



**BAAS 443
PROFESSIONAL STANDARDS
Fall 2018**

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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 changing norms, performance measurement of paraprofessionals, ethical criteria and the idea of professional citizenship in the 21st century. We will focus on how professional standards are evolving and promote lifelong learning and collaborative growth in the face of increasingly powerful AI systems. 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 21st 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, particularly the rise of paraprofessionals and AI-assisted workplaces.
- Discuss elements associated with a lifelong professional development. In particular, discuss the role of the professional as a change agent (Superforecasting).
- Use appropriate APA-formatted citations whenever using the words or ideas of another.
- Obtain two professional certifications.
- 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

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS

Device	Operating System	Browser	Supported Browser Version(s)
			10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: <http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and up to date.
- Running the browser check will ensure your internet browser is supported as follows:

Pop-ups are allowed. JavaScript is enabled. Cookies are enabled.
- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player \(version 17 or later\)](https://get.adobe.com/flashplayer/) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

ACCESS AND NAVIGATION

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a

backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Student Support

If you have questions or difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click the Live Chat or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

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 D2L (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 *D2L* email system or your [myLeo](#) email. University spam filters will block yahoo, hotmail, etc. and I will not have access to offsite accounts.

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).

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 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!

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 on time and as specified in this document.
- 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 D2L system

Every student has the right to drop the course without penalty until the drop-dates listed in the university academic calendar. 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.asp>
[X](#)

Academic Integrity:

If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. But 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/34SafetyOfEmployeesAndStudents/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:

Students with Disabilities information: 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: 12.01.99.R0.05 Guidelines for Content & Distribution of Syllabi: Roles & Responsibilities of Faculty Page 3 of 5 Student Disability Resources & Services Texas A&M University-Commerce Gee Library, Room 162 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 StudentDisabilityServices@tamuc.edu

COURSE GRADING GUIDELINES (RUBRICS)
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Discussion Boards (7): 5% each – 35% of total course grade - Each student is required to post and reply to every topic for full credit. One initial post and at least two follow-up posts (three posts per module are the bare minimum.) Merely making a post to the topic will not ensure full credit. You must discuss the topic as well as the content of any follow-up posts. Discussions will be graded on content and quality. Full credit will be based on active participation, evidence that you are actually thinking about your posts, and appropriate citations. For a discussion to take place, you must make posts as well as respond to the comments of your classmates. Engagement, grammar, spelling, punctuation, capitalization, and citations 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.

Discussion Board Grading Rubric			
<i>Max Score</i>		<i>Description</i>	
	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 cover content from the specified chapter. 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 D2L. A *Grading Rubric* will be used to grade the writing assignments.

Writing Assignments Grading Rubric			
<i>Max Score</i>	<i>Description</i>		
	Proficient	Needs improvement	Unacceptable
40	Utilized appropriate information to meet the objective of the assignment (28-40 points)	Minor errors in citations, or utilization or application of information (15-27 points)	Did not utilize information or citations (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 or citations (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, citations, or formatting (0-9 points)
Total: 100			

Professional Certifications: 5% of total course grade – Students will successfully complete two on-line certifications (IS-100 and IS-700). Existing professional certifications may be substituted. Please contact Dr. Blount directly if you have existing professional certifications.

Research Paper: 20% of total course grade – Students will complete and submit a research paper on *Applying Professional Standards in the workplace with Susskind and Susskind + Tetlock and Gardner*. Knowledge workers as change agents in a specific corporate setting. Details of the assignment are posted in D2L. A *Grading Rubric* will be used to grade the Research Paper.

Research Paper Grading Rubric			
<i>Max Score</i>	<i>Description</i>		
	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 Fall 2018 SEMESTER

First Day of classesAugust 27, 2018
 Fall schedules dropped for non-payment.....September 17, 2018
 Thanksgiving Break.....November 22-23, 2018
 Last Class DayDecember 7, 2018
 Undergraduate Fall CommencementDecember 15, 2018

ASSIGNMENT CALENDAR & DUE DATES
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Fall 2018

Course Assignment	Due Date
Confirm Academic Integrity Policy & Student Introductions	8/31/2018
Module 1: Read Introductory Essay	9/7/2018
Module 1: Read: Susskind & Susskind, Introduction, Chapter 1	9/14/2018
Module 1 Discussion Board Post 1 and Quiz 1	9/18/2018
Module 2: Read: Susskind & Susskind Chapters 3.	9/21/2018
Module 2: Discussion Board Post 2 and Quiz 2	9/25/2018
Module 2: Writing Assignment on Susskind & Susskind Chapters 1 & 3	10/2/2018
Module 3: Read: Susskind & Susskind Chapter 4.	10/5/2018
Module 3 Discussion Board Post 3 and Module Quiz 3	10/9/2018
Module 4: Read Susskind & Susskind Chapter 5.	10/12/2018
Module 4: Discussion Board Post 4 and Module Quiz 4	10/16/2018
Module 5: Mid-Term Exam	10/23/2018
Module 6: Read Susskind & Susskind Chapter 6, Discussion Board Post 6	10/30/2018
Module 7: Read Susskind & Susskind Chapter 7, Discussion Board Post 7	11/6/2018
Module 8: Read Susskind & Susskind <i>Conclusion</i> , Final Discussion Board Post	11/13/2018
Module 9: On-line Professional Certifications	11/27/2018
Module 10: Term Paper: Applying Professional Standards in the workplace with Susskind and Susskind + Tetlock and Gardner.	12/7/2018