partner institutions should provide the appropriate letter of accommodation from their institution to the Academic Support team at Harlaxton College.



Non-Discrimination Statement

The University of Evansville expects all members of its community to treat each other with respect and civility. Harassing behaviors directed towards any member of our community will not be tolerated. As part of its commitment to non-discrimination, the University specifically prohibits harassment based on any other characteristics set forth in its nondiscrimination statement as follows: including race, color, gender, gender identity and expression, sexual orientation, creed or religion, national origin, age, disability, veteran status and all federally protected groups/classes. Any form of harassment undermines the mission of the University and negatively impacts the University community as a whole.

Prohibited Conduct and Confidentiality

The University of Evansville is committed to fostering an atmosphere free from harassment and discrimination. This commitment includes identifying problems that may lead to sexual harassment and misconduct, as well as other forms of harassment and discrimination, by creating an atmosphere in which the entire University community is sensitive to preventing prohibited conduct. Additionally, the University is committed to providing support and resources to individuals who have experienced prohibited conduct. This commitment includes effectively responding when a student, visitor, guest or program participant is the victim of prohibited conduct.

All campus employees, students, and guests are required to abide by the Title IX and Other Sexual Harassment and Misconduct Policy, the Harassment and Discrimination Policy, and the Consensual Sexual or Romantic Relationships Between Employees and Students Policy. Violation of these policies could result in disciplinary action, up to and including expulsion for students and termination for employees.

Faculty members at the University of Evansville are considered “Responsible Employees” under the applicable federal guidelines and the University’s policies. This means that I am unable to offer you confidentiality if you report any incidence of prohibited conduct to me as defined by Title IX statute. If I am made aware of a violation, I am required to report any known information to the Office of Institutional Equity.

You may choose to report the violation yourself the following ways:

Email: · Annie Sills, Assistant Director of Institutional Equity and Title IX Coordinator:

cs175@evansville.edu ·

Keith Gehlhausen, Executive Director of HR and Institutional Equity: kg77@evansville.edu ·

Title IX: titleix@evansville.edu

Phone: 812-288-5261

Online: <https://www.evansville.edu/safety/report.cfm>

You may also choose to speak with a Confidential Resource. Confidential Resources are required to maintain confidentiality and cannot report violations to the Office of Institutional Equity:

University of Evansville



- Counseling Services: counselingservices@evansville.edu, 812-488-2633
- Health Center Professionals: healthcenter@evansville.edu, 812-488-2033
- University Chaplain: chaplain@evansville.edu, 812-488-5262

Harlaxton College

- College Nurse: Lesley Selby, RGN, +44 01476 403027, lseyby@harlaxton.ac.uk
- Counselling Services: counselling@harlaxton.ac.uk