

Syllabus

Mozilla Open Leaders 7 - Cohorts E & F
Culture Track

mzl.la/ol7-culture-track-syllabus

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A Note from the Organizers

We're thrilled to have you and your project part of this round of training and mentorship on open practices! You were selected because we believe your work is fueling the movement for the health of the Internet. We want to support the great work you and your project are doing over the next few months.

We hope this guide will help you navigate the logistics and meetings this round. If anything is unclear or you have more questions, feel free to add comments in this doc, or reach out to me directly. We're here to help!

Abby, Chad, & Marc

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[Book a meeting with Chad](#)

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Quick Links

Website

The Mozilla Open Leaders website: mzl.la/openleaders

Social

Twitter: twitter.com/MozOpenLeaders

Medium: medium.com/@MozOpenLeaders

Slack channel: [#open-leaders-7](https://open-leaders-7.slack.com) on mozfest.slack.com

Role Descriptions

We have a collection of volunteer role descriptions for everyone participating in the program.

Mentor: <http://mzl.la/ol7-mentor-role>

Expert: <http://mzl.la/ol7-expert-role>

Open Leader: <https://mzl.la/ol7-open-leader>

Cohort Host: <https://mzl.la/ol7-host-role>

Experts

Featured experts: mzl.la/ol7-featured-experts

All mentors & experts:

<https://foundation.mozilla.org/opportunity/mozilla-open-leaders/round-7/mentors/>

Resources

Google drive for participants: mzl.la/ol7-culture-track-drive

Learning goals

Participants will:

- Learn the principles and vocabularies of:
 - Openness.
 - Open Leadership.
 - Community interactions.
 - Value exchanges.
 - Engagement.
 - Diversity.
 - Inclusion.
 - Accessibility.
 - Safety.
 - Culture change.
- Learn how to apply those principles to open leadership and working open in their come communities.
- Learn how to collect, invite, and tell stories that demonstrate how and why openness benefits the communities they serve.



Schedule

Week 1: Mentor meeting 1

Week of 28 January 2019

Time TBD

(30 minutes)

This week: This is your first meeting with your OL7 mentor. This call should include you and your mentor. If you are working on a team of up to (and no more than) 3 registered participants, you can all meet together with your mentor.

These 30-minute meetings will happen every other week during OL7. The default time is during your cohort call time. Your mentor will reach out to you this week to confirm when and where you'll be meeting.

In your first meeting with your mentor, introduce yourselves and then:

- Make sure you have your Mozilla Pulse account set up.
- Make sure you have your GitHub account set up.
- Review your self-assessment.
- Set 1-2 personal open leadership goals for yourself.
- Set 1-2 open culture goals for your community, organization, or project.

Document your goals in your shared notes; you will return to these goals frequently to assess your progress towards meeting them.

Resources: [“Get your project online”](#) from Mozilla’s [Open leadership Training Series](#) (OLTS).

Blank agenda: Mentors, make a copy for your shared notes.

Before this meeting:

- Create an account on [Mozilla Pulse](#).
- Create an account on [GitHub](#).
- Complete **your own copy** of the [open leadership self-assessment](#) and share it to your mentor.

After this meeting:

- [Create a repo in GitHub](#) for your OL7 work and share the link to your mentor.
- Draft a brief vision statement using your goals. [This lesson](#) from the [Open Leadership Training Series](#) (OLTS) might be helpful.
 - You might address:

- The problem you're trying to solve.
- How you think openness and open leadership will help solve it.
- How meeting your personal goals will help you and help solve the problem.
- How meeting your cultural goals for your community, organization, or project will help solve the problem.
- Add your vision statement to your repo by uploading it or copy and pasting it into your README document.

Recap:

- Check your 1:1 mentor meeting notes

Week 2: Open leadership, community interactions, & value exchanges

7 February 2019

Cohort E - 13:00 UTC

Cohort F - 19:00 UTC

(90 minutes)

This week: During our first cohort call, we will:

- Say hello and introduce ourselves.
- Review our Community Participation Guidelines.
- Review our definition of open leadership.
- Unpack the differences between "open by default" and "open by design."
- Learn about common community interactions in open projects.,
- Learn about common value exchanges between community members in open cultures, organizations, and projects.

Haven't heard from your mentor yet? Let [Chad](#) know.

Resources:

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- Add your vision statement to your OL7 GitHub repo.

After this meeting:

- Complete this [compare and contrast assignment](#) about current and desired community interactions and value exchanges.

- Update your README file in your GitHub repo with any new information about your OL7 work that you want to include.
 - [More on READMEs.](#)
- Add an Open Canvas to your repo.
 - More on the [open canvas.](#)
- Add an open license to your repo as a file called LICENSE.
 - More on [open licenses.](#)
- Suggest a cohort name at the bottom of the shared notes and vote on your favorite with a +1.

Recap:

- Cohort E recording and notes
- Cohort F recording and notes

Week 3: Mentor meeting 2

Week of 11 February 2019

Time TBD

(30 min)

This week: During this week's mentor meeting, you will:

- Establish a check-in ritual.
- Establish a gratitude ritual.
- Review your goals and any progress you've made towards them.
- Review your community interactions and value exchanges assignment.
- Review your repo and get any help you need adding your vision statement, open canvas, and open license to it.
- Identify any experts you'd like to invite to your next mentor meeting.

Haven't heard from your mentor yet? Let [Chad](#) know.

Resources:

[Blank agenda:](#) Mentors, make a copy for your shared notes.

Before this meeting:

- Complete your week 2 assignments.

After this meeting:

- Complete any week 2 assignments that you have left to do.

Recap:

- Check your 1:1 mentor meeting notes

Week 4: The Mountain of Engagement

21 February 2019

Cohort E - 13:00 UTC

Cohort F - 19:00 UTC

(90 minutes)

This week: During this week's cohort call, we will:

- Unpack how and why people engage in open cultures.
- Learn about the Mountain of Engagement methodology.
- Begin working on our own Mountains of Engagement.

Resources:

- "Let Engagement Lead the Way" ([page 153 here](#))

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- Complete your week 2 assignments.

After this meeting:

- Complete your [Mountain of Engagement](#) assignment.

Recap:

- Cohort E recording and notes
- Cohort F recording and notes

Week 5: Mentor meeting 3

Week of 25 February 2019

(30 min)

This week: During this week's mentor meeting, you will:

- Do your check-in and gratitude rituals.
- Review your goals and any progress you've made towards them.
- Review your Mountain of Engagement.
- Chat with any invited experts.
- Identify experts to invite to future mentor meetings.

Resources:

[Blank agenda](#): Mentors, make a copy for your shared notes.

Before this meeting:

- Complete your Mountain of Engagement.

After this meeting:

- No assignments.

Recap:

- Check your 1:1 mentor meeting notes

Week 6: Diversity & inclusion

7 March 2019

Cohort E - 13:00 UTC

Cohort F - 19:00 UTC

(90 minutes)

This week: During this week's cohort call we will:

- Consider diversity and inclusion as dimensions of open culture.
- Unpack how empowerment, equity, participation, and power sharing are essential to diversity and inclusion in open cultures.

Resources:

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- No assignments.

After this meeting:

- Complete your [compare & contrast assignment about diversity & inclusion](#) in your community, organization, or project.
- Review these codes of conduct, community participation guidelines, and friendly space policies.
 - [Mozilla's Community Participation Guidelines](#) (CPG)
 - [Digital Library Federation Code of Conduct](#)
 - [Wikimedia Friendly Space Policy](#)
 - [Contributor Covenant](#)

Recap:

- Cohort E recording and notes

- Cohort F recording and notes

Week 7: Mentor meeting 4

Week of 11 March 2019

Please be alert for changes due to daylight savings time in some parts of the world!

Time TBD

(30 minutes)

This week: During this week's mentor meeting, you will:

- Do your check-in and gratitude rituals.
- Review your goals and any progress you've made towards them.
- Review your diversity & inclusion assignment.
- Chat with any invited experts.
- Identify experts to invite to future mentor meetings.

Resources:

Blank agenda: Mentors, make a copy for your shared notes.

Before this meeting:

- Complete your diversity & inclusion assignment.

After this meeting:

- Review these codes of conduct, community participation guidelines, and friendly space policies.
 - [Mozilla's Community Participation Guidelines](#) (CPG)
 - [Digital Library Federation Code of Conduct](#)
 - [Wikimedia Friendly Space Policy](#)
 - [Contributor Covenant](#)

Recap:

- Check your 1:1 mentor meeting notes

Week 8: Accessibility & safety

21 March 2019

Please be alert for changes due to daylight savings time in some parts of the world!

Cohort E - **12:00 UTC**

Cohort F - **18:00 UTC**

(90 minutes)

This Week: During this week's cohort call, we will:

- Learn about the importance of accessibility to empowerment, equity, and inclusion in open cultures.
- Learn about the importance of safety to empowerment, equity, and inclusion in open cultures.
- Identify common practices across codes of conduct, community participation guidelines, and friendly space policies.
- Talk about what to do when things go wrong and someone violates a code of conduct, set of community participation guidelines, or friendly space policy.
- Begin assessing our own cultures' accessibility and safety.

Resources:

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- Review these codes of conduct, community participation guidelines, and friendly space policies.
 - [Mozilla's Community Participation Guidelines](#) (CPG)
 - [Digital Library Federation Code of Conduct](#)
 - [Wikimedia Friendly Space Policy](#)

After this meeting:

- Complete your [compare and contrast assignment about accessibility](#).
- Complete your [compare & contrast assignment about safety](#).

Recap:

- Cohort E recording and notes
- Cohort F recording and notes

Week 9: Mentor meeting 5

Week of 25 March 2019

Time TBD

(30 minutes) 1:1; responding to the Open Leadership Framework & Open Organization Maturity Model

This week: During this week's mentor meeting, you will:

- Do your check-in and gratitude rituals.
- Review your goals and any progress you've made towards them.
- Review your accessibility assignment.
- Review your safety assignment.

- Chat with any invited experts.
- Identify experts to invite to future mentor meetings.

Resources:

[Blank agenda](#)

Before this meeting:

- Complete your [compare and contrast assignment about accessibility](#).
- Complete your [compare & contrast assignment about safety](#).

After this meeting:

- No assignments.

Recap:

- Check your 1:1 mentor meeting notes

Week 10: Culture change & storytelling

4 April 2019

Cohort E - 12:00 UTC

Cohort F - 18:00 UTC

(90 minutes)

This Week: During this week's cohort call, we will:

- Share ideas for culture change.
- Share stories about culture change.
- Share the ways we gather stories and invite storytelling and storytellers to our communities.
- Discuss the importance of sustaining ourselves as we sustain change over time.

Resources:

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- No assignments.

After this meeting:

- No assignments.

Recap:

- Cohort E recording and notes
- Cohort F recording and notes

Week 11: Mentor meeting 6

Week of 8 April 2019

Time TBD

(30 minutes)

This week: During this week's mentor meeting, you will:

- Do your check-in and gratitude rituals.
- Review your goals and any progress you've made towards them.
- Chat with any invited experts.
- Identify experts to invite to future mentor meetings.

Resources:

[Blank agenda](#)

Before this meeting:

- No assignments.

After this meeting:

- No assignments.

Recap:

- Check your 1:1 mentor meeting notes

Week 12: The case study

18 April 2019

Cohort E - 12:00 UTC

Cohort F - 18:00 UTC

(90 minutes)

This Week: During this week's cohort call, we will:

- Review expectations for the case study assignment and presentations.
- Suggest ways to collect feedback and pull quotes for your case studies.
- Share examples of past Open Leaders case studies.
- Answer any questions you have about the case study assignment.

Resources:

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- No assignments.

After this meeting:

- Review the example case studies.
 - [Digital Safety for Open Researchers](#) - privacy & safety practices for scholars
 - [Endangered Data Week](#) - curriculum for preserving vulnerable datasets
 - [Mission: Information](#) - media literacy curriculum
 - [We Are All Connected](#) - out-of-school video production curriculum
- Draft your case study.
 - [Guidelines](#)
 - [Template](#)

Recap:

- Cohort E recording and notes
- Cohort F recording and notes

Week 13: Mentor meeting 7

Week of 22 April 2019

Time TBD

(30 minutes)

This week: During this week's mentor meeting, you will:

- Do your check-in and gratitude rituals.
- Review your goals and any progress you've made towards them.
- Review and workshop your draft case study.
- Chat with any invited experts.

Resources:

[Blank agenda](#)

Before this meeting:

- Draft your case study.

After this meeting:

- Prepare to share your case study on the final cohort call.

Recap:

- Check your 1:1 mentor meeting notes

Week 14: Sharing case studies

2 May 2019

Cohort E - 12:00 UTC

Cohort F - 18:00 UTC

(90 minutes)

This Week: During this week's cohort call, we will share our case studies with one another and celebrate OL7!

Resources:

[Cohort E agenda](#)

[Cohort F agenda](#)

Before this meeting:

- Complete and rehearse your case study presentation.

After this meeting:

- Complete the OL7 final survey.

Recap:

- Cohort E recording and notes
- Cohort F recording and notes

Community Participation Guidelines

Participation Guidelines

Participating in Mozilla Open Leaders, respects Mozilla's [community participation guidelines](#). These guidelines cover our behaviour as participants, mentors, experts, staff, volunteers, and anyone else involved in making Mozilla Open Leaders possible.

How to treat each other

- Be respectful and value each other's ideas, styles and viewpoints.
- Be direct but professional; we cannot withhold hard truths.
- Be inclusive and help new perspectives be heard.
- Appreciate and accommodate our many cultural practices, attitudes and beliefs.
- Be open to learning from others.
- Lead by example and match your actions with your words.
- The following will not be tolerated in Mozilla Open Leaders: violence and threats of violence; personal attacks; derogatory language; unwelcome sexual attention or physical contact; disruptive behaviour; influencing unacceptable behaviour.

Inclusion and Diversity

The Mozilla Project welcomes and encourages participation by everyone. It doesn't matter how you identify yourself or how others perceive you: we welcome you.

We welcome contributions from everyone as long as they interact constructively with our community, including, but not limited to people of varied age, culture, ethnicity, gender, gender-identity, language, race, sexual orientation, geographical location and religious views.

Mozilla-based activities should be inclusive and should support such diversity.

Raising Issues

If you believe you're experiencing practices which don't meet the above policies, or if you feel you are being harassed in any way, please immediately contact the Mozilla Open Leaders organizers, Abigail Cabunoc Mayes or Chad Sansing.

Mozilla Open Leaders organisers reserve the right to refuse admission to anyone violating these policies, and/or take further action including expulsion from the program.

Email: leadopen@mozillafoundation.org



Role of a Mentor

What do mentors do?

Mentors advise and inspire

- **Connect:** to people, programs, companies
- **Recommend:** resources, readings, classes, experiences
- **Feedback:** for the mentee to consider

Mentoring vs. Coaching vs. Sponsorship

	Power	Topic	Duration	Boundaries	Reward
Sponsor	Hierarchical or positional authority	Succession planning, leadership building	Long-Term: many years	Part of regular work	Career direction, protection
Coach	Special knowledge	Transfer of specific information, Teaching	Short-Term: class or program duration	School or training scope and vision	Student: passes test Coach: payment
Mentor	Wisdom authority	Career or personal growth	Mid-Term: 6 to 12 months	Program scope and vision	Mutual learning, recommendations, feedback

Adapted from a 2014 work by Katy Dickinson while at Everwise, licensed under a Creative Commons Attribution-ShareAlike 4.0 International License:

<https://creativecommons.org/licenses/by-sa/4.0/>

More: <http://www.mentoringstandard.com/mentoring-vs-coaching-vs-sponsorship/>

FAQ

Where can I find more information?

The [Mozilla Open Leaders website](#) has info on the program, schedule, mentors and participating projects. And as always, feel free to reach out to me via [email](#), [twitter](#) or discuss topics in our [Slack channel](#).

Where will we take notes?

- **Full cohort meetings**
 - Organizers will share our weekly agendas and shared note-taking documents after each cohort call.
 - Those notes live [here](#), as well.
- **Mentorship Meetings**
 - Look for 1:1 notes shared with you by your mentor

What time does our cohort meet?

- Cohort calls begin during Week 2 on Thursday, 7 February 2019.
- Cohort E meets on Thursdays, every other week, from Week 2 to Week 14 at 8 AM ET/13:00 UTC before 10 March 2019, and at 8 AM ET/12:00 UTC after 10 March 2019.
- Cohort F meets on Thursdays, every other week, from Week 2 to Week 14 at 2 PM ET/19:00 UTC before 10 March 2019, and at 2 PM ET/18:00 UTC after 10 March 2019.

If I can't make the meeting time, can I join one of the other cohorts?

Yes; however, the other cohorts will cover different content, so while you're welcome to drop into a different call, be sure to check in with your mentor or a buddy from your cohort to catch up on any content you miss. We encourage you to stick to your assigned cohort to build relationships with that group.

How will we meet?

For our full cohort meetings, we will be meeting using the video conferencing software, Zoom. Here are the instructions to [connect to the Open Leadership & Events Zoom](#).

What if I can't make a call?

We know that life can get busy and sometimes, you have to miss a call! Because of this, I'll be recording at least one of the cohort calls each week and sending out review emails afterwards. **If you miss two or more calls during the program, we'll evaluate whether it makes sense for you to finish the program.**

Where can I look at lessons and assignments?

We'll be following the [Open Leadership Training Series](#). We will cover some of these modules in our full cohort training calls. Other modules may be helpful to you and your project.

My mentor missed/skipped a meeting. What can I do?

Please let us know if this happens! leadopen@mozillafoundation.org.

I want to add someone to my team. How do I do this?

Registration closed for the program on Jan 25th. Taking on additional project leads is more work for a mentor. If your mentor agrees that a new person should be added, your mentor can request a late registration.

Please note that we cap groups at three members in the program.

How is work licensed in Open Leaders?

Open Leaders projects are owned by their respective creators, but any content created by Mozilla is available under a CC BY 4.0 license.