



BAAS 345: Leadership Techniques Fall 2018

Instructor: Theresa Sadler, Ph.D.

Office Location: Ag/IT 233D

Office Hours: By appointment in person; questions can be posted anytime in Virtual Office, and I will respond in 24-48 hours.

Office Phone: 903.468.8754

Office Fax: 903.468.8751

University Email Address: Theresa.Sadler@tamuc.edu

The **best** way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. The instructor will respond to emails within 24 to 48 hours Monday-Friday.

COURSE INFORMATION

Required Textbook

Developing the Leaders Around You: How to Help Others Reach Their Full Potential

By: John C. Maxwell

National Society of Leadership and Success

Each student **will be required to join** this organization. **There is a one-time registration fee of \$85 + tax** that includes all membership benefits, partner discounts, and a lifetime membership. ***Please do not attempt to join the organization until prompted by me to do so.***

Course Description

Provides a comprehensive and applied understanding of leadership and management functions to prepare individuals to effectively mentor and develop tomorrow's leaders while leading and managing today's organizations. Focuses on critical knowledge and skills necessary to carry out organizational goals and objectives.

Course Objectives

- Demonstrate the ability to identify and discuss prioritizing tasks
- Define the customer, both internal and external
- Discuss the differences between leadership and management
- Recognize mechanisms that enhance an ethical organizational culture
- Understand contingencies of leadership
- Discuss management practices for effective employee mentoring and development

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Student must be able to effectively use D2L, Microsoft Word, and be able to maneuver the National Society of Leadership and Success website.

Instructional Methods: This course will be delivered fully online and will utilize articles and a book for instructional purposes. Students will be required to participate in the National Society of Leadership and Success and follow the steps to induction.

Tips for Success in the Course: Regularly log into the course, check your e-mail, and read announcements. Do your work and be prepared to spend 5 – 10 hours per week in the course.

GRADING

A = 90%-100%
B = 80%-89%
C = 70%-79%
D = 60%-69%
F = 59% or below

National Society of Leadership and Success: 44% Students will be required to join and participate in this organization. There is a one-time registration fee of \$85 that includes all membership benefits, partner discounts, and a lifetime membership. ***Please do not attempt to join the organization until prompted by me to do so.***

Book Summary/Review: 15% Students are required to read the assigned book and write a book summary/review. Please see eCollege for more details. **See the course calendar located at the end of the syllabus for due dates.**

Article Summary: 12% There will be two article summaries each worth 6% of your grade. Please see eCollege for more details. **See the course calendar located at the end of the syllabus for due dates.**

Discussion Board: 25% Each article and the book 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. Please note that there is more than one topic per article/book. 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 four responses** to each topic under the given article/book. **So, if an article has three topics, you will have 15 posts/replies to that particular article.** I also expect that your discussion posts and replies will take place **throughout the time open** (in other words, don't make all your posts on one day). Please see the discussion grading rubric in doc sharing. Discussions will be graded on content and quality. 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 the book and each article will close on the Due Date listed for that particular assignment!** Please see the course calendar located at the end of the syllabus for due dates.

Syllabus and Calendar Quiz: 4% Students will be required to take one quiz covering material found in the syllabus, calendar, and grading rubrics. **Please see the course calendar located at the end of the syllabus for due dates.**

NOTE: I will count off one letter grade for each day an assignment is late. Quizzes and discussion posts will not be accepted late.

***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.

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

Device	Operating System	Browser	Supported Browser Version(s)
			iOS 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
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- 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: [JAVA web site http://www.java.com/en/download/manual.jsp](http://www.java.com/en/download/manual.jsp)
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

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

Brightspace Support

Need Help?

Student Support

If you have any questions or are having 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 on click on the words “[click here](#)” to submit an issue via email.



the **Live Chat** or

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.

Interaction with Instructor Statement

E-mail is my preferred method of contact as I am not always in the office. I regularly check my e-mail throughout the day, so you should expect that I will reply within 24 – 48 hours. If your correspondence falls over the weekend or some unforeseen circumstance occurs, it may be longer. All e-mails must be prefaced with the course number followed by the subject (Ex. BAAS 345 – Article 1 Summary).

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

NOTE: I will count off one letter grade for each day an assignment is late. Quizzes and discussion posts will not be accepted late.

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Extra credit work will NOT be assigned so please do not ask.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](#).

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette http://www.albion.com/netiquette/corerules.html](http://www.albion.com/netiquette/corerules.html)

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedure 13.99.99.R0.01](#).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

ADA Statement

Students with Disabilities

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- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-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.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

AUGUST 2018

BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27 Article 1 Open Syllabus Quiz Open	28 Syllabus Quiz Open	29 Syllabus Quiz Open	30 Syllabus Quiz Open	31 Syllabus Quiz Open	

SEPTEMBER 2018

BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Syllabus Quiz Open
2 Orientation Opens Syllabus Quiz Open	3 LABOR DAY Syllabus Quiz Open	4 Syllabus Quiz Open	5 Syllabus Quiz Open	6 Syllabus Quiz Open	7 Syllabus Quiz Due Academic Honesty Policy Due	8 Must have initial post to Article 1 Discussion complete
9 Leadership Training Day Opens	10	11	12	13	14	15 Orientation Due
16	17	18	19	20	21	22 Article 1 Summary Due – Discussion board closes Leadership Training Day Due
23 Article 2 Open Complete 1st SNT and watch 1st Speaker Event Sept. 23 - Oct. 6	24	25	26	27	28	29 Initial Post to SNT 1 Due
30 Book Summary/Review Opens Begin reading						

OCTOBER 2018

BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6 Must have initial post to Article 2 discussion completed Speaker Event 1 and SNT 1 due
7 Complete 2nd SNT and watch 2nd Speaker Event Oct. 7 - Oct. 20	8	9	10	11	12	13 Initial Post to SNT 2 Due
14	15	16	17	18	19	20 Article 2 Summary Due – Discussion Board closes Speaker Event 2 and SNT 2 due
21 Complete 3rd SNT and watch 3rd Speaker Event Oct. 21 - Nov. 3	22	23	24	25	26	27 Initial Post to SNT 3 Due
28	29	30	31			

NOVEMBER 2018

BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				1 Last day to drop from Fall 2018	2	3 Speaker Event 3 and SNT 3 due
4 Daylight Savings Time Ends	5	6	7	8	9	10 Must have initial post to the book's discussion completed
11	12	13	14	15	16	17
18	19	20	21 Last day to withdraw from Fall 2018	22 Thanksgiving Day	23	24
25	26	27	28	29	30	

DECEMBER 2018

BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
						1 Book Summary/Review Due – Discussion Board closes
2	3	4	5	6	7	8
9	10	11	12	13	14	15 Commencement
16	17	18	19	20	21	22
23/30	24/31	25 Merry Christmas!!!	26	27	28	29