



**BAAS 443
PROFESSIONAL STANDARDS
Spring 2020**

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Office Hours: By appointment

Preferred Form of Communication: email or telephone

Communication Response Time: Within 24 hours – Monday thru Friday

COURSE INFORMATION

Course Textbook Information:

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.

On-line resources described in individual modules

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.
- 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.

Minimum Technical Skills Needed

Proficiency navigating the D2L learning management system is required. On-line tutorials are available.

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.

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

YouSeeU Virtual Classroom Requirements:

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

Access, Navigation and Support

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.

Student Content Support

If you have questions or difficulties with the course material, please contact me directly.

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.

Tips for Success in the Course

This is an online course; therefore, you should expect all communication to be online as well. Do not be shy or hesitant to contact me by email or telephone. Please include your name and CWID when contacting me. Leo-Mail addresses will be used for all communication for this course! Please check your Leo email account on a regular basis! Do not wait until the last minute to submit assignments. Initial discussion posts, for example, must be completed 24 hours prior to the deadline for the Module. If you have a problem, contact me BEFORE the deadline.
Travis.Ball@tamuc.edu or via telephone: (903) 468-8750.

Syllabus Change Policy

The syllabus is a formal guide. Circumstances and events such as student progress, content changes, or technical issues may make it necessary for me to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance via your registered D2L email address.

Course and University Procedures/Policies

Grading:

Final grades in this course will be based on the following scale:

- A = 90%-100%
- B = 80%-89.99%
- C = 70%-79.99%
- D = 60%-69.99%
- F = 59.99% or Below

Student Responsibilities:

- Learn to proficiently use the D2L system
- 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.
- 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.aspx>

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. A hallmark of professional standards is to give credit, where due, to others. Reference citations are required whenever you are using the ideas, words, or concepts of others. See Academic Honesty below.

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/13student/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

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

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

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 or concepts you must cite them, and (2) When you use someone else's words, you must cite them and place those words in quotation marks with a citation showing the relevant page number(s). 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.

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.

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/13student/academic/13.99.99.R0.01.pdf>

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

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.

COURSE GRADING GUIDELINES (RUBRICS)

Below are the point values for each component and how points are earned

Discussion Boards (7): 5% each – 35% of total course grade - Each student is required to post and reply to every discussion topic. One initial post and at least one follow-up posts (two 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. Use citations as appropriate. 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. In general, a well-conceived discussion post or response should be at least 200 words.

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. Incorrect citation formatting. (35-50 points)	Did not engage in a professional conversation with colleagues. No citations. (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 and exam questions are based heavily on readings from your required textbook. 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. You are not required to take a quiz twice. This option is available solely as your choice.

REPEAT: The most recent quiz grade is the one recorded in the grade book.

Initial Writing Assignment: (1): 10% of total course grade – Students will complete a writing assignment on evolution in the professions. Details of the assignments are posted in D2L. The *Grading Rubric* below 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 with appropriate use and formatting of citations and references. (28-40 points)	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 Travis Ball 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. Please note: This IS NOT a book report on the texts.

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. Incorrect use of citations and references. (15-27 points)	Did not utilize information or citations. (0-15 points)
40	Appropriately addressed each assigned area of research with 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 2020 SEMESTER

First Day of ClassesJanuary 13, 2020
 Last Class DayMay 8, 2020

ASSIGNMENT CALENDAR & DUE DATES – Spring 2020 SEMESTER

All assignments are due by 11:59 PM on the specified date

Course Assignment	Due Date
Confirm Academic Integrity Policy & Student Introductions	1/26/2020
Module 1: Read Introductory Essay	1/26/2020
Module 1: Read: Susskind & Susskind, Introduction, Chapter 1	1/27/2020
Module 1 Discussion Board Posts 1 and Quiz 1	2/2/2020
Module 2: Read: Susskind & Susskind Chapters 3.	2/9/2020
Module 2: Discussion Board Posts 2 and Quiz 2	2/16/2020
Module 2: Writing Assignment on Susskind & Susskind Chapters 1 & 3	2/23/2020
Module 3: Read: Susskind & Susskind Chapter 4.	3/1/2020
Module 3 Discussion Board Posts 3 and Module Quiz 3	3/8/2020
Module 4: Read Susskind & Susskind Chapter 5.	3/15/2020
Module 4: Discussion Board Posts 4 and Module Quiz 4	3/22/2020
Module 5: Mid-Term Exam	3/29/2020
Module 6: Read Susskind & Susskind Chapter 6, Discussion Board Posts 6	4/5/2020
Module 7: Read Susskind & Susskind Chapter 7, Discussion Board Posts 7	4/12/2020
Module 8: Read Susskind & Susskind <i>Conclusion</i> , Final Discussion Board Posts	4/19/2020
Module 9: On-line Professional Certifications	4/26/2020
Module 10: Term Paper: Applying Professional Standards in the workplace with Susskind and Susskind + Tetlock and Gardner.	5/3/2020