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<tr><td>TEXAS A&M
U N I V E R S I T Y
C O M M E R C E</td><td>Texas A&M University-Commerce
College of Business & Entrepreneurship
Applied Sciences Department</td></tr>
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Syllabus – Summer I 2015

COURSE INFORMATION
- BAAS 301 – Principles of Applied Science
- Internet Based

Professor Contact Information

- Misty Lair
- Office Phone: 903-886-5155
- Office Fax: 903-468-6011
- Office hours – By Appointment
- Email address: Misty.Lair@tamuc.edu

Materials – Text, Readings, Supplementary Readings

Publication Manual of the American Psychological Association, 6/e
ISBN 13: 978-1-4338-0561-5

Who Moved My Cheese? by Spencer Johnson.
By: Spencer Johnson

This book can be purchased or rented from any bookstore.

Course Description

The course is designed to provide students enhanced development opportunities for a broad array of principles, practices, and application skills common to contemporary business and industry. Emphasis on communication practices, techniques, and skills; career and educational building activities; and reading and writing activities related to the literature in the field of study. Students will be expected to participate in course activities, read related literature, conduct research on an assigned topic, and to prepare written documents for evaluation.

Course Outcomes/Objectives

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

- Demonstrate an understanding of developing a Plan of Study
- Identify realistic, well-defined long-term goals and specific short-term objectives for self-improvement
- Demonstrate the ability to clearly communicate a message to others using electronic mail

- Demonstrate an understanding of APA style formatting by completing a Book Summary and Research Paper

TECHNOLOGY REQUIREMENTS

The following information has been provided to assist you in preparing to use technology in your Internet based course.

The following technology is required to be successful in this course.
  Internet connection – high speed recommended (not dial-up)
  Word Processor (Microsoft Office Word – 2003 or 2007)
  Access to University Library site
  Access to an Email

Our campus is optimized to work in a Microsoft Windows environment. This means our courses work best if you are using a Windows operating system (XP or newer) and a recent version of Microsoft Internet Explorer (6.0, 7.0, or 8.0).

Courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both Windows and Mac operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your course. To launch a browser test, login to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

COURSE REQUIREMENTS

Academic Honesty Policy: 5% Acknowledgement of CBT Academic Honesty Policy.

Plan of Study: 15% Each student will prepare plan of study that will help guide the student in making course scheduling decisions to meet the BAAS graduation requirements by the due date.

Personal Goals & Objectives Plan: 10% Each student will develop a personal plan with measurable goals and objectives by the due date.

Email Etiquette: 10% Each student will respond and reply to a discussion board thread topic and complete an email assignment.

Change, Creativity and Diversity: 10% Each student will view a brief video, then respond and reply to discussion board thread topics.

Effective Listening: 10% Each student will view a brief video, then respond and reply to a discussion board thread topic.

Book Summary and Turnitin Discussion: 10% Each student is to read the assigned course text and compose a 3 - 4 page summary review of the text. This review will contain an introduction, body, and conclusion. In the conclusion, students are to comment on the merits of the book and personal work experiences. A cover page is required in addition to the page requirements by the due date. In addition, each student will respond and reply to the discussion board thread topic about Turnitin.

APA Quiz: 10% Each student will complete a multiple-choice quiz on APA formatting.

APA Assignment: 20% Each student will complete a brief paper over an assigned topic that will demonstrate proficiency in citing a variety of references within the paper in APA format.

Grading

Grading in this class will include both points and 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 anytime they wish.

 ACCESS AND NAVIGATION

Access and Log in Information

This course will be utilizing eCollege to enhance the learning experience, eCollege is the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamuc.edu/login.aspx.

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

Student Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week. If you experience issues while taking your exams or at any other point, feel free to contact the support desk.

- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to Dropbox, How to post to discussions etc…)

COURSE AND UNIVERSITY POLICIES

Course Policies

Communicating with your Instructor:
Since this is an online course, communication will be conducted via MyLeo Email. All Email correspondence will be through eCollege and MyLeo.

Subject lines for all Email correspondence are required to have **BAAS 301** as the first item in the subject line. All email messages must contain student name as the last line in the message. Without the correct subject line and student identification, Email Spam filters used by TAMU-C will place your message in a junk Email folder where your message will be automatically deleted. Remember to professionally compose your Email messages with proper grammar and spelling and by using a professional tone toward your instructor.

Properly addressed and signed Emails will be replied to within 24 to 48 hours Monday-Friday. If a face-to-face conference is needed between the student and instructor in the instructor's office, an appointment **must** be made several days in advance by the student.

Attendance & Participation:
No attendance policy will be imposed for this online course. However, students will need to complete all assignments and course requirements consistent with the assignment schedule. Excused absences will not generate extra time for meeting deadlines and scheduled events. Since late assignments are not accepted, you are strongly encouraged to submit assignments prior to the due dates. Students will be expected to participate consistent with course objectives and goals.

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 **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. These announcements are time sensitive so they will only be available for a limited period of time.
- Learn to **proficiently** use the eCollege system.

Late Assignments

Assignments are due on specific dates, as assigned. Assignments will not be accepted after the due date.

Withdrawal Policy
Every student has the right to drop the course without penalty until the drop-date. Students dropping the course during this period will be given a **'Q'**.

If you choose to stop attending class, you may be dropped from the course due to excessive absences. If you are not satisfied with your grade in the course and wish you to drop, it is YOUR 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

Student Conduct
All students are expected to conduct themselves in a professional manner at all times. You are adults and will be treated as such. Discriminatory, rude, and inappropriate language will not be tolerated in this class and students will be asked to leave or drop the class (these same rules apply for online discussions). If a student continues to act in the same manner during future classes, the instructor reserves the right to drop the student from the course.

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. Please ask me if you have questions about what is proper and what is not.

Intellectual Ownership:
When reviewing the literature, one frequently peruses written thoughts, findings, conclusions, and perspectives of individuals and organizations that may be used to create credibility and/or rationale from investigative studies. A problem, however, is how to capitalize on such information, yet not violate the principles of intellectual ownership. One solution involves answering two questions: (1) what is plagiarism? (2) How is plagiarism avoided? Simply stated, plagiarism is claiming another person's or organization's works as one's own. Such violations may be avoided by knowing how to use and acknowledge the works of others. The 6th Edition of the Publication Manual of the American Psychological Association states: "Authors do not present the work of another as if it were their own work" (p. 16). "Whether paraphrasing, quoting an author directly, or describing an idea that influenced your work, you must credit the source" (p.170). Quotation marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you will need to cite it in the text.

Some people seem to believe 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/pamphlets/plagiarism.shtml.

To avoid plagiarism an 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.

If you are unsure what constitutes plagiarism and how to avoid it. Visit the following websites:
http://www.plagiarism.org/
http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

University Policies

Requests for Special Accommodations:
Requests from students with disabilities for reasonable accommodations must go through the Academic Support Committee. An individual instructor cannot decide to make accommodations for you without that Committee's approval.

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:

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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

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Student Requirements:

 "**All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment**". (See Student's Guide Handbook, Policies and Procedures, Conduct)

 Student Appeal of Course Grade: The CBT now has an online printable form for: **Student Appeal of Course Grade.** The form along with TAMU-C Procedure 13.99.99.R0.05 is located on the CBT website under the *Faculty Resource link.*