TEXAS A&M
U N I V E R S I T Y
C O M M E R C E

BAAS 355.01W: Sustainability in Contemporary Enterprises
Summer II 2014

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(email is the preferred method of communication)
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COURSE INFORMATION

Required Textbook

Docherty, P., Kira, M., & Shani, A. (2009). Creating Sustainable Work Systems, 2nd ed. Routledge
Printed Text ISBN: 978-0-415-77272-3 **or** eText ISBN: 978-0-203-89002-8

Course Description

This is an advanced course on creating sustainability in the contemporary enterprise, including what consideration of human and material resources are required for maintaining, supporting, and managing a business or industry in the global environment. Emphasis is placed on the principles and strategies for maintaining sustainable practices and materials over the long-term. Additional topics may include: resource management, consumption, product development and production, distribution, packaging, and waste management, and other ecological issues and concerns. Student will be expected to conduct research on assignment topic(s) and to prepare written documents for evaluation.

Course Objectives

This class is listed by the University as a Business Administration Applied Science Course and will enable students to:

1. Develop an awareness of the vision and values for sustainability in both personal and business.
2. Develop an awareness of personal and company identity transformation for sustainability.
3. Develop an awareness of work and work system solutions for sustainability.
4. Identify the development phases and tipping points towards sustainability.
5. Recognize the indicators of sustainability in order to measure the outcomes.

COURSE REQUIREMENTS

Activities / Assessments
This course is made up of a series of assignments and assessments to assist you in achieving the course and module learning objectives/outcomes. In each module you will work on various combinations of assignments, activities, discussions, readings, and research.

Academic Honesty Policy: Students are REQUIRED to post their name and date in the Academic Honesty Policy discussion area. The purpose of this acknowledged form is to confirm that you have read and understand the Academic Honesty Policy. Grades for future assignments will receive a zero until this requirement is met.

Student Lounge Introduction: The purpose of the *Student Lounge Introduction* is to acquaint yourself with your fellow classmates. Grades for future assignments will receive a zero until this requirement is met.

Assignments: Written Reflections (5) 10 percent each – 50 percent of total course grade: Written reflections will be on textual content found on specific pages in the course textbook. See the course calendar located at the end of the syllabus for due dates.

> **Assessment method:** Based on the topic, cases, or questions posed for each module, compose a minimum 1 full page, double-spaced, multi-paragraph reflection. Always complete a spelling and grammar check before submitting an assignment to the Dropbox for grading.

Online Class Discussions (5): 10 percent each – 50 percent of total course grade: Each module will have a discussion area in which you will be required to discuss the various chapter topics. Each student is required to post to every topic and reply to at least two postings from fellow classmates. Merely making a brief post to the topic will not ensure full credit. Discussions will be graded on quality of content, spelling, and grammar. Review your postings before submitting to insure correct spelling, proper grammar, punctuation, and capitalization. Discussions for each chapter will close on the Due Date listed for that particular chapter. See the course calendar located at the end of the syllabus for due dates.

Grading

Grading in this class will include percentages so that students can determine at any time in the class where they stand. The grade book will be available through eCollege and students may access it at any time. Grades will be determined as follows:

Assessments	Percent
Academic Honesty Policy* Student Lounge Introduction* *must be completed prior to modules	required required
Module 1 – Chapters 1, 2, & 3 Assignment Discussion Post Discussion Reply	 10 5 5
Module 2 – Chapters 4, 5, & 6 Assignment Discussion Post Discussion Reply	 10 5 5
Module 3 – Chapters 7, 8, 9, & 10 Assignment Discussion Post Discussion Reply	 10 5 5
Module 4 – Chapters 11, 12, 13, & 14 Assignment Discussion Post Discussion Reply	 10 5 5
Module 5 – Chapter 15, 16, & 17 Assignment Discussion Post Discussion Reply	 10 5 5
Total Percentage=	**100**

A =	90-100%	Outstanding Work
B =	80-89%	Good Work
C =	70-79%	Acceptable Work
D =	60-69%	Needs Improvement
F =	00-59%	Unacceptable Work

Extra credit work will NOT be assigned.

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.** 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

Students are required to use university email accounts (Leo Mail) for correspondence with the instructor. This protects your academic privacy, and streamlines communication with the instructor. As a student enrolled at Texas A&M University-Commerce, you have access to your Leo Mail account via myLeo and within eCollege. All emails sent by me from within eCollege (and all other university emails) will go to this account, so please be sure to check it regularly. University spam filters sometimes catch yahoo, hotmail, etc., so be sure to use university email (Leo Mail).

Please note that all email correspondence should include, at the minimum, the course and section number, student name, and CWID. Proper capitalization and punctuation is also required.

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".

COMMUNICATION AND SUPPORT

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 the following information: BAAS 355.01W, Student Name, Student CWID, proper capitalization and punctuation, and proper email etiquette. Note that emails sent to the instructor from within the eCollege course will automatically contain the BAAS 355 in the subject line. The instructor will respond to emails within 24 to 48 hours Monday-Friday that include the appropriate subject line and student name. Leo-Mail will be used for all communication for this course. You must check your email on a regular basis!

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. I expect every student to maintain a professional level with respecting opinions of the instructor and other students. In extreme cases of misconduct, the instructor reserves the right to drop 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.

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@tamuc.edu
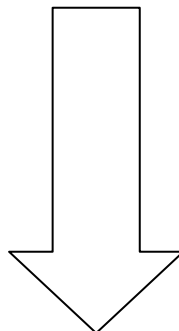Student Disability Resources & Services

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.*

Course Calendar and Due Dates

Review the calendar and due dates on the following pages. Assignments must be completed by the due dates to be considered for credit in the class.

NOTE: The instructor reserves the right to modify assignments and/or dates as he/she deems necessary. Any changes will be noted in eCollege in "Course Announcements", and students will be notified of changes via email.

July 2014   BAAS 355

SUN	MON	TUES	WEDS	THURS	FRI	SAT
6	7 **First day of class–SII 2014** **Academic Honesty Policy Open** **Student Introductions Open**	8 **Modules** **1 & 2 Open*-** **Begin Discussions** **Begin Assignments**	9	10	11	12
13	14	15 **Academic Honesty Policy Due** **Student Introductions Due**	16	17	18 **Modules** **1 & 2 Close*-** **Discussions Close** **Assignments Due**	19
20	21 **Modules** **3 & 4 Open* –** **Begin Discussions** **Begin Assignments**	22	23	24	25	26
27	28	29	30 **Modules** **3 & 4 Close*** **Discussions Close** **Assignments Due**	31		

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SUN	MON	TUES	WEDS	THURS	FRI	SAT
					1 **Module 5 Opens*** – **Begin Discussions Begin Assignments**	**2**
3	**4**	**5**	**6** **Module 5 Closes*** – **Discussions Close Assignments Due**	**7**	**8** **Summer II 2014 Semester Ends**	**9**
10	**11**	**12**	**13**	**14**	**15**	**16**