



BGS 405

Sustainability in Contemporary Enterprise

Spring 2019

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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.

Student Learning Outcomes

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

TECHNOLOGY REQUIREMENTS

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](https://get.adobe.com/flashplayer/) (version 17 or later) <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 the 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.

Course Concerns

If you have questions pertaining to the content of this course (e.g., questions about an exam, about course due dates, etc.), please contact your instructor via email, through the "Virtual Office," or during office hours.

Other Questions/Concerns

Contact the appropriate TAMU-C department related to your questions/concerns. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.-5:00 p.m., Monday through Friday.)

Communication and Support

Email is the best way to communicate as it is checked throughout the day. However, in order to avoid duplication of questions and answers, I prefer that you post all class related questions in the Virtual Office course tab. It is likely that your peers will have the same question. Emails of a personal nature should be sent to my e-mail address via D2L.

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/registrar/documents/studentGuidebook.pdf>

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>

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>

Academic Honesty: Plagiarism and other forms of academic dishonesty will not be tolerated. Instructors "are expected to uphold and support student integrity and honesty by maintaining conditions that encourage and enforce academic honesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material." See 13.99.99.R0.10 Academic Honesty at

<https://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/13.99.99.R0.10AcademicHonesty.aspx>.

PLAGIARISM: Some people seem to believe that anything found on the Internet is free to use as they please. The "cut and paste" option also makes it quite tempting. However, information on the web must be properly cited just as you would any "hard copy" periodicals. In this course, APA style citation is expected. Any written assignments must include in text citations as well as a separate reference page. Keep the following in mind:

1. It is generally not advisable to quote anything verbatim in a paper unless there is an overriding reason to do so, such as the use of a particular phrase or sentence that illustrates a point well and should not be changed. When you do so, you must provide place the statement in quotes in addition to a footnote at the end of the quote. Not placing the statement in quotes implies that the wording is your own.
2. Changing a few words in a sentence (for example, "large" to "big") may alleviate the need for quotes (depending on how much you change), but it is not the best way to go. If you are not going to provide a direct quote, then the material should be stated in your own terms. Changing a couple of words implies laziness.
3. Every idea you get from another source must be cited. Placing 100 citations in a paper does not imply that the work is not original, but that you did a proper job of giving credit where it was due.
4. The real danger in a "cut and paste" approach to report writing is that you end up including a lot of information that is related to the topic about which you are writing, but does not really address what you are trying to say. Putting things in your own words allows you to focus your comments more effectively.

Any deviation from the guidelines concerning quotes and citations constitutes plagiarism, as it suggests that you are trying to submit someone else's work and creativity as your own. In accordance with the Texas A&M University-Commerce Code of Student Conduct Section 5.b [1, 2, 3], the penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. If you have any questions, please let me know. The following web site provides valuable insight relating to what constitutes plagiarism and how it may be avoided: <http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>.

Campus Concealed Carry: 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.

COURSE REQUIREMENTS

Discussion Board (6): 5% each – 30% 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 (3) and Exams (2): 4% each – 30% 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. Quizzes and exams are based very heavily on readings from your required textbook.

Sustainability PowerPoint (1): 5% of total course grade – 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.

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: (1): 10% of total course grade – Students will complete a writing assignment. 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			

Research Paper: 25% of total course grade – Students will complete and submit a research paper on sustainability. 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 2019 SEMESTER

First Day of classes	1/14/19
Last Date to drop this class with 100% Refund (but still enrolled in other courses)	1/30/19
Last Date to drop this class (no Refund) with grade of 'Q'	3/29/19
Last Date to withdraw from all courses (no Refund) from university	4/18/19
Undergraduate Fall Commencement	5/11/19

ASSIGNMENT CALENDAR & DUE DATES

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

Course Assignment	Start Date	Due Date
Upload Academic Integrity Policy & Student Introductions	01/14/19	02/01/19
Read Chapters 1-3	01/14/19	02/01/19
Module 1 Discussion Board Post	01/14/19	02/01/19
Module 1 Quiz	02/01/19	02/08/19
Read Chapters 4-6	01/14/19	02/22/19
Module 2 Discussion Board Post	01/14/19	02/22/19
Module 2 Quiz	02/08/19	02/22/19
Module 2 Writing Assignment	01/14/19	02/22/19
Read Chapters 7-10	01/14/19	03/08/19
Module 3 Discussion Board Post Module 3 Quiz	02/22/19	03/08/19
Module 4: Sustainability Power Point	01/14/19	03/08/19
Module 5: Exam 1	03/08/19	03/15/19
Module 6: Read Chapter 11. Discussion Board Post. Project topic due	01/14/19	03/29/19
Module 7: Read Chapters 12-14 Discussion Board Post	01/14/19	04/12/19
Module 8 Discussion Board Post	01/14/19	04/12/19
Module 9: Exam 2	04/12/19	04/19/19
Module 10: Research Project	01/14/19	05/03/19