



## BAAS 345: Organizational Leadership Summer 2015

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### COURSE INFORMATION

#### Required Textbook

No textbook required

#### 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.
- Identify 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

**Article Summary: 50%** There will be four article summaries. The first two are each worth 10% of your grade and the second two are each worth 15% of your grade. Please see eCollege for more details. **Please see the course calendar located under Doc Sharing for due dates. Also see the grading rubric in Doc Sharing for details on grading.**

**Discussion Board: 40%** 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. Each article will have **more than one topic**. 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 **three** responses. I also expect that your discussion posts and replies will take place **throughout the week** (in other words, don't make all your posts on one day). Please see the discussion rubric in doc sharing. 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. Also see the grading rubric in Doc Sharing for details on grading.

**Academic Honesty Policy: 3%** Students are required to submit an Academic Honesty Policy to the appropriate drobox. The policy can be found in doc sharing. Please see the course calendar located under Doc Sharing for due dates.

**Syllabus and Calendar Quiz: 7%** Students will be required to take one quiz covering material found in the syllabus and calendar. Please see the course calendar located under Doc Sharing for due dates.

**NOTE: I will count off one letter grade for each day an assignment is late. Quiz will not be given after the due date.**

**\*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.**

### **Assignment Submissions**

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. 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>

## **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](mailto: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 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.

#### **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](mailto: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*.)

# JULY 2015

# BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	2	4
5	6	7	8	9	10	11
12	13 Article 1 Opens Begin discussions  Syllabus Quiz opens	14 Initial Post Due (in other words, you must have made at least one post to each topic by today)	15	16	17 Academic Honesty Policy due to the dropbox Syllabus/Calendar Quiz Due	18
19 Article 1 summary due to dropbox Discussions close	20 Article 2 Opens Begin discussions	21 Initial Post Due	22	23	24	25
26 Article 2 summary due to dropbox Discussions close	27 Article 3 Opens Begin discussions	28 Initial Post Due	29	30	31	

# AUGUST 2015

# BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1
2 Article 3 summary due to dropbox Discussions close	3 Article 4 Opens Begin discussions	4 Initial Post Due	5	6	7	8
9 Article 4 summary due to dropbox Discussions close	10	11	12	13 Summer II Ends	14	15
16	17	18	19	20	21	22
23/30	24/31	25	26	27	28	29