



Please click on the following link to access A&M-Commerce Covid-19 Information, <https://new.tamuc.edu/coronavirus/>

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.

EDUC 406 01W: SERVANT LEADERSHIP

COURSE SYLLABUS: SUMMER 2022

INSTRUCTOR INFORMATION

Instructor: Tony Lee, Ph.D.

Online Office Hours: Wednesday, 10:00 a.m. – 12:00 p.m. or by appointment

Office Location: Virtual [<https://tamuc.zoom.us/j/9740924769>]

University Email Address: Tony.Lee@tamuc.edu

Preferred Form of Communication: Email or Zoom

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook or Reading Materials Required:

Sipe, J. W., & Frick, D. M. (2015). *Seven pillars of servant leadership: Practicing the wisdom of leading by serving* (Revised & Expanded ed.). Mahwah, NJ: Paulist Press.
ISBN: 9780809149261 (paperback), ISBN: 9781587684906 (ebook).

Course Description

EDUC 406: Servant Leadership (6 semester hours) provides students with an overview and awareness of servant leadership and the values of servant leadership in a workplace setting.

The syllabus and schedule are subject to change.

Learning Outcomes

At the end of this course engaged student should be able to:

- ✓ Describe the different leadership styles
- ✓ Explore the history and principles of servant leadership
- ✓ Discuss the characteristics, attributes, and traits of servant leadership
- ✓ Practice servant leadership principles in a workplace

COURSE REQUIREMENTS

Course Expectations and Participation:

- ✓ Active participation in this web-based course is expected. It is recommended that student login into the course module weekly to stay on track with the assigned reading material, discussion post, assignment, and project.
- ✓ Student is expected to take an active learning approach in this course and engage in the course content to positively impact the learning experience for everyone.
- ✓ Complete all discussion posts, assignments, and project by deadlines.
- ✓ Incorporate knowledge gained from the text, personal experiences, peers' feedback, and other resources to formulate ideas on your responses.

As a student enrolled at Texas A&M University-Commerce, student will have access to an email account via myLeo. All instructor's emails sent from D2L (including all other university official emails) will go to the myLeo email account so student is encouraged to check his/her account regularly. Student is also encouraged to email his/her instructor using the myLeo email.

Instructional Methods

EDUC 406 is made up of a series of module assignments and assessments to assist you in achieving the course learning outcomes. In each module the student will work on combinations of readings, discussions, journal articles, videos, and self-study research.



Class Introduction:

Student will create a video using the VoiceThread application located in the Table of Contents to introduce themselves to their peers. Please refer to module one for further instructions. Student who has never used the VoiceThread application previously may refer to the resource available in the Shared Resources folder or the "Creating a VoiceThread" tutorials available here: <https://myleoonline.tamuc.edu/d2l/le/content/79496/viewContent/981251/View>.

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Virtual Meeting:

This is an optional meeting but student who has successfully completed the virtual meeting can earn 5% of extra credit. Student will schedule a virtual meeting (using Zoom) with the instructor in week 4 to discuss his/her academic progress. Student needs to email his/her instructor ahead of time to schedule their meeting.



Discussion Posts:

Each discussion board will contain discussion topics. Each topic will require a “initial post” and a minimum of two “replies” to fellow classmates’ posts.

Initial Post: Student will provide thorough and thoughtful response to each topic for discussion. Student will need to complete an initial “post” to each discussion board at least four days before the discussion end date. Review “post” content for correct grammar and spelling.

Replies: Student will provide constructive comments to two fellow classmates’ posts. Reply content must relate to discussion topic. Review “reply” content for correct grammar and spelling. *It is suggested each reply consists of a minimum of four to five complete sentences.*

Follow the Syllabus Course Calendar due dates for each Discussion assignment. It is important that student reads all the postings for each topic. This will ensure that student is not only responding to the topic questions, but also to his/her classmates’ comments.



Assignments:

Student will complete writing assignments related to assigned reading either from the textbook or other reading materials. Please visit the course module for further instructions. Assignments should be typed in paragraph format using the APA 7th edition format. The assignment should include a cover page and a reference page if students utilize any resources for the assignment.

Student can use the template available in the Shared Resources folder in the D2L portal or refer to Purdue OWL [website](#) for APA reference. Please proofread the paper for correct grammar and spelling. Follow the Syllabus Course Calendar due date for each assignment.



Reflection Papers:

Student will write a minimum of 300 words reflection paper to summarize the key takeaways from the module readings and/or video presentations. Please refer to the course module for further instructions.

The reflection paper needs to be typed in paragraph format using APA 7th edition format including a cover page and a reference page. Please proofread the paper for correct grammar and spelling. Student can learn more about the APA format from the Purdue OWL website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_style_introduction.html. Follow the Syllabus Course Calendar due date for each assignment.



Final Project:

Student will complete a servant leadership based final project. Please refer to the D2L course module for further instructions.

Grading Rubric:

Grading rubric will be available for each assignment – discussion post, assignment, reflection, and final leadership paper. Student is encouraged to use the grading rubric to guide them on each assignment.

GRADING

Grading Policy: The course grade consists of

Class Introduction	10%
Discussion Posts	20%
Assignments	30%
Reflection Papers	20%
Final Project	20%

Total:	100%

Grading Scale:

A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, F = 59% or Below

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>

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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

Student will need his/her campus-wide ID (CWID) and password to log into the course. If student do not know his/her CWID or have forgotten their 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 student has any questions or are having difficulties with the course material, please contact their 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

The instructor is available via email, skype or Zoom. Personal concerns involving a private issue, grades, student progress, etc. should be addressed privately to the instructor via private email, zoom or telephone. Instructor's communication response time to emails will, in most instances, be within 24 - 48 hours during the work week.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

Attendance Policy

Student is expected to "attend class" and actively participate in all course content, assignments, discussions and projects. The professor will monitor each student's participation activity.

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Late Work

Module assignments and/or projects must be submitted within established folders during the open and closing dates. Unless student has a legitimate excuse, late work is not acceptable. There are circumstances outside one's control that might impact timely submission of assignments, such as jury duty, hospitalization, or a funeral of a family member. In these instances, the student should notify the instructor as soon as possible. Assignments and/or projects not submitted by the due dates will receive a grade of zero.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student's 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 or as soon as the changes have been made.

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>

Student should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: <http://www.albion.com/netiquette/corerules.html>

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>

[Undergraduate Student Academic Dishonesty Form](#)

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Civility Statement

Texas A&M University-Commerce enhances civility and collegiality of administrators, faculty, staff, students, and guests through intentional acts of respect, trust, self-accountability, and collaboration. We recognize our strength is found in togetherness as we commit to kindness through one on one communication, fostering a healthy environment of conflict resolution and teamwork. The university is also committed to incorporating the tenets of civility in ways that do not silence traditionally marginalized voices.

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 students have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services

Texas A&M University-Commerce

Waters 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 campus event organizer.

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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.