



FLC 200: Leadership
Spring 2022

INSTRUCTOR INFORMATION

Instructor: Sierra Jones

Email address: Sierra.Jones@tamuc.edu

Office phone: (903)468-8174

Office Location: Library, Room 183

Communication Response time: Monday-Friday 8am-5pm, typically within 24 hours of receipt of message

Office Hours: Tuesday 1pm-2pm, Wednesday 2pm-3pm and by appointment as needed

COURSE INFORMATION

CRN: 22743

Class time: TBD

Class Location: TBD

Textbook Required

No textbook required.

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.
- Word Processing (Microsoft Word) & access to a printer
- Access to Desire2Learn (D2L)

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

- 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

Instructional Methods

Course will be delivered in person twice a week at designated time.

COURSE REQUIREMENTS

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

Attendance and Participation	10%
Course Assessments:	
Assignments	5%
Movie Review	10%
Class Service Project	20%
Letter to my Past Self	10%
Leadership Conversation	10%
Vlog	10%
Service Hours & Reflection Paper	15%
Final	10%

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.

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>

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

It is a course expectation that you check your LeoMail email address daily, this is the prescribed communication method by the University. There may be times that I need to contact you with important information and email is often the fastest method to do so. You can expect a response to your email within one business day of its receipt- even if it is just acknowledgement that I received it.

All students are encouraged to contact the instructor for any and all reasons whatsoever. The more I am kept in the loop with you and your environment, the better I can assist you when needed. Beyond face to face classroom interactions, the best way to get in touch with me is via email and/or office hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Attendance

Roll is taken each class day and students are expected to attend all scheduled class periods. Each section of the course is scheduled for 16 weeks of twice weekly meetings of 60 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. *Excused absences:* 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. Points will also be deducted from the daily participation grade for each tardy, at the instructors discretion.

Late Work

All activities must be submitted by the dates listed in the course outline/calendar or as announced in class. Late assignments and activities will not be accepted unless in extreme emergencies. If you are absent for any reason (excused or unexcused) on a day that a written assignment is due, you must discuss with me ways to submit prior to the assignment deadline, if possible. All assignments are due within the first 10 minutes of the scheduled class day, unless otherwise announced.

Assignment Submission

All assignments must be submitted in hard copy to the instructor, unless otherwise stated. While you are welcome to email me any questions that you may have, please understand that under normal circumstances, I cannot accept emailed student work at this time. If you do not own a printer, Gee Library offers printing services for a small fee – please plan accordingly.

Classroom Etiquette

Cell phones and all other electronic devices must be turned off and out of sight when we are in class. We will all aim to be respectful of others in class- if you have an emergency situation where you need to have your phone on please let me know at the start of the class or via email prior to class time. Due to the current state of the pandemic, eating and drinking is discouraged during class.

Essay Formatting, Presentation Guidelines & Spelling / Grammar

We will use APA formatting for all papers in this course. For detailed information regarding what APA 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 font.

Professionals throughout your lifetimes will critique you on spelling and grammar so use this class as an opportunity to begin practicing these skills. 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, University Procedure 13.99.99.R0.10 (“Undergraduate Academic Dishonesty”):

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

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.

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”).

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/student_guidebook/Student_Guidebook.pdf). http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf

ADA Statement for Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. 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

Velma K. Waters Library Rm 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/)

<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](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf) document and/or consult your event organizer. <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 903886- 5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

The Counseling Center at A&M-Commerce, located in the Halladay Building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding Counseling Center events and confidential services, please visit www.tamuc.edu/counsel

University's Pandemic Response

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. If you are quarantining, class participation and turning assignments in on time is still the expectation, if you are too sick to participate, please inform me as soon as possible so I can make alternative arrangements.

Important dates & reminders:

- Spring Schedules dropped for nonpayment: February 2, 2022
- Drop Deadline (100% refund): January 28, 2022
- Drop Deadline (no refunds): March 31, 2022
- Withdrawal Deadline (no refunds): April 29, 2022

Assignment Requirements

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

Attendance/Participation/Discussions	10%
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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:

Success Networking Team Meetings (in class)—We set up some individual goals in the Fall semester that we are now going to work as a team to see through. Three class meetings will consist of discussing and working through goals as a team. For each scheduled class, you should plan on coming prepared with what you accomplished, if anything, towards your SMART goals. Students will review their goals at the beginning of each class. Students who complete their goals prior to the conclusion of all three meetings will be expected to assist others in completing their goals through advice and offering perspectives.

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

Movie Review	10%
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This reflection paper should be at least 800 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.

Class Service Project	20%
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Students will be responsible for planning and completing a service event 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. This project began and was approved during the fall semester and should look at being complete mid-spring semester (in February or March). Reflections will be required after everything is concluded.

Letter to my past self	10%
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This assignment should be handwritten in the style of a letter to your former self. Think back on who you were a few years ago. What do you think this person needed to hear? What reassurances would you give this person? What things (tools, thoughts, values, skills) do you wish this person had? What points of pride do you have for this person? Do you want to thank this person for anything, or encourage them to make a realization? *You should wait until our class on sources of power prior to starting this assignment.*

Leadership Conversation	10%
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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 and someone you have not already interviewed as part of this course) 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 students will go on one day.

Vlog	10%
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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, videos that show other individuals should request permission from that person prior to using footage. Any footage of minors should not be included, even if parents give permission. They will be submitted via D2L.

Service Hours & Reflection	15%
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All students will complete 15 service hours throughout the spring semester (this time does not include your Class Service Project). All students must do at least one group service project, scheduled as a class, 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:
 - Tentatively: 4/7/2022

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

Final	10%
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Students will be given a choice of their final for this course. The final can consist of:

- Final presentation over the course material covered and its impact
- Paper written over course material and its impact
- Exam consisting of multiple choice and short answer over course material

Students will decide as a class via vote which of the options they prefer for the final for this course and all students will complete the final in the same form, based on selection by the majority. Other options can be proposed, but they must be able to demonstrate the course material and cover impact in some way and require approval by the instructor before adding to our options for voting.

COURSE OUTLINE / CALENDAR

Day	Date	In-Class Activity	Assignment Due
Thursday	1/13/22	Syllabus & Schedule Review	
Tuesday	1/18/22	Success Networking Team Planning #1 (Smart Goals)	Syllabus Quiz
Thursday	1/20/22	Service Project Planning	
Tuesday	1/25/22	Service Project Planning	
Thursday	1/27/22	Leadership Conversations / Self Assessments	Movie Review Character Choices Due
Tuesday	2/1/22	Societal Privilege	
Thursday	2/3/22	Societal Privilege	
Tuesday	2/8/22	Service Project Planning	Autobiographical Essay Due
Thursday	2/10/22	Bystander vs. Upstander Communication in Teams/Groups	
Tuesday	2/15/22	Emotional Intelligence & Leadership	
Thursday	2/17/22	Success Networking Team Planning #2	
Tuesday	2/22/22	Emotional Intelligence & Leadership(finish)	
Thursday	2/24/22	Discussion	
Tuesday	3/1/22	Activism vs. Extremism	Movie Review Essay Due
Thursday	3/3/22	Final Service Project prep	
Tuesday	3/8/22	Service project Debrief	
Thursday	3/10/22	Leadership in a Global Context	
Tuesday	3/15/22	No Class- Spring Break	
Thursday	3/17/22	No Class- Spring Break	
Tuesday	3/22/22	Sources of Power	
Thursday	3/24/22	Discussion	
Tuesday	3/29/22	Success Networking Team #3	Letter to your past self Due
Thursday	3/31/22	Leadership Conversations / Evaluations Follow-up with Classmates	Leadership Conversations Due
Tuesday	4/5/22	Leadership Conversations Presentations	
Thursday	4/7/22	Group Volunteer Event *Out of Class*	

Day	Date	In-Class Activity	Assignment Due
Tuesday	4/12/22	Discussion	Vlog Due
Thursday	4/14/22	Where Do We Go From Here?	
Tuesday	4/19/22	Final	Service Hours & Reflection Paper Due
Thursday	4/21/22	Final	
Tuesday	4/26/22	Finals Week	
Thursday	4/28/22	Finals Week	