ORGL 4342 – Leadership Theory II
COURSE SYLLABUS - 2015

Instructor: Paige Bussell
Office Location: Online
Office Hours: Online Mon-Fri 5:30pm-7:00pm; or by appointment
Office Phone: 903-468-3320 (Please leave message.)
Office Fax: 903-468-3323
University Email Address: Paige.Bussell@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Title: Management, 3rd edition
Authors: Hitt, Black, & Porter
Publisher: Pearson
e-Book Available: Yes
Rental Book Available: Yes
ISBN: 13: 978-0132553285

Supplemental Materials: Links and files will be provided in the document sharing tab within the course.

Program Description:
The Bachelor of Applied Science in Organizational Leadership prepares innovative leaders for employment in an increasingly diverse technological and global society. The degree develops practical workplace competencies that meet current and future challenges through a real world coursework utilizing personalized academic mentoring and tutoring. The coursework focuses on team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. Graduates of this program pursue careers in education, government, nonprofit, and business organizations.

Competency Cluster Description: This two term course focuses on the leadership role within the principles and practice of management of organizations. The course is designed to provide students with the knowledge and skills that can be used to analyze organizational processes and address challenges inherent in leading organizations, operations, and projects. Leadership theory is applied to practical problems in planning, organizing, and controlling workplace situations and activities.

Pretest
The purpose of the pretest is to provide a baseline understanding of your knowledge relative to this competency. The pretest is required before you begin studying course materials. The Pretest for this course assesses your current knowledge of the learning outcomes in this course.

Course Learning Outcomes: Upon completion of this Module, the student will be able to:

1. Recognize, analyze, and articulate theories and concepts related to the leadership function of management at all levels of an organization.
2. Appraise the activities necessary for controlling functions at all levels of an organization.
3. Identify project management processes including initiating, planning, executing, monitoring and controlling, and closing the project.
4. Explain the purposes of project scope, project time, project cost, project quality, project resources, project communications, and project risk.
5. Demonstrate leadership and project management skills in developing an implementation plan for a process improvement.

Posttest and Culminating Project

The Posttest and Culminating Project for this course assess your culminating knowledge of the learning outcomes in this course.

A score of 80 percent or higher on both the Posttest and Culminating Project is required to demonstrate competency. If you score less than 80 percent on the Posttest and/or Culminating Project you will have an opportunity to review the course materials and re-take the Posttest and/or resubmit the Culminating Project. You may take the Posttest assessment and submit the Culminating Project up to three times during the seven-week term. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject.

If the seven-week term ends prior to you being able to demonstrate competency, you will receive a grade of "X" and be required to complete the remaining competencies in the next term.

In order to demonstrate competency you must achieve 80% or higher for both the Posttest and Culminating Project.

TECHNOLOGY REQUIREMENTS

The following technological resources are required for this course:
- Computer/Internet access and connection: high-speed preferred (not dial up)
- Speakers - so you can hear audio enhanced assignments throughout the semester
- Headset/Microphone
- Webcam
- Microsoft Word, Excel, and PowerPoint

This course may also require the following:

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via myLeo - all my emails sent 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.

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).

Your 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 in to eCollege, click on the 'myCourses' tab, and then select the "Browser Test" link under Support Services.

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: https://leo.tamu-commerce.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@tamucommerce.edu.

eCollege Student Technical 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.
- 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 an eCollege Technical Support Representative.
- Email: helpdesk@online.tamuc.org to initiate a support request with an 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 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, through the "Virtual Office," or during office hours.

Other Questions/Concerns
Contact the appropriate TAMU-C department related to your questions/concerns. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m. - 5:00 p.m., Monday through Friday.)

COMMUNICATION AND SUPPORT

Email is the best way to communicate as it is checked throughout the day. However, in order to avoid duplication of questions and answers I prefer that you post all class related

questions in the Virtual Office course tab. It is likely that your peers will have the same question. Emails of a personal nature should be sent to my email address via eCollege.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

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)

Academic Integrity:
>   Students attending Texas A&M University-Commerce are responsible for adhering to standards of academic integrity. Academic integrity is the pursuit of scholarly activity in an open, honest and responsible manner. Academic integrity is a basic guiding principle for all academic activity at Texas A&M University-Commerce and students are expected to act in accordance with this principle. Failing to adhere to academic integrity constitutes academic dishonesty.

Academic Dishonesty:
>   Academic dishonesty is considered to be a violation of the behavior expected of a student in an academic setting as well as a student conduct violation. A student found responsible for academic dishonesty is subject to the appropriate academic penalty as determined by the faculty member. Students who engage in academic dishonesty also face additional disciplinary sanctions, including expulsion from the College, as outlined in the Texas A&M University-Commerce Student Code of Conduct. Students assume full responsibility for the content and integrity of the coursework they submit.

Plagiarism Policy:
>   Plagiarism is taking credit for someone else's words, ideas or images and then submitting that work for credit as if it were one's own without appropriate acknowledgement of the author. Any student suspected of cheating, submitting the work of another student, or submitting the work of another party and failing to cite his/her sources will be investigated fully, reported to college officials, and disciplined according to college guidelines.

Dropping the Class
If you need to adjust your schedule by dropping this course, please contact your Academic Coach. Please be aware that dropping your course may impact your financial aid, veterans and military benefits, three peat, 45-hour, and 30-hour rules. It is the student's responsibility to drop the course. If you fail to officially drop the class, a failing grade will be assigned.

Incompletes

If you receive a grade of "X" or Incomplete, you have one full term to complete the items that remain incomplete. If you have not submitted the necessary assignments by the end of the next full term, your grade automatically converts to an "F."

Student Withdrawal

A student wishing to withdraw from all courses before the end of a term for which he/she is registered must clear his or her record by filing an application for voluntary withdrawal. Please contact your Academic Coach.

This action must be taken by the date stated in the Academic Calendar as the last day to drop a class or withdraw. Any student who withdraws from the university is subject to the conditions outlined in the section regarding Scholastic Probation or Suspension in the university catalog. It is the student's responsibility to withdraw from classes if he or she does not plan to attend during the semester in he/she has enrolled. A student has one year from the first day of a semester to appeal a withdrawal refund. Courses withdrawn are counted as attempted hours and count towards the three-peat, 45-hour and 30-hour rules and financial aid and veterans and military benefits.

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:

<div align="center">

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](#)

</div>

COURSE OUTLINE	
Learning Outcome and Topics	**Content**
NO REVIEW NEEDED	**PRETEST: COMPLETE ON FIRST DAY**
LO1. Recognize, analyze, and articulate theories and concepts related to the leadership function of management at all levels of an organization. • Leadership • Motivation • Groups and Teams • Communication and Negotiation • Individual and Group Decision Making	Assignment Discussion Quiz
LO2. Appraise the activities necessary for controlling functions at all levels of an organization. • Production Operations • Service Operations • Control	Assignment Discussion Quiz
LO3. Identify project management processes including initiating, planning, executing, monitoring and controlling, and closing the project.	Assignment Discussion Quiz
LO4. Explain the purposes of project scope, project time, project cost, project quality, project resources, project communications, and project risk.	Assignment Discussions Quiz
LO5. Demonstrate leadership and project management skills in developing an implementation plan for a process improvement.	Culminating Project
REVIEW ALL NECESSARY MATERIALS	**POSTTEST: COMPLETE BEFORE FINAL DAY**
CULMINATING PROJECT: Develop a process improvement plan for implementation	**SUBMIT TO DROPBOX BEFORE FINAL DAY**