



## BAAS 345: Leadership Techniques Spring 2019

**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](mailto: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. All emails **must include "BAAS 345"** in the subject line, use proper email etiquette, and include your name and CWID.

### 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 D2L 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 D2L 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 email 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 email 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

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## 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](mailto: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 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. Other support options can be found here:

<https://community.brightspace.com/support/s/contactsupport>.

### Interaction with Instructor Statement

**This is an online course; therefore, expect most communication to be online as well. I will correspond with students via your university email (your “myLeo” mail) and via announcements in myLeo Online (D2L). Students are required to check university email daily.**

All emails from students must include:

- Course name and subject in the subject line (ex. BAAS 345 – Article 1 Summary)
- Salutation
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after body of email

**I will make every effort to respond to emails within 24 to 48 hours Monday – Friday provided the correspondence follows the requirements listed above. If your correspondence falls over the weekend or some unforeseen circumstance occurs, it may be longer before you receive a reply. In order to**

avoid duplication of questions and answers, please post procedural or assignment related questions in the course under Virtual Office. It is likely that your peers will have the same question. Questions or concerns of a personal nature should be sent to my email address from your myLeo email.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### **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: <https://www.britannica.com/topic/netiquette>.

#### **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>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

#### **Students with Disabilities - 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- Room 162

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

Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/)

<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.

# JANUARY 2019

# BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
		1	2	3	4	5
6	7	8	9	10	11	12
13	14 Article 1 Open Syllabus Quiz Open	15 Syllabus Quiz Open	16 Syllabus Quiz Open	17 Syllabus Quiz Open	18 Syllabus Quiz Open	19 Syllabus Quiz Open
20 NSLS Orientation Open Syllabus Quiz Open	21 Syllabus Quiz Open	22 Syllabus Quiz Open	23 Syllabus Quiz Open	24 Syllabus Quiz Open	25 Syllabus Quiz Due	26 Must have initial post to Article 1 Discussion completed
27 NSLS Leadership Training Day Open	28	29	30	31		

# FEBRUARY 2019

# BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Orientation Due
3	4	5	6	7	8	9 Leadership Training Day Due
10 Complete 1st SNT and watch 1st Speaker Event Feb. 10 – Feb. 23	11	12	13	14	15	16 Article 1 Summary Due – Discussion board closes Initial Post to SNT 1 Due
17 Article 2 Open	18	19	20	21	22	23 Speaker Event 1 and SNT 1 Due
24 Complete 2nd SNT and watch 2nd Speaker Event Feb. 24 - Mar. 9	25	26	27	28		

# MARCH 2019

# BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
					1	2 Must have initial post to Article 2 discussion completed Initial Post to SNT 2 Due
3	4	5	6	7	8	9 Speaker Event 2 and SNT 2 Due
10 Daylight Saving Time Begins Complete 3rd SNT and watch 3rd Speaker Event Mar. 10 - Mar. 30	11	12	13	14	15	16 Initial Post to SNT 3 Due
17 Book Summary/Review Opens Begin reading	18 SPRING BREAK	19 SPRING BREAK	20 SPRING BREAK	21 SPRING BREAK	22 SPRING BREAK	23
24	25	26	27	28	29 Last day to drop from Spring 2019	30 Article 2 Summary Due – Discussion Board closes Speaker Event 3 and SNT 3 Due
31						



# APRIL 2019

# BAAS 345

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
	1	2	3	4	5	6
7	8	9	10	11	12	13 Must have initial post to the book's discussion completed
14	15	16	17	18 Last day to withdraw from Spring 2019	19	20
21 Happy Easter	22	23	24	25	26	27
28 Book Summary/Review Due – Discussion Board closes	29	30				

# MAY 2019

# BAAS 345

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