# BAAS 443
# PROFESSIONAL STANDARDS
# Spring 2017

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| **Office Hours:** | By appointment | | By appointment |

## COURSE INFORMATION

### Required Resources
The Future of the Professions: How Technology Will Transform the Work of Human Experts, Richard Susskind and Daniel Susskind, Oxford University Press, 362 pp., 2015.
ISBN: 9780198713395
Superforecasting: The Art and Science of Prediction, Philip E. Tetlock and Dan Gardner, Crown Publishers, 352 pp., 2015.
ISBN-10: 0804136696.

### Course Description
This is an advanced survey of professional standards, certifications, and alternatives in contemporary technical enterprises including a survey of norms, performance measurement, benchmarking, sustainability, ethical criteria and idea of professional citizenship. We will focus on how professional standards are evolving and promote lifelong learning and collaborative growth. Students will be expected to conduct research on forecasting future trends and prepare written documents for evaluation. Emphasis will be placed on what it means to be a professional and how different professions can position themselves to be meaningful in the 21$^{st}$ Century.

### Student Learning Outcomes
- Given an example of a company culture, provide examples of standard business practices and how those practices are evolving in response to changing conditions.
- Discuss elements associated with a lifelong professional development. In particular, discuss the role of the professional as a change agent.
- Obtain at least one professional certification.
- Describe the basic concepts and terminology of quality and efficiency in the workplace and how those concepts can be used to predict future developments.

**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 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.blount@tamuc.edu or via telephone: (903)886-5781 or (325)716-0450 (cell).

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**COMMUNICATION AND SUPPORT**

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This is an online course; therefore, you should expect almost all communication to be online as well. All emails should include "BAAS 443" 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!

**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-dates listed in the university academic calendar (April 2nd). 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:**
By enrolling in this course for academic credit, you agree to adhere to the Regulations and Procedures published in the TAMU-C STUDENT GUIDEBOOK:
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

**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/or 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.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34Safety OfEmployeesAndStudents/34.06.02.R1.pdf and/or consult your event organizer).  Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

**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, Gee Library 132**
**Phone (903) 886-5150 or (903) 886-5835,** StudentDisabilityServices@tamuc.edu
Student Disability Resources & Services

| COURSE REQUIREMENTS |
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**Discussion Board (7): 5% each – 35% 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 and 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.

| Discussion Board Grading Rubric | | | |
| --- | --- | --- | --- |
| *Max Score* | | *Description* | |
| | **Proficient** | **Needs improvement** | **Unacceptable** |
| 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) |
|---|---|---|---|
| **Total: 100** | | | |

**Quizzes (4 @ 5% each) and Midterm Exam (1 @ 10%) 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. Quiz and exam questions are based heavily on readings from your required textbook.

**Initial Writing Assignment: (1): 10% of total course grade –** Students will complete a writing assignment on evolution of the professions. 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. 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) |
| **Total: 100** | | | |

**Professional Certifications: 5% of total course grade –** Students will successfully complete on-line coursework and certifications in ICS-100 and ICS-700.

**Research Paper: 20% of total course grade –** Students will complete and submit a research paper on forecasting. 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. 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) |
|---|---|---|---|
| **Total: 100** | | | |

## IMPORTANT DATES FOR THE SPRING 2017 SEMESTER

First Day of classes...............................................January 17, 2017
Spring schedules dropped for non-payment.......................February 6, 2017
Spring Break.......................................................March 13-17, 2017
Last Class Day....................................................May 5, 2017
Spring Commencement .......................................May 13, 2017

## ASSIGNMENT CALENDAR & DUE DATES

### Spring 2017

| Course Assignment | Due Date |
|---|---|
| Confirm Academic Integrity Policy & Student Introductions | 1/20/2017 |
| Read: An Introduction to The Future of the Professions (Doc Sharing) | 1/20/2017 |
| Module 1: Read: Susskind & Susskind, Introduction, Chapter 1 | 1/20/2017 |
| Module 1 Discussion Board Post and Quiz 1 | 1/24/2017 |
| Module 2: Read: Susskind & Susskind Chapters 3. | 1/26/2017 |
| Module 2: Discussion Board Post and Quiz 2 | 1/31/2017 |
| Module 2: Writing Assignment on Susskind & Susskind Chapters 1 & 3 | 2/7/2017 |
| Module 3: Read: Susskind & Susskind Chapter 4. | 2/14/2017 |
| Module 3 Discussion Board Post and Module Quiz 3 | 2/21/2017 |
| Module 4: Read Susskind & Susskind Chapter 5. | 2/28/2017 |
| Module 4: Discussion Board Post and Module Quiz 4 | 3/7/2017 |
| Module 5: Exam 1 | 3/21/2017 |
| Module 6: Read Susskind & Susskind Chapter 6, Discussion Board Post | 3/28/2017 |
| Module 7: Read Susskind & Susskind Chapter 7, Discussion Board Post | 4/4/2017 |
| Module 8: Read Susskind & Susskind Conclusion and final Discussion Board Post | 4/11/2017 |
| Module 9: On-line Professional Certification | 4/25/2017 |
| Module 10: Term Paper: Review of Superforecasting by Tetlock and Gardner. | 5/9/2017 |