TAB CJCB 402 Leadership
COURSE SYLLABUS
Spring 2020

INSTRUCTOR INFORMATION

Instructor: Jimmy Womack, MS, LCC, MPO, CSO
Virtual Office Hours: Email as needed
Office Phone: 817 771 6053
Office Fax:
Preferred Email Address: Jimmy.Womack@tamuc.edu
Preferred Form of Communication: Email/Text
Communication Response Time: 24 7 days a week

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbooks - None. Numerous links and files will be provided within the course.
Software - Microsoft Word or other word processing software.

Course Description

Managing a successful policing organization requires the application of strong interpersonal leadership skills to work effectively with people in a variety of roles. In this course, you will learn effective leadership strategies including improving communication, team effectiveness, change management, conflict resolution, and ethical decision making practices.

Student Learning Outcomes
Upon completion of this course, the student will be able to:

LO1: Assess leadership style in a policing organization.
LO2: Evaluate the role of followership in a policing organization.

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LO3: Describe an effective team within a policing organization.
LO4: Assess the importance of sworn/non-sworn personnel in policing organizations.
LO5: Create a plan for a mentoring program.

COURSE REQUIREMENTS

Minimal Technical Skills Needed Must
be able to use Microsoft Word or other word processing software.

Instructional Methods

This is an online Competency Based Education (CBE) course. Learning activities include assorted reading and videos, discussions, quizzes, pre and posttests, and a culminating project.

Pretest

The Pretest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change management, conflict resolution, and ethical decision-making practices. The Pretest also assesses your knowledge of: followership, the challenges in leading sworn and non-sworn staff, and mentoring programs.

The purpose of the pretest is to provide a baseline understanding of your knowledge in this competency. The pretest is required for the course.

Discussion

You need to share your ideas/opinions in each discussion question. Because this is a CBE course, you are not required to respond to any other student in the class.

Quiz

You need to complete a quiz in each module. It is a great opportunity to review what you learned in each module.

Student Responsibilities or Tips for Success in the Course

To be successful in this course, plan to spend at least **135** hours to read/listen to online content, participate in discussion forums, complete assignments, and study the course material.

GRADING

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

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A = 90%-100%
B = 80%-89%
F = 70%-79% or Below

Assessments

Posttest

The Posttest for this course assesses your knowledge of leadership theories and associated practices for improving communication, team effectiveness, change management, conflict resolution, and ethical decision-making practices. The Posttest also assesses your knowledge of: followership, the challenges in leading sworn and non-sworn staff, and mentoring programs.

The Posttest is an assessment of your knowledge of the material required for the competency. A score of 80 points or higher is required to demonstrate competency.

If you score less than 80 points on any competency, you will have an opportunity to review the material and re-take the competency Posttest. You may take the Posttest assessment up to three times. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject. In order to demonstrate competency, a score of 80 points or higher is required.

Culminating Project – Mentoring Program

For this project you will create a mentoring program that you would like to implement in your department. Make sure to select from the following types of programs:

- One-on-One mentoring
- E-mentoring
- Reverse Mentoring, i.e., younger employees mentoring older employees on technology or social media applications.
- Peer Mentoring Groups
- Group Mentoring

Write up a proposal for your command staff using the Mentoring Program Rubric. When you have addressed each of the rubric requirements, submit the proposal to your instructor for feedback. Once you have reviewed the instructor's feedback and made the necessary updates, upload the proposal to your e-portfolio.

The Posttest and Culminating Project for this course assess your culminating knowledge of the learning outcomes for this course.

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<u>A score of 80 percent or higher on both the Posttest and Culminating Project is required to demonstrate competency.</u>

If the seven-week term ends and you do not complete all competencies, you will receive a grade of "F" and be required to complete the remaining competencies in the next term.

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-SystemRequirements

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.

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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

Expect responses to email within **24** hours and feedback on your final project within **48** hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

In order to demonstrate competency you must achieve 80% or higher for both the Posttest and Culminating Project.

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

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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

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.

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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](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) 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&MCommerce campuses. Report violations to the University Police Department at 903886-5868 or 9-1-1.

COURSE OUTLINE / CALENDAR

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Module Topic	**Materials to Read and Review**	**Suggested Assignments**
PRETEST	**NO REVIEW NEEDED**	**COMPLETE ON FIRST DAY**
M1 – Leading a Police Organization	**Reading assignments (4)** **Watch videos (4)**	**Exercise: Your leadership style (Required)** **Module Discussion (Required)** **Quiz**

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M2 – The Role of Followership	**Reading assignments (3)** **Watch videos (1)**	**Exercise: Disagreement with a supervisor (Required)** **Module Discussion (Required)** **Quiz**
M3 – Importance of Teams	**Reading assignments (4)** **Watch videos (2)**	**Module Discussion (Required)** **Quiz**
M4 – Leading Sworn and Non-Sworn Staff	**Reading assignments (3)** **Watch videos (1)**	**Exercise: Civilian Interview (Required)** **Quiz**
M5 – Mentoring and Coaching	**Reading assignments (4)**	**Exercise: Your Mentor (Required)** **Module Discussion (Required)** **Quiz**
POSTTEST	**REVIEW ALL NECESSARY MODULES**	**COMPLETE BEFORE FINAL DAY 5:00PM (80 points or higher)**

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CULMINATING PROJECT	**Mentoring Program**	**REQUIRED ASSIGNMENT:** · **Create a proposal** · **Send the proposal to the instructor for feedback** · **Place into ePortfolio upon successful completion, as directed by instructor.**

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