HC 117
Mindful Leadership

Michael Skelley, Ph.D. – School for New Learning – DePaul University

Fall 2017 Syllabus

General Information

Quarter: Fall 2017
Course Number: HC 117
Location: Loop Campus
Time: Tuesdays, 5:45 – 9:00 pm
Dates: October 17th – November 21st, 2017
Credit Hours: May only be taken for 2 credit hours

Course Description

Mindfulness meditation practices reduce stress and enhance our most fundamental, innate capabilities for leadership. Mindfulness meditation practices are simple, powerful ways of regulating, investigating and expanding our awareness of our experience. They are rooted in Buddhist traditions and are now being widely re-interpreted in secular ways by neuroscientists, psychologists, philosophers and others. These practices teach leaders how to more profoundly connect to oneself, others and the larger community and to more skillfully initiate or guide change. Students will maintain a daily mindfulness meditation practice for the duration of the course.

Instructor

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Michael Skelley has been practicing various forms of meditation for over forty-five years and has many years of experience helping people integrate spirituality and meditation practices into their everyday life and work. He was a Jesuit (a Catholic religious order) for over twenty years, during which time he trained in, lived and taught contemplative practice. He has a B.A. in Philosophy and Letters from St. Louis University, a M.A. in Biblical Languages and Literature from...
the Catholic University of America, a Ph.D. in Systematic Theology from Boston College and a M.A. in Organization Development from Loyola University-Chicago. He has belonged to the American Academy of Religion, the Society for the Study of Christian Spirituality, the Society for Buddhist-Christian Studies and the Association for Contemplative Mind in Higher Education. He has been a full-time faculty member at DePaul’s School for New Learning (SNL) since 1993 and held DePaul’s Wicklander Chair of Business and Professional Ethics in 2001-2002. Michael received DePaul’s Excellence in Teaching Award in 2004. He also offers LL 302/SNC 198 “Mindfulness Meditation Retreat at Starved Rock State Park” which SNL students can take for their Externship requirement and other DePaul students for their Liberal Studies Junior Year Experiential Learning requirement.

Course Outcomes

- “Understands and can apply principles and practices of mindful leadership” (FX)
- “Understands and can apply principles and practices of mindful leadership for changing organizational culture.” (H-2-X)
- “Understands and can apply principles and practices of mindful leadership for the developing one’s leadership skills.” (H-3-X)
- “Can learn collaboratively and examine the skills, knowledge, and values that contribute to such learning.” (L-7)
- “Understand and can apply principles and practices of mindfulness meditation.” (A-3-X)

Learning Experiences

**Daily mindfulness meditation**: The most important learning experience in this course will be your daily practice of mindfulness meditation (approximately 15 minutes a day, six times a week). Instructions for this practice will be provided throughout the course. You will learn about many different approaches and practices to find which are most effective for you.

**Class sessions** will involve a variety of different activities, including:

- Gentle yoga/mindful movement practices
- Mindfulness meditation practices
- Large and small group discussions
- Presentations from the teacher
- Reflective and creative writing
- Video presentations

There will be a Desire2Learn website (https://d2l.depaul.edu) that will be used to facilitate communication between the class sessions, to submit your reflection papers, monitor your grades and to access supplementary materials and resources.
Required Reading


A follow-up to *Real Happiness*, the *New York Times* bestseller, Sharon Salzberg’s *Real Happiness at Work* is a practical guide to improving work life through mindfulness, compassion, and ingenuity. It’s about being committed without being consumed, competitive without being cruel, managing time and emotions to counterbalance stress and frustration. It shows readers how to be more creative, organized, and accomplished in order to do better, more productive work.

Sharon Salzberg is a central figure in the field of meditation, a world-renowned teacher and *New York Times* best-selling author. She has played a crucial role in bringing meditation and mindfulness practices to the West and into mainstream culture since 1974, when she first began teaching. Sharon is the cofounder of the Insight Meditation Society in Barre, Massachusetts, and is the author of ten books, including the *New York Times* best-seller, *Real Happiness*, her seminal work, *Lovingkindness*, and her forthcoming *Real Love*. Renowned for her down-to-earth teaching style, Sharon offers a secular, modern approach to Buddhist teachings, making them instantly accessible. She is a regular columnist for *On Being*, a contributor to *Huffington Post*, and the host of her own podcast: *The Metta Hour*.

The book is available through the DePaul bookstore (http://depaul.bncollege.com). Feel free to get an e-book version of the text. Other learning materials will be assigned and provided in the course.

Required Work

**Class participation:** Given the experiential nature of what and how we will be learning in this class, engaged participation in all of the classroom activities will be an essential part of demonstrating your learning.

**Reflection Papers:** You will be expected to submit a reflection paper before each of classes #2 – 5. So, you will write 4 reflection papers. Here are the directions for the papers:

- Each reflection paper should be about 850-1000 words long.
- In each paper, you should: 1) report something specific and concrete that you tried in your meditation practice this week; 2) report what happened when you did that, including what may have happened sometime afterwards; and 3) discuss these experiences in relationship to the course material, the classroom activities, and the outcome/competence that you are focused on in this course.
- Since these papers are very short, do not waste space with quotations out of the assigned book. You should refer to ideas from the book, but discuss those ideas in your own words. Additional research beyond the materials we are already using in this course is neither necessary nor particularly recommended for these papers.
- Write out the outcome (competence) statement that you are registered for at the beginning of every reflection paper.
• Be sure to put your name and the date at the beginning of your paper. The papers should be double-spaced and in 11 or 12 point font. They should be Microsoft Word files (.doc or .docx).

Assessment & Grading

Your final grade(s) in this course will be based on the number of points you earn from your class participation and reflection papers. I do not accept extra credit work. You can track your grades on the D2L website throughout the course.

Class attendance and participation are worth up to 4 points per class session for a total of up to 40 points. The four reflection papers are each worth up to 20 points per paper for a total of up to 80 points. I will provide a complete assessment rubric for these papers at the first class. Your final grade(s) will be determined as follows:

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<tr>
<th>Total Points</th>
<th>Final Grade</th>
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<tbody>
<tr>
<td>104-120</td>
<td>A</td>
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<tr>
<td>100-103</td>
<td>A-</td>
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<tr>
<td>92-99</td>
<td>B+</td>
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<tr>
<td>84-91</td>
<td>B</td>
</tr>
<tr>
<td>80-83</td>
<td>B-</td>
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<tr>
<td>72-79</td>
<td>C+</td>
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<td>60-63</td>
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<td>48-59</td>
<td>D</td>
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<td>0-47</td>
<td>F</td>
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If you wish to take the course on a Pass/Fail basis, you must inform me in writing (by email) before the third class. Once you have chosen to do so, you cannot change back to a letter grade. See the policy statement at the end of this syllabus about Incomplete grades.

Class Schedule & Assignments

Class #1: Course Introduction

Assignments for class #2: Salzberg, *Real Happiness at Work*: Introduction; Chapter I: Balance; and, Chapter 2: Concentration. First reflection paper due.

Class #2: What is Mindfulness?

Assignments for class #3: Salzberg, *Real Happiness at Work*: Chapter 3: Compassion; and, Chapter 4: Resilience. Second reflection paper due.
Class #3: What is Mindfulness Meditation?

Assignments for class #4: Salzberg, *Real Happiness at Work*: Chapter 5: Communication and Connection; and, Chapter 6: Integrity. Third reflection paper due.

Class #4: What is Mindful Leadership?

Assignments for class #5: Salzberg, *Real Happiness at Work*: Chapter 7: Meaning; and, Chapter 8: Open Awareness. Fourth reflection paper due.

Class #5: Sustaining Mindfulness.

Important Policies & Resources

This course includes and adheres to the college and university policies described in the links below:

- Academic Integrity Policy (UGRAD)
- Academic Integrity Policy (GRAD)
- Incomplete Policy
- Course Withdrawal Timelines and Grade/Fee Consequences
- Accommodations Based on the Impact of a Disability
- Protection of Human Research Participants
- APA citation format (GRAD)

Here are some valuable resources:

- University Center for Writing-based Learning
- SNL Writing Guide
- Dean of Students Office