



## BAAS 355 Sustainability in Contemporary Enterprise Fall 2015

<b>Instructor:</b>	<a href="#">Grady Price Blount</a> , Ph.D.	<b>Assistant:</b>	Wendy Baker
<b>Office:</b>	AG/IT 230		AG/IT 239
<b>Phone/Voice Mail:</b>	903-886-5781 office, 325-716-0450 cell		903-468-8750
<b>E-Mail:</b>	<a href="mailto:grady@tamuc.edu">grady@tamuc.edu</a>		<a href="mailto:wendy.baker@tamuc.edu">wendy.baker@tamuc.edu</a>
<b>Office Hours:</b>	By appointment		By appointment

### COURSE INFORMATION

#### **Required Textbook**

Creating Sustainable Work Systems, 2<sup>nd</sup> 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 technical enterprise. It includes considerations 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. Topics include resource management, consumption, supply chain management, product development and production, distribution, packaging, waste management, and other environmental issues. 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 practices.
- 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 which support long-term 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 you 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. To access the eCollege tutorial log in to the MyLeo portal using your Student ID (SID) and password. Then go to the Learning Studio (eCollege) portal on the bottom left of the main page and click on "Go To Class". When the next window opens, click on the "My Courses" tab at the top left. Under the "My Course List" you will see a section called "Special Courses" with two student tutorial links. First time students should go through each of these links to learn the eCollege structure.

You can access the on-line FAQ at: <http://www.tamuc.edu/academics/onlineCourses/faqs.aspx>.

### **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 block yahoo, hotmail, etc. and I will not to access offsite accounts.

### **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, assignment due dates, etc.), please contact me via email: [grady@tamuc.edu](mailto:grady@tamuc.edu) or via telephone: 903-886-5781.

## COMMUNICATION AND SUPPORT

This is an online course; therefore, you should expect almost all communication to be online as well. All emails should include "BAAS 355" in the subject line. Please include your name and CWID when contacting me. I will make every effort to respond to emails within 24 hours Monday-Friday. Leo-Mail addresses will be used for all communication for this course! Please check your Leo email account on a regular basis!

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### 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 absence or business trip) should contact me in advance
- Complete your assignments as specified.
- Always read every course announcement. 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 (November 5<sup>th</sup>). Students dropping the course prior to this deadline will receive a grade of '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 demeanor and respect the opinions of fellow students, and any guest participants. In extreme cases of non-performance, I reserve 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. Here are two simple points to remember: (1) When you use someone else's ideas, you must cite them, and (2) When you use someone else's words, you must cite them and place those words in quotation marks. All student submissions are run through the [Turnitin](#) plagiarism checker. Willful violations of academic honesty may lead to removal from the class, a course grade of 'F', and expulsion from the university.

## 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>.

Texas 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.

**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](#)

<b>COURSE REQUIREMENTS</b>
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**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. This includes, at the very least, an initial post and two replies.** Discussions will be graded on content – in other words – quality. Full credit will be based on active participation evidence that you are actually thinking about your posts and responses. For a discussion to take place, you must make posts as well as respond to each topic. Grammar, spelling, punctuation, and capitalization must be correct in order to receive full credit. In order to give your classmates a chance to reply, your 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.

<b>Discussion Board Grading Rubric</b>			
<b>Max Score</b>			
	<b>Proficient</b>	<b>Needs improvement</b>	<b>Unacceptable</b>
70	Engaged in a professional conversation with colleagues. Proper use of citations. (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)
<b>Total: 100</b>			

**Quizzes and Exams (4): 5% each – 20% of total course grade** – Each quiz will be open for at least four days before the due date and will cover specified chapters. Quiz question format will be multiple-choice and True/False. You can, at your option, retake any module quiz up to once additionally, but the most recent grade is the one recorded in the gradebook.

**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 topics: sustainability in knowledge-based companies; sustainability in the ageing workforce; sustainability in a changing environment; sustainability in healthcare; sustainability in social reforms; or sustainability in work systems design. You will then 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.

<b>PowerPoint Grading Rubric</b>			
<b>Max Score</b>	<b>Description</b>		
	<b>Proficient</b>	<b>Needs improvement</b>	<b>Unacceptable</b>
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. Proper use of citations. (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)
<b>Total: 100</b>			

**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.

<b>Writing Assignments Grading Rubric</b>			
<b>Max Score</b>	<b>Description</b>		
	<b>Proficient</b>	<b>Needs improvement</b>	<b>Unacceptable</b>
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. Proper use of citations. (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)
<b>Total: 100</b>			

**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.

<b>Research Paper Grading Rubric</b>			
<b>Max Score</b>	<b>Description</b>		
	<b>Proficient</b>	<b>Needs improvement</b>	<b>Unacceptable</b>
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. Proper use of citations. (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)
<b>Total: 100</b>			

**IMPORTANT DATES FOR THE Fall 2015 SEMESTER**

First Day of classes..... August 31  
 Last Date to drop with 80% Refund..... September 7  
 Last Date to drop (no Refund) with a grade of 'Q' ..... November 5  
 Thanksgiving Break ..... November 25-29  
 Last Date to withdraw (no Refund) from university ..... December 6  
 Undergraduate Fall Commencement ..... December 19

**ASSIGNMENT CALENDAR & DUE DATES**

*Any updates to this calendar will be emailed directly to your MyLeo email account.*

<b>Course Assignment</b>	<b>Start Date</b>	<b>Due Date</b>
Confirm Academic Integrity Policy	08/31/2015	09/07/2015
Read Chapters 1 & 2	08/31/2015	09/07/2015
Module 1 Discussion Board Post	08/31/2015	09/07/2015
Module 1 Quiz	08/31/2015	09/14/2015
Read Chapters 3-6	08/31/2015	09/21/2015
Module 2 Discussion Board Post	08/31/2015	09/28/2015
Module 2 Quiz	08/31/2015	10/05/2015
Module 2 Writing Assignment	08/31/2015	10/12/2015
Read Chapters 7-10	10/01/2015	10/19/2015
Module 3 Discussion Board Post	10/01/2015	10/26/2015
Sustainability Power Point	10/01/2015	11/02/2015
Exam 1	10/01/2015	11/09/2015
Read Chapter 11. Module 4 Discussion Board Post	10/01/2015	11/16/2015
Read Chapters 12-14. Module 5 Writing Assignment	10/01/2015	11/23/2015
Module 6 Discussion Board Posts	10/01/2015	11/30/2015
Exam 2	10/01/2015	12/07/2015
Research Project	10/01/2015	12/14/2015