ORGL 4361.0CW Capstone II

COURSE SYLLABUS: May 16 - July 1, 2022

INSTRUCTOR INFORMATION

Instructor: April Carl, Adjunct Instructor

Office Hours: I work full-time, Monday through Friday, and have limited availability until 7:30 pm. After that time my preference is email, and I am willing to schedule an appointment to visit over phone if needed.

University Email Address: April.S.Carl@tamuc.edu

Preferred Form of Communication**: Email**

Communication Response Time: Within 24 hours

COURSE INFORMATION

Textbook(s) Required: None
Software Required: None
Optional Texts and/or Materials: Available Online

Course Description

This course requires an analysis, synthesis, and evaluation of the student's knowledge and skills including academic performance, teamwork experience, and workplace experience. Using current information, technology and resources the student will construct a professional profile. Students use problem-solving skills to analyze, evaluate and recommend an implementation plan addressing an organizational leadership issue or problem. A main factor in evaluating student performance is the input from multiple stakeholders including employers and faculty.

Prerequisites: [ORGL 4352](#) or [ORGL 4352](#) concurrent enrollment.

This is the second and final capstone course of the BAAS Organizational Leadership major. This course provides you with opportunities to reflect and document what you have learned about organizational leadership from all courses in the ORGL program.

Student Learning Outcomes

1. Create a complete and comprehensive strategic case analysis about an organization of your choice.

2. Reflect and evaluate on knowledge, skills, and experiences learned from all ORGL courses that demonstrates academic performance in meeting program competencies.
3. Create a Professional ePortfolio presenting your academic and professional artifacts.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Please familiarize yourself with the use of D2L, Microsoft Word, PowerPoint, ePortfolio creation, and video capturing and editing software. Broadband internet access and connection, computer speakers, headphone, microphone, and webcam or camera are required.

Instructional Methods

The course is conducted completely online. You will get feedback on your papers and written work via D2L feedback features or the tracked feature of MS Word.

Student Responsibilities or Tips for Success in the Course

- Get organized. Plan out your tasks and create deadlines for yourself so you are not rushed in turning in papers or assignments.
- Understand the expectations in detail and ask questions when you are unsure.
- Log in regularly, I would suggest at least 3 times a week. Due to these uncertain times, I will update you on any changes as quickly as I know them.
- Use your time wisely, try to tackle harder tasks first and take breaks when needed. When you get stuck step away and come back.
- Read all assigned materials and engage with instructor as much as possible.
- Comply with all course requirements.
- Follow good rules of writing. Organize your thoughts and understand requirements of paper. Write a draft and get feedback if possible. Feedback is there for improvement. Follow APA style when referencing.
- *Remember I am here to help you be successful, utilize me.* ☺

ASSESSMENT AND GRADING

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

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

Course Unit Competencies		
	Requirements	**Points**

1. Create an analysis of a specific organization and make recommendations for it operations based on theory and concepts studied in the ORGL Program	Submit report preferably by the end of the 3rd week of class.	50 Points
2. Reflect and evaluate on knowledge, skills, and experiences learned from all ORGL courses that demonstrates academic performance in meeting program competencies.	Submit video presentation preferably before the end of the 4th week of class	40 Points
3. Create a professional ePortfolio presenting your academic and profession artifacts.	Submit ePortfolio to Dropbox preferably before the end of the 5th week	10 Points

TECHNOLOGY REQUIREMENTS

Brower Support

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 prioritize by supported browsers and then maintenance browsers.

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, D2Lsupports iOS 10.3.2 and iOS 9.3.5, but not iOS

Device	Operating System	Browser	Supported Browser Version(s)
			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. o *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

- 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: o Adobe Reader https://get.adobe.com/reader/
  - Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - Adobe Shockwave Player https://get.adobe.com/shockwave/ o Apple Quick Time 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
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.

Interaction with Instructor Statement

Please email me at Mary.Hendrix@tamuc.edu. I will reply to email messages the same business day. Please use your TAMUC email only with an appropriate message title when communicating with me so that I can best serve you. I can also be reached on my office phone at 903-366-2626. Texting is also acceptable-- please identify yourself when using a text for communication.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies
Course Specific Procedures/Policies

Respect Differing Views

This course deals with ideas and opinions. It is important to be courteous and respectful of individuals who have expressed opinions and beliefs that are different from your own. In a disagreement, please ask for an explanation and rationale for their beliefs or opinions. Often, matters are more complicated than they seem. Only civil, sincere, and even-tempered written discussions will be permitted in this course.

Academic Honesty

Academic integrity is a critical part of scholarly experience. Acts of academic misconduct and plagiarism are very serious matters and will severely jeopardize your career as a student here at this institution. Plagiarism within an assignment will result in a failing grade for that assignment. I expect all assignments for this course to be honest and original scholarship produced specifically for this course. At the instructor's discretion, if plagiarism is accidental, an assignment may be rewritten and resubmitted for a maximum grade of 70% of the original total. Work produced, whether in part or in whole, from assignments for other courses will not be accepted for credit and will be considered a form of plagiarism. All acts of academic misconduct will be formally charged.

You are strongly suggested to visit two of these sites for additional information:
- https://static.lib.ou.edu/academicintegrity/player.html
- https://www.indiana.edu/~academy/firstPrinciples/certificationTests/in dex.html

Writing Center

All students are expected to write at the college senior level. If you need assistance with writing, the Writing Center on the TAMUC campus can be of significant use to you. Assistance is available on the phone, in person, and online.

http://www.tamuc.edu/academics/colleges/humanitiessocialsciencesarts/departments/literatureLanguages/writingCenter/default.aspx Syllabus

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

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.

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.

COURSE OUTLINE / CALENDAR

Important Components

		Product	Points and Percent
1.	Unit 1: Organizational analysis and recommendations	Written Report	50 points or 50%
2.	Unit 2: Personal Reflection	Video Presentation	40 points or 40%
3.	Unit 3: ePortfolio	Professional ePortfolio online	10 points or 10%
		Total	100 points or 100%

Related to Item 3 above, the chart below provides the 11 artifacts that must be in your professional ePortfolio, managed by ManeSync.

Artifact	Course	Artifact Type
1.	ORGL 3311: Issues in Organizational Leadership	Personal Leadership Plan
2.	ORGL 3321: Data Driven Decision Making I	Getting Started with Data Driven Decision Making: A Workbook
3.	ORGL 3331: Data Driven Decision Making II	Data Analysis Report
4.	ORGL 3322: Behavior, Ethics and Leadership I	Critical Issue Analysis
5.	ORGL 3332: Behavior, Ethics and Leadership II	Case Study Analysis
6.	ORGL 4341: Leadership Theory I	SWOT Analysis
7.	ORGL 4342: Leadership Theory II	Implementation Plan

8.	ORGL 4343: Leading Change	Video Presentation and/or Implementation Plan
9.	ORGL 4352: Capstone I	Leadership Interview Paper
10.	ORGL 4361: Capstone II	Strategic Case Analysis Paper
11.	ORGL 4361: Capstone II	Video Presentation