



FLC 200.01B – Leadership

INSTRUCTOR INFORMATION

Instructor: Mr. Coy Martin
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Office Phone: (903) 886-5767
Office Location: AG/ET 222C
Office Hours: Monday 9:00 – 11:00 AM
Tuesday 9:00 – 10:00 AM

COURSE INFORMATION

Spring 2021
CRN: 22743
BA 340
Tuesday / Thursday 12:30 – 1:45 PM
January 11 – May 1, 2021

COURSE DESCRIPTION

The purpose of this course is designed to provide valuable academic, social and leadership skills to ensure a successful first year in college. Concepts studied include communication, time management, goal setting, and professional development. As such, the course focuses not only on the significance of leadership and their applicability to leaders of the past and present, but also includes substantial hands-on, experiential learning opportunities in which leadership will be put into action.

STUDENT LEARNING OUTCOMES

- Demonstrate a fundamental understanding of leadership and the skills necessary for effective leadership
- Describe their own personal leadership orientation and philosophy
- Outline the importance of setting goals
- Exhibit effective team skills and identify team building skills
- Increase awareness of opportunities for campus and community involvement
- Recognize the various types of conflict and ways to manage it
- Communicate effectively through both oral and written presentations

COURSE REQUIREMENTS

University's Pandemic Response

A&M-Commerce requires the use of face-coverings in all instructional and research classrooms/laboratories. Exceptions may be made by faculty where warranted. Faculty have management over their classrooms. Students not using face-coverings can be required to leave class. Repetitive refusal to comply can be reported to the Office of Students' Rights and Responsibilities as a violation of the student Code of Conduct.

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments in regards to documented exposure.

Minimal Technical Skills Needed

WORKING EMAIL REQUIREMENT: It is a course expectation that you have a working email address that you check daily. Every student has been assigned a LeoMail email address by the University – you should be checking it often. There may be times that I need to contact you with important information and email is often the speediest and easiest way of doing so. I will always contact you via your University LeoMail address first and foremost, so check it regularly.

SAVING OF ASSIGNMENTS: Unfortunately, papers/projects do occasionally get misplaced. Please, for your sanity, save your work on a thumb drive, external hard drive, etc. Do not depend on your paper staying on the hard drive of any university computer, as it will be deleted, altered, or worse – turned in by someone else as his/her work! Be aware that it is a course expectation that you keep copies of your original and graded assignments until you receive your final grade for the semester.

FLC 200 is a web-enhanced course. Delivery problems can result if technological requirements are not taken into consideration.

The following information has been provided to assist you in preparing to use technology successfully in this course.

- Internet access/connection – high speed recommended (not dial-up)
- Microsoft Office (i.e. Microsoft Word, Microsoft PowerPoint, etc.) – student have access to Microsoft Office for free here:
<http://www.tamuc.edu/facultyStaffServices/academicTechnology/documents/Office-365-Students.pdf>

GRADING

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

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

Assignment	Percentage of Grade
Participation / Discussions	10%
Assignments	5%
Autobiographical Essay	10%
Movie Review	10%
Leadership Conversation	10%
Class Service Project	15%
Service Hours & Reflection Paper	15%
Vlog (Video Blog)	10%
Final Presentation	15%

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

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.

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

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

It is a course expectation that you have a working email address that you check daily. Every student has been assigned a LeoMail email address by the University – you should be checking it often. There may be times that I need to contact you with important information and email is often the speediest and easiest way of doing so. I will always contact you via your University LeoMail address first and foremost, so check it regularly.

All students are highly encouraged to contact the instructor for any and all reasons whatsoever. The more you keep me in the loop and what is going on with you, the better I can assist you when necessary. Beyond the classroom, the best way to get in touch with the instructor is through email. I am also available during office hours. Please come to talk to me about any concerns you might have and about any problems or issues that arise during the semester. I am a completely understanding person but only if you keep me in the loop. I work in the CHSSA Dean's office as a budget coordinator and analyst, so I am always here on campus, 8 am to 5 pm every day.

If you have questions, come speak to me, email me, or call me. I am always open for conversation and always have an open door at my office. We can work through anything you may have going on so please just speak to me about it.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Attendance

Roll will be taken each class day and students are expected to attend all scheduled class periods. This course is scheduled for 15 weeks of twice-weekly meetings of an hour and fifteen minutes each. Students should make arrangements to be in class on time and to stay until the class is dismissed. Attendance is part of your grade for FLC 200.

For students with excused absences, which include participation in a University-sponsored event, illness accompanied by a doctor's note, death in the student's immediate family, a verifiable court appearance or any other similar circumstance in the view of the instructor, written documentation must be turned in to the instructor immediately upon return to class. If it is not given upon return to class, you will be counted unexcused. Students will be allotted two unexcused absences during the semester. Each additional absence in this course will result in a point reduction on your final attendance grade by 3 points.

Students are expected to be in class, ready to participate, and ON TIME. Points will be deducted from the daily participation grade for each tardy.

Late Work

Late assignments are not accepted except in extreme emergencies. This means that if you have to be absent for some reason on the day a written assignment is due, you must give your assignment to one of your classmates to hand in for you, or you will receive a grading deduction or if it is due in D2L, you must have a pretty valid excuse. If you know you will not be in class, make arrangements to turn in your assignment early. All assignments are due by midnight of the day I designate them due, unless I specify otherwise. If you turn in your assignment at 12:15 AM on the night it is due, the assignment is considered late. Your score will be adjusted accordingly.

Assignment Submission

All assignments must be submitted in D2L and on time! If you do not have access to a computer, you must find one to be able to submit all required assignments for this course. The library has open hours so you can go and use their facilities. With that being said, there will be some in-class activities so we will be switching it up.

Classroom Etiquette

Cell phones and all other electronic devices must be turned off and out of sight when we are in class. This is a zero tolerance policy. If you use a cell phone in class (or your phone rings) and you were not asked to do so for an in-class activity, you will lose 1 point per incident (off your final grade). When bringing food to class, please be respectful of other students. Please refrain from bringing hot or fragrant food to class – cold snacks or chips are fine. Students are not allowed to smoke during class time.

Essay Formatting, Presentation Guidelines & Spelling / Grammar

We will use MLA formatting for all papers in this course. For detailed information regarding what MLA is, there are numerous resources online or in the library. There is also an on campus resources called the Writing Center you can visit for assistance. General paper guidelines are: typed, doubled spaced, 1" margins, and 12-point Time New Roman font. You must also have a heading at the top left hand side of your page that includes: Your Name, Instructor Name, Course and Date. The assignment name should be centered above the opening paragraph.

Professionals throughout your lifetimes will critique you on spelling and grammar so might as well start now on getting it right. It is an important skill that you should be successful in your everyday life personally and professionally. Sentence structure, spelling and grammar will be examined when determining a grade for any written assignment in this class.

Academic Dishonesty / Plagiarism

Instructors at Texas A&M University-Commerce do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. Here is the university policy

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

Grievance Procedure

Students who have concerns regarding their courses should first address those concerns with the assigned instructor in order to reach a resolution. Any student who is unsatisfied with the outcome of that conversation or have not been able to meet individually with their instructor (whether in-person, by email, by telephone, or by another communication medium) should then schedule an appointment with the Dean of the College of Innovation & Design, Dr. Yvonne Villanueva-Russell. Where applicable, students should also consult University Procedure 13.99.99.R0.05 ("Student Appeal of Instructor Evaluation").

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 student enrolled at the university shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (see Student's Guide Handbook). Proper student conduct also includes maintaining a standard of academic honesty. "Academic dishonesty" includes, but is not limited to, plagiarism, 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.

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

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.

Assignment Requirements

*A brief description of each requirement is listed here.
Detailed information about each assignment is provided in class.*

Participation / Discussions 10%

Active participation is a very important piece of the learning process in this course and takes on many different forms. Active participation requires preparation. You are expected to be prepared for each class session and actively participate in class discussions and activities. Participation & discussions includes:

Article Readings—come to class prepared to make connections between the readings and your own lived experiences. There may also be article reading that are connected with discussion boards in D2L.

Class Discussions—discussions are opportunities for you to enhance your critical thinking skills, gain new insights and understanding from your peers, and find ways to effectively communicate what you have learned from reading and reflecting on course material. I encourage you to bring to class your comments and questions that offer different perspectives, contribute to moving the discussion and analysis forward, build on other comments and insights made by others in the class, and moves beyond the typical “I feel” or “I think” statements that are not grounded in a deeper reflection on why we have had a particular

reaction to course material. The course instructor does not have all the answers in these discussions, and you are encouraged to talk to each other and ask each other questions as we process the material together.

You will have to participate in outside of class activities. Other participation activities as discussed throughout the semester.

Assignments 5%

FLC has a few requirements to complete during the spring semester: Syllabus quiz, handouts in class, various assignments throughout the semester, etc.

Autobiographical Essay 10%

This critical reflection paper should be no less than 800 words. Be sure to dig deeper in order to explain why you are who you are and why certain values are important to you. Help the reader understand where your values and ideals come from. Complete papers should incorporate the following areas:

- a. Who are you? What are your values?
- b. What describes a leader to you? Who is a leader to you in your life? Why?
- c. Have you had any life changing experiences that made leadership so important to you?
- d. What social identities are salient to you? Why?
- e. What is your personal philosophy in approaching ethical dilemmas?

Movie Review 10%

This reflection paper should also be at least 700 words. You will choose a central character from the film/movie (NOT a TV show) and analyze the character from the context of the course material and reflect on the character's presumed perspective on leadership, responsibility, values, etc. Please pull information that you have learned from class so far (from the fall and some from the spring) and identify different characteristics of this character. It is important to really evaluate this and be detailed. I am not going to watch each movie beforehand so if I do not know the movie, you will need to paint a good picture for me to understand. Movie characters will need to be approved beforehand via email to the instructor and it is first come, first serve, so please do not wait until the last minute to get these email submissions in for approval.

Leadership Conversation 10%

This is a leadership evaluation project. There are going to be a couple of steps to this so it is important that you follow them closely. First, you need to do the self-assessment (will be handed out in class) and make sure to answer it very honestly. Once that is completed, you will need to set up time with a former boss, coach, teacher, etc. (someone off campus) that will be completely honest with you but also knows you well. You will then ask them a similar set of questions about yourself to see how your former boss/coach/teacher/etc. answers. Take good notes! At the end of the conversation you should conclude the conversation with at least 2 leadership characteristics that the student needs to work on and at least 2 leadership characteristics that the students does very well already. You are going to bring this back to class, and have some conversations with your classmates in small groups about what you talked about. You should discuss how to improve on the things that was mentioned you could do better. If you had any self-realizations, you should note those as well, even if the previous boss/supervisor didn't point it out. This is going to a helpful working session for all students to

peer network together on how each student can improve on themselves and then set goals on how they will do it. Take note of EVERYTHING for this project. You will give the class a brief run down on some discoveries you made about yourself on the following class day with a presentation. All 10 students will go on one day.

Class Service Project 15%

Students will be responsible for planning a service event (possibly two) to benefit Texas A&M University- Commerce or the community of Commerce. There will be a lot of planning to this and all class members will be responsible to taking part in the planning process. Once the project is planned and scheduled, the entire class will be required to take part. Thinking should be within reason for the campus or community and will have to be approved by the Instructor before moving forward with the full planning. This will be a half-semester long project that will begin at the start of the semester and will be implemented towards the middle of the semester (in February or March). Reflections will be required after everything is concluded. At the end of the semester, two groups of 5 will be required to give a presentation on how you feel the project went what it was like planning the project with your group, difficulties, positives, etc. Presentations will need to be between 10-15 minutes each.

Service Hours & Reflection Paper 15%

All students will complete 20 service hours throughout the spring semester. All students must do at least one group service project, while the other hours can be completed individually. Options for service will be talked about in class and posted. You should note your reflections of the service projects after each one so you don't forget special things about the events. At the end of the semester, all students will write a reflection paper regarding their experiences. This paper will be a minimum of 500 words. Specific details regarding what should be included will be given in class. Be sure to log all service hours at www.tamuc.givepulse.com under your profile. A report will be given with your final paper at the end of the year.

- Required Group Service Project dates:

☐ TBD

*Visit the Office of Intercultural Engagement & Leadership webpage to find more information and other volunteer opportunities: www.tamuc.givepulse.com

Vlog (Video Blog) 10%

Create a unique, engaging three minute vlog (video blog) summarizing your experiences with service this semester OR choose a social justice topic, research it, and discuss what you think should be done to correct or make it better. Vlogs should include: what the experience meant to you, what stood out about the experience to you, what you learned from the experience, and how you are going to use the experience in the future. You should connect course content from throughout the year to what you include in your vlog. Videos should be showing your face and must have audio of you. They will be submitted via D2L.

Final Presentation 15%

The last class sessions will be dedicated to students presenting on the year of FLC. Students should present about what future leadership looks like for them, how FLC impacted them, how FLC will be incorporated into their everyday lives, etc. Each presentation will last approximately 8-10 minutes. **This is not an overview of the entire FLC class by day or**

topic. While everyone might be in the same class covering the same topics, each topic will affect you all in a different way. This presentation is a way for you to highlight your most meaningful experiences in the course, identify how you have incorporated some of the topics into the things you do in your regular life right now, illustrate how you live your strengths, and reflect on what you have learned and gained through the FLC program. Be creative in how you choose to present to the class, and be sure to engage your audience in some way. You cannot just put a PowerPoint on the board and call it a day. There must be more to this final presentation; BE CREATIVE!

COURSE OUTLINE / CALENDAR

Day	Date	In-Class Activity	Assignment Due
Tuesday	1/12/21	NO CLASS	
Thursday	1/14/21	NO CLASS	
Tuesday	1/19/21	Syllabus & Schedule Review	
Thursday	1/21/21	Service Project Planning	Syllabus Quiz
Tuesday	1/26/21	Service Project Planning	Movie Review Character Choices Due
Thursday	1/28/21	Service Project Planning	
Tuesday	2/2/21	Leadership Conversations / Self Assessments	
Thursday	2/4/21	Service Project Planning / Discussion	
Tuesday	2/9/21	Societal Privilege	Autobiographical Essay Due
Thursday	2/11/21	Societal Privilege	
Tuesday	2/16/21	Communication in Teams/Groups	
Thursday	2/18/21	Discussion	Movie Review Essay Due
Tuesday	2/23/21	Leadership & Social Media	
Thursday	2/25/21	The Value of Values	
Tuesday	3/2/21	Ropes Course* Out of Class*	
Thursday	3/4/21	Discussion	
Tuesday	3/9/21	Bystander vs. Upstander	
Thursday	3/11/21	Emotional Intelligence & Leadership	

Tuesday	3/16/21	Emotional Intelligence & Leadership	
Thursday	3/18/21	Discussion	
Tuesday	3/23/21	Leadership Conversations / Evaluations Follow-up with Classmates	
Thursday	3/25/21	Leadership Conversations Presentations	
Tuesday	3/30/21	Feed My Starving Children* Out of Class*	
Thursday	4/1/21	Discussion	
Tuesday	4/6/21	Sources of Power	
Thursday	4/8/21	Discussion	
Tuesday	4/13/21	Change: Is It Possible?	Vlog Due
Thursday	4/15/21	Where Do We Go From Here?	
Tuesday	4/20/21	Final Presentations	Service Hours & Reflection Paper Due
Thursday	4/22/21	Final Presentations	
Thursday	4/29/21	FINAL EXAM DAY: 10:30 AM – 12:30 PM	