TEXAS A&M
UNIVERSITY
COMMERCE

BAAS 355
Sustainability in Contemporary Enterprise
Fall, 2014

Instructor:	Grady Price Blount, Ph.D.	**Coordinator:**	Tina Lancaster, M.S.
Office:	AG/IT 230		AG/IT 231
Phone/Voice Mail:	903-886-5781		512-850-4300
E-Mail:	grady@tamuc.edu		Tina.lancaster@tamuc.edu
Office Hours:	By appointment		By appointment

COURSE INFORMATION

Required Textbook
Creating Sustainable Work Systems, 2nd edition
Peter Docherty, Mari Kira, and A.B. (Rami) Shani (2009), Routledge.
ISBN: 978-0-415-77272-3 or eText (978-0-203-89002-8).

Course Description
This is an advanced course on creating sustainability in the contemporary enterprise. It includes the consideration of human and material resources and how they are required for maintaining, supporting, and managing technical and scientific enterprises or industry in the global environment with emphasis 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 environmental issues and concerns. Students will be expected to conduct research on assignment topics and to prepare written documents for evaluation.

Emphasis will be placed on professionalism, etiquette, and awareness of a multi-cultural environment in both internal and external communications. MS Word, MS Excel, MS PowerPoint, and E-mail will be reviewed as tools of information exchange.

Student Learning Outcomes
- You will develop an awareness of the vision and values for sustainability in personal and business settings.
- You will be able to describe and contrast personal and company identity transformation traits supporting sustainability, particularly with respect to developing technologies.
- You will develop and be able to describe work system solutions for sustainability.
- You will be able to identify the development phases and tipping points toward sustainability.
- You will be able to recognize the indicators of sustainability in order to measure the outcomes.

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.** Students 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 with a reliable Internet connection, and Microsoft Office 2007 or later. 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".

COMMUNICATION AND SUPPORT

The *first* way to contact me is by using the Activities section on the course homepage. This is the first stop for any questions about an assignment or anything having to do with the course. All other communication will be conducted by traditional email. This is an online course; therefore, you should expect most communication to be online as well. **All emails must include BAAS 355 in the subject line, student name and CWID, and use proper email etiquette.** The instructor will make every effort to respond to emails within 24 to 48 hours Monday-Friday, provided the correspondence follows the requirements listed above**. NOTE: Leo-Mail will be used for all communication for this course! You must check your Leo email on a regular basis!**

In order to avoid duplication of questions and answers, I prefer that you post all class related questions in the Activities section of the homepage. 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.

<div align="center">

COURSE AND UNIVERSITY PROCEDURES/POLICIES

</div>

Student Responsibilities:
- Stay active in the course by logging into the course on a regular daily basis. Any student who will not be able to log into the class web site for more than five (5) days (i.e., because of an extended business trip) should contact the instructor in advance
- Complete assignments as specified
- Always read every course **announcement** at the top of the course. Feedback for assignments, 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. Announcements are time sensitive so they will only be available for a limited period of time.
- Learn to **proficiently** use the eCollege system

Every student has the right to drop the course without penalty until the drop-date listed in the university academic calendar (October 30). Students dropping the course during this period will be given a **'Q'**. If a student stops attending class, or is not satisfied with his/her grade in the course and wishes to drop, it is the student's responsibility to drop the course. A student may drop a course by logging into their myLEO account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the myLEO section of the Web page

Professional Conduct:
The instructor reserves the right to manage a positive learning environment and thus will not tolerate inappropriate conduct in the course. Students must contribute appropriately to the class. I expect every student to maintain a professional level with respecting opinions of the instructor, fellow students, and guest speakers. In extreme cases where professional conduct is not observed, the instructor reserves the right to **administratively drop** a student 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 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 are strictly prohibited by TAMU-C and TAMU System Policy and Procedures. By attending this class, you agree to the terms of the TAMU-C Academic Integrity Policy which can be found here. A helpful guide to avoiding plagiarism can be found in this presentation by College of Science and Engineering faculty member Dr. Nikolay Sirakov.

UNIVERSITY SPECIFIC PROCEDURES

Student Conduct:
All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Rules and Procedures, Code of Student Conduct at
http://www.tamuc.edu/studentLife/documents/studentGuidebook.pdf.

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

COURSE REQUIREMENTS

Discussion Board (5): 5% each – 25% of total course grade - 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 an initial post and two replies.** Discussions will be graded on content – in other words – quality control. I expect to see that you are actively participating and actually thinking about your posts and responses. For a discussion to take place, you must make posts as well as respond to each topic. The grammar, spelling, punctuation, and capitalization must be correct in order to receive full credit. **In order to give students a chance to reply, an initial post cannot be done on the day the Discussion Board is scheduled to close.** You will not receive full credit if all posts for the module are submitted at one time.

Discussion Board Grading Rubric			
Max Score		**Description**	
	Proficient	**Needs improvement**	**Unacceptable**
70	Engaged in a professional conversation with colleagues. (51-70 points)	Conversation lacks substance (35-50 points)	Did not engage in a professional conversation with colleagues (0-34 points)
30	No spelling, grammar, or formatting errors (30 points)	Minor errors in spelling, grammar, or formatting. (20-29 points)	Major errors in spelling, grammar, or formatting. (0-19 points)
Total: 100			

Quizzes and Exams (4): 5% each – 20% of total course grade – Each quiz will be open for four days and will cover specified chapters. Quiz question format will be multiple-choice and True/False.

Sustainability PowerPoint (1): 10% of total course grade – Each student will use the online library databases to find and read a **peer reviewed journal article** related to one of the following: sustainability in knowledge-based companies; sustainability in the ageing workforce; sustainability in a changing environment; sustainability in healthcare; sustainability in social reforms; sustainability in work systems design. Next, each student will create a basic PowerPoint presentation that briefly summarizes the "sustainability issue" the article was about (use brief phrases on each slide). The PowerPoint should have a minimum of six slides and a maximum of nine slides (includes Title Slide and Ending Source Slide). A Grading Rubric will be used to grade the PowerPoint..

PowerPoint Grading Rubric			
Max Score		**Description**	
	Proficient	**Needs improvement**	**Unacceptable**
30	Utilized appropriate information to meet the objective of the assignment (21-30 points)	Minor errors in utilization or application of information (10-20 points)	Did not utilize information (0-19 points)
60	Appropriately addressed each assigned areas (40-60 points)	Addressed some of the assigned areas (20-39 points)	Did not address the assigned areas (0-19 points)
10	No spelling, grammar, or formatting errors (10 points)	Minor errors in spelling, grammar, or formatting (5-9 points)	Major errors in spelling, grammar, or formatting (0-4 points)
Total: 100			

Writing Assignments: (2): 10% each, 20% of total course grade – Students will complete 2 writing assignments. Details of the assignments are posted in eCollege. A grading rubric will be used to grade the writing assignments.

Writing Assignments Grading Rubric			
Max Score		**Description**	
	Proficient	**Needs improvement**	**Unacceptable**
40	Utilized appropriate information to meet the objective of the assignment (28-40 points)	Minor errors in utilization or application of information (15-27 points)	Did not utilize information (0-15 points)
40	Appropriately addressed each assigned areas of research (28-40 points)	Addressed some of the assigned areas of research (15-27 points)	Did not address the assigned areas of research (0-15 points)
20	No spelling, grammar, or formatting errors (20 points)	Minor errors in spelling, grammar, or formatting (10-19 points)	Major errors in spelling, grammar, or formatting

			(0-9 points)
Total: 100			

Research Paper: 25% of total course grade – Students will complete and submit a research paper on sustainability. Details of the assignment will be posted in eCollege. A Grading Rubric will be used to grade the Research Paper.

Research Paper Grading Rubric			
Max Score	*Description*		
	Proficient	**Needs improvement**	**Unacceptable**
40	Utilized appropriate information to meet the objective of the assignment (28-40 points)	Minor errors in utilization or application of information (15-27 points)	Did not utilize information (0-15 points)
40	Appropriately addressed each assigned areas of research (28-40 points)	Addressed some of the assigned areas of research (15-27 points)	Did not address the assigned areas of research (0-15 points)
20	No spelling, grammar, or formatting errors (20 points)	Minor errors in spelling, grammar, or formatting (10-19 points)	Major errors in spelling, grammar, or formatting (0-9 points)
Total: 100			

Course Calendar

Updates to this calendar will be found in eCollege under Upcoming Events on the HomePage.

Course Assignment	Start Date	Due Date	
Review Academic Integrity Policy	08/25/2014	08/29/2014	
Read Chapters 1 & 2	08/25/2014	08/29/2014	
Module 1 Discussion Board Post	08/25/2014	09/05/2014	
Module 1 Quiz	09/01/2014	09/05/2014	
Read Chapters 3-6	09/05/2014	09/20/2014	
Module 2 Discussion Board Post	09/05/2014	09/20/2014	
Module 2 Quiz	09/10/2014	09/20/2014	
Writing Assignment	09/10/2014	09/20/2014	
Read Chapters 7-10			
Module 3 Discussion Board Post	09/20/2014	09/27/2014	
Sustainability Power Point	09/27/2014	10/11/2014	
Exam 1	09/27/2014	10/18/2014	
Module 4 Discussion Board Post	10/18/2014	10/25/2014	
Module 5 Writing Assignment	10/25/2014	11/08/2014	
Module 6 Discussion Board Posts	11/08/2014	11/15/2014	
Exam 2	11/08/2014	11/22/2014	
Research Project	11/08/2014	12/08/2014	