BAAS 345: Organizational Leadership
Spring 2013

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COURSE INFORMATION

Required Textbook
No textbook required

National Society of Leadership and Success
Each student will be required to join this organization. There is a one-time registration fee of $85 that includes all membership benefits, partner discounts, and a lifetime membership. *Please do not attempt to join the organization until prompted by me to do so.*

Course Description
The study of contemporary leadership trends in business and industry. Students will research and study the body of literature with an emphasis on formulation of current leadership practices and future trends.

Course Objectives
- Understand the role of cultural values and attitudes in a diverse workforce.
- Indentify and apply the basic theories of leadership.
- Recognize mechanisms that enhance an ethical organizational culture.
- Understand how leadership is often contingent on people and situations.

COURSE REQUIREMENTS

National Society of Leadership and Success: 45% Students will be required to join this organization. There is a one-time registration fee of $85 that includes all membership benefits, partner discounts, and a lifetime membership. *Please do not attempt to join the organization until prompted by me to do so.*

Discussion Board: 15% Each article will have a discussion area in which you will be required to discuss the various topics I have posted. Each student is required to post and reply to every topic for full credit. Merely making a post to the topic will not ensure full credit. You must DISCUSS the topic, which, at the very least, requires a post and two responses. Discussions will be graded on content – in other words – quality control. I'm not grading you on length; however, one word posts will get you nothing. I want to see that you are actively participating and actually thinking about your posts and responses. Remember, for a discussion to take place, you must make posts as well as responses to each topic! I also expect the grammar,

spelling, punctuation, and capitalization to be that of a college educated person. I do not want to see posts that look as if you are text messaging your best friend. Discussions for each article will close on the Due Date listed for that particular article! Please see the course calendar located under Doc Sharing for due dates.

Article Review: 30% There will be three article reviews each worth 10% of your grade. Please see eCollege for more details. Please see the course calendar located under Doc Sharing for due dates.

Surveys: 10% Students will be required to complete three questionnaires that measure student attitudes and opinions about your online experience in BAAS 345 Organizational Leadership at Texas A&M University-Commerce. You will be given a questionnaire at the beginning of class, at midterm, and at the end of the semester. Please see the course calendar located under Doc Sharing for due dates.

NOTE: I will deduct one letter grade for each day an assignment is late.

*If you miss an assignment because you are in the hospital, please fax me a copy of the admission and release forms with dates. If you miss an assignment or quiz because of a death in the family, please fax me a copy of the newspaper clipping stating you as the surviving, spouse, parent, child, grandchild, or brother/sister.

Extra credit work will NOT be assigned so please do not ask.

<u>**Assignment Submissions**</u>
Completed assignments are to be uploaded to the **Dropbox** by the due dates posted. In order to receive an assignment grade, all assignments must be submitted to the proper Dropbox. Verification that the professor has received your assignment is possible by looking in the Outbox portion of the student's Dropbox. Each Assignment will have its own Dropbox label. The help section in your eCollege course and the Student Online Tutorial will describe the steps necessary to submit assignments to the Dropbox.

Assignments may be completed and submitted prior to the posted due date. I will deduct one letter grade for each day an assignment is late. Assignments will not be accepted through fax or as email attachments. A grade of zero will be recorded for incorrectly submitted assignments.

Spelling, punctuation, and grammar errors will have a negative impact on your assignment grades. If you need assistance with writing, please use the resources of the online writing lab (OWL) at TAMU-C. Details for the OWL can be found at the following link: http://www.tamu-commerce.edu/litlang/CSC/owl1.htm

It is the student's responsibility to:
- Stay active in the course by logging into the course on a regular, daily basis.
- Always read every course **announcements** at the top of the course. University announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. These announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the eCollege system.
- Be able to **proficiently** use Microsoft Office 2010 or older version and a computer operating system (Microsoft Windows or Apple).

- Have a reliable and **backup** reliable internet connection.
- Be proactive in reading all the reading and writing assignment instructions. Read all assignments several times and schedule a time on your calendar in which to complete the assignment. Read your assignment out loud to yourself or others **before** you submit your assignments. Print and re-read a **printed** copy of your assignment before you submit your assignment to the Dropbox. To be successful, you will need to read assignment instructions many times.
- Ask questions about assignments well before the due date**.**
- Submit all assignments **before or on** the due date.
- Submit assignments in the appropriate format and to the appropriate Dropbox.
- Not ask questions that are answered in the course syllabus, virtual office, or individual assignment details.

TECHNOLOGY REQUIREMENTS

First time eCollege users
Students taking online courses are required to familiarize themselves with eCollege by going through the eCollege tutorial or orientation process. This will ensure that each student will have sufficient knowledge on how to accomplish the requirements of the course. It is NOT the Instructor's responsibility to teach students how eCollege works. **The Instructor assumes that each student has a working knowledge of eCollege and has a MyLeo e-mail address.** eCollege is generally very user friendly; however, should you have any questions or concerns about it, you may want to complete an eCollege orientation. You can access the online eCollege Orientation by selecting the link to **Online Student Tutorial** before you enter your course.

Hardware/Software Requirements
As the course is conducted totally online, students will be expected to have basic computer literacy skills, access to a reliable computer that is connected to the internet, and Microsoft Office 2010 or older. Also, back-up access to required electronic resources is necessary for successfully completing this course. College and public libraries are a great resource for back-up technology and internet resources. For those students in doubt about the necessary technology, refer to the following website: http://online.tamuc.org/index.learn?action=technical

Email
As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo. All emails sent by me from eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the eCollege email system or your myLeo email as our spam filters will catch yahoo, hotmail, etc. and I will not check for your email in spam.

ACCESS AND NAVIGATION

Technical Support
If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week. The Help Desk can be reached by sending an email to helpdesk@online.tamuc.org or by calling 1-866-656-5511. Additionally, you can click on the "Help" button located at the top of each page for more information.
Course Concerns
If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email or through the "Virtual

Office".

The *best* way to contact me is by email. This is an online course; therefore, expect most communication to be online as well.   All emails must include BAAS 345 as the first and use proper email etiquette. The instructor will respond to emails within 24 to 48 hours Monday-Friday that include the appropriate subject line and student name. NOTE: Leo-Mail will be used for all communication for this course! You must check your email on a regular basis! You can have your Leo-Mail forwarded by clicking on Options, Holiday Setting, and typing in the forwarding email address under Forwarding Settings and clicking Save.

However, in order to avoid duplication of questions and answers, I prefer that you post all class related questions in Virtual Office. It is likely that your peers will have the same question. Questions or concerns of a personal nature should be sent to my email address via eCollege.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

The Instructor reserves the right to administratively drop any student who does not log into the class web site for seven (7) consecutive days after the course officially starts. Any student who will not be able to log into the class web site for more than seven (7) days (i.e., because of an extended business trip) should contact the Instructor in advance to avoid an inadvertent drop from the course.

PROFESSIONAL CONDUCT
The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. If I feel that you have not contributed appropriately in class, or that you have complained about assignments and grading policies, your final course grade may be reduced accordingly. Additionally, I expect every student to maintain a professional level with respecting opinions of the instructor, students, and guest speakers. Understand that this factor is highly subjective. In extreme cases, the instructor reserves the right to **withdraw** students from the class with a final grade of '**F**'.

Academic Integrity:
If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. There is a fine line in this process. You are encouraged to seek the help and advice of others. However, you *must* do your own work. My personal policy, which will guide this course, is this: **I trust you to behave honestly and ethically in all circumstances**. Please ask me if you have questions about what is proper and what is not.

Academic Honesty: Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors "are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course

assignments), and abuse (destruction, defacing, or removal) of resource material." See 13.99.99.R0.10 Academic Honesty at

http://www.tamu-commerce.edu/administration/Rules%26Procedures/rules_procedures.asp?RID=97

Plagiarism: It is widely accepted that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it easy to plagiarize. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided:
http://www.indiana.edu/~wts/wts/plagiarism.html/. To avoid plagiarism and individual must give credit wherever he or she uses:

- another individual's idea, opinion, or theory
- facts, statistics, graphs, and drawings that are not common knowledge
- quotations of another individual's spoken or written words
- paraphrase another individual's spoken or written words

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know.

Acts of plagiarism will result in writing assignments and research projects assigned a grade of 0 for the first offense. Upon the second offense, student will be referred to the Dean of Student Services and will receive a grade of 'F' for the course with possible removal from the program and university. TAMU-C has purchased a license for TurnItIn.com which checks for plagiarism. All submitted course requirements may be submitted to this service. If the report generated notes that your work is plagiarized, you will receive an 'F' for that course requirement and course. For your reference and acknowledgement, a detailed Academic Honesty Policy for TAMU-C and the College of Business and Technology is posted in Doc Sharing.

University Specific Procedures:

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamu-commerce.edu
Student Disability Resources & Services

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and
acceptable behavior conducive to a positive learning environment. (See *Code of Student
Conduct from Student Guide Handbook.*