



BGS 405: Sustainability in Contemporary Enterprise Fall 2018

Instructor: Paige Bussell

Office Hours: By appointment – Please email.

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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

Creating Sustainable Work Systems, 2nd 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.

Course Objectives

- Students will develop an awareness of the vision and values for sustainability practices.
- Students will be able to describe and contrast personal company identity transformation traits supporting sustainability, particularly with respect to developing technologies.
- Students will develop and be able to describe work system solutions which support long-term sustainability.
- Students will be able to identify the development phases and tipping points toward sustainability.
- Students will be able to recognize the indicators of sustainability in order to measure the outcomes.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Student must be able to effectively use D2L, Microsoft Word, PowerPoint, and be able to navigate the library's databases to locate peer reviewed journal articles.

Instructional Methods: This course will be delivered fully online and will a textbook for instructional purposes.

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

Discussion Board: 30% There will be six discussions each worth 5% of your 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, which, at the **very least**, requires **a post** and **three** replies. 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). Discussions will be graded on quality of content. 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 replies. Remember, for a discussion to take place, you must make posts as well as respond 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 will close on the Due Date provided. You will still be able to see them, however; they will not be graded. Please see the course calendar below.**

Discussion Board Grading Rubric

Criteria	Proficient	Needs Improvement	Unacceptable
Frequency (13 points)	Participates three or more days during the opening dates (13 points)	Participates two days during the opening dates (7-12 points)	Makes all posts on the same day (0-6 points)
Initial Post Due Date (13 points)	Makes first post on or before the initial post due date on the course calendar (13 points)	Makes first post after the initial post due date but before the closing date (7-12 points)	Does not begin discussions until the closing date (0-6 points)
Content/Contribution (50 points)	Demonstrates analysis of others' posts; advances discussion (31-50 points)	Does not add substantive information to the discussion. Conversation lacks substance. (11-30 points)	Posts shallow contributions (e.g. agrees or disagrees); does not enrich discussion (0-10 points)
Clarity & Mechanics Grammar, Spelling, & Punctuation (24 points)	Has no errors (24 points)	Has a few errors (11-23 points)	Has excessive errors (0-10 points)

Quizzes (3) and Exams (2): 25% There will be a combined total of five quizzes and exams, each worth 5% of your grade— Each quiz will be open for at least four days before the due date and will cover specific chapters. Quiz question format will be multiple-choice and True/False. Quizzes and exams are based very heavily on readings from the required textbook. **Please see the course calendar below for due dates.**

Sustainability PowerPoint: 5% 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. **Please see the course calendar below for due date.**

PowerPoint Grading Rubric			
Max Score	Description		
	Proficient	Needs improvement	Unacceptable
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)
Total: 100			

Writing Assignment: 10% Students will complete a writing assignment. Details of the assignments are posted in D2L. A *Grading Rubric* will be used to grade the writing assignments. **Please see the course calendar below for due date.**

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			

Introductions: 3% Students will be required to introduce themselves to the class. **Please see the course calendar below for due date.**

Academic Honesty Policy: 2% Students will be required to read and acknowledge the Academic Honesty Policy. **Please see the course calendar below for due date.**

Research Paper: 25% Students will complete and submit a research paper on sustainability. Details of the assignment will be posted in D2L. A *Grading Rubric* will be used to grade the Research Paper. **Please see the course calendar below for due date.**

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			

ASSIGNMENT CALENDAR & DUE DATES

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

Course Assignment	Start Date	Due Date
Confirm Academic Integrity Policy & Student Introductions	08/27/18	09/08/18
Read Chapters 1-3	08/27/18	09/15/18
Module 1 Discussion Board Post	08/27/18	09/15/18
Module 1 Quiz	09/10/18	09/15/18
Read Chapters 4-6	08/27/18	10/06/18
Module 2 Discussion Board Post	08/27/18	10/06/18
Module 2 Quiz	10/01/18	10/06/18
Module 2 Writing Assignment	08/27/18	10/06/18
Read Chapters 7-10	08/27/18	11/03/18
Module 3 Discussion Board Post and	08/27/18	11/03/18
Module 3 Quiz	10/29/18	11/3/18
Module 4: Sustainability Power Point	08/27/18	11/03/18
Module 5: Exam 1	11/06/18	11/10/18
Module 6: Read Chapter 11. Discussion Board Post. Project topic due.	08/27/18	11/17/18
Module 7: Read Chapters 12-14. Discussion Board Post	08/27/18	11/24/18
Module 8 Discussion Board Post	08/27/18	11/24/18
Module 9: Exam 2	12/04/18	12/08/18
Module 10: Research Project	08/27/18	12/01/18

NOTE: I will count off one letter grade for each day an assignment is late. Quizzes, exams, 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 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.

***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.

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.