



A&M-COMMERCE

To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

ORGL 3322 – Ethics, Behavior & Leadership I COURSE SYLLABUS: Summer 2022

INSTRUCTOR INFORMATION

Instructor: Sherry West
Office Location: Online
Office Hours: By Appointment
University Email Address: sherry.west@tamuc.edu
Preferred Form of Communication: Email

COURSE INFORMATION

Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the pretest, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects in this class.

ORGANIZATION LEADERSHIP PROGRAM DESCRIPTION

The Bachelor of Applied Arts and Sciences in Organizational Leadership (ORGL) degree is a competency-based program that prepares innovative leaders for employment in an increasingly technological and global society. This program provides opportunities for students to receive credit for what they know and can do already, allows them to accelerate completion of their degree, and — because it is fully online — students are able to plan their study schedule around the rest of their day to complete the coursework.

COURSE DESCRIPTION

This course provides an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Case studies, discussion, self-assessment exercises and reading assignments explore the basic frameworks of ethical dealings and moral leadership. Students will demonstrate a competency in critical thinking skills to both identify and remedy ethical issues typically encountered in organizational settings and interactions. Prerequisites: ORGL 3311 or ORGL 3311 concurrent enrollment.

Student Learning Outcomes:

Upon successful completion of this course the student will be able to:

1. Apply critical thinking skills in resolving ethical issues
2. Describe and analyze ethical issues and dilemmas
3. Demonstrate awareness of one's own values and investigate the interrelationships and tensions that occur between personal, professional and societal values.
4. Employ theoretical frameworks for analyzing ethical situations
5. Apply the principles and practices of interpersonal, group and leadership ethics to situations involving communication, exercise of influence, organizational citizenship and social responsibility.

REGULAR AND SUBSTANTIVE COURSE INTERACTION

As a general guide, students enrolled in a three-semester hour course should spend one hour engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester. Students are expected to double this effort of engagement given that this course is being delivered in a three-week term. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty to ensure that students are able to demonstrate competency.

COURSE REQUIREMENTS

Minimal Technical Skills Needed: Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

Instructional Methods: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Instructor Interactions: Announcements will be sent out regularly to make students aware of upcoming deadlines and other information that you may need. Students may send the instructor an email message through the classroom. Instructors typically respond to emails within 24 hours and grade assignments within 72 hours. The instructor reads through the discussion boards and add to the discussion as is needed to clarify students' learning. The pre-tests contain true/false, multiple-choice, and matching questions that are automatically graded by D2L. Post-tests contain true/false, multiple choice, matching, essay, and short answer questions. Post-tests and project assignments are typically graded within 72 hours. To facilitate faster grading, email your instructor as soon as you complete your pre-test so the instructor can access D2L and grade your work.

Please do not wait until the last minute to ask questions about an assignment. I love answering student questions, and am happy to help you. If you wait until the day or hours before an assignment is due to ask a question, I may not have time to respond or I may be asleep if it is due at 11:59 PM. For this reason, I request that project assignments be submitted by Wednesday evening before the Friday due date so I have time to review and provide feedback and you have time to make changes if needed.

Student Responsibilities or Tips for Success in the Course: To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

ASSESSMENT

Students must achieve 80% or higher for the both the posttest and culminating project to demonstrate competency and pass the course.

PRE-TEST

The purpose of the module pre-tests is to provide a baseline understanding of your knowledge of the competencies of each module. The required pre-test should be taken before you begin studying the module's materials. If you do not make at least 80% on the pre-test, you should read and watch the course content and complete the module assignments to prepare for the module post-test and culminating project assignment(s).

| Content | Description | Time | Value | Notes |
|-----------|--|------------|------------|---|
| Pre-tests | This is the initial assessment in each module to provide a baseline understanding of your knowledge of the module content and competencies. The pre-test for each module must be taken before the content for the module is available. | 80 minutes | 100 points | Required before completing any other work in the module. The grade on the pre-test does not count in the final grade for this course. |

LEARNING OBJECTIVE ESSAYS

The learning objective essays are brief, short-answer items that you **may** submit for the instructor's review. Instructor will let you know if there are any concerns with the responses, but these are not graded items. Your response should synthesize and apply the concepts, theories, processes, etc. that are introduced in the module. Discussions and essays **are not required and are not included in the calculation of the final grade**. These essays are to help you prepare for the post-test as you will see of these questions at that time.

POST-TEST AND CULMINATING PROJECT

The Posttest and Culminating Project for this course assess your culminating knowledge of ethics, including ethical theory, components of personal development, decision making, and practicing ethics in an organization, a group, as a leadership and as a follower ethics.

A score of **80%** or higher on both **Posttest and Course Project** is required to demonstrate competency.

- If you score less than **80%** on the Posttest and/or Course Project, you will have an opportunity to review the course materials and re-take the Posttest and/or resubmit the Course Project. You may take the Posttest assessment and submit the Course Project up to three times during the seven-week term.
- 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.
- If the seven-week term ends prior to you being able to demonstrate competency you will receive a grade of **"F"** and be required to complete the remaining competencies in the next term.

LEARNING OBJECTIVE QUIZZES (REQUIRED)

A brief assessment at the end of each module that is intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module.

COURSE POST-TEST (REQUIRED)

The end-of-course comprehensive exam that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. A **score of 80% or higher is required** to demonstrate competency.

| Content | Description | Time | Value | Notes |
|-----------|---|---------|------------|---|
| Post-test | Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions. | 2 hours | 100 points | Required and you must score 80% or higher. You have up to three attempts. DUE: Wednesday of last week by 11:59 PM CST to give time for any retakes that may be required to meet the 80% rule |

If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the posttest score is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term. Students who fail the posttest should review feedback from the instructor before reattempting the posttest.

CULMINATING PROJECT (REQUIRED)

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

| Content | Description | Time | Value | Notes |
|---------|---|-------------------|------------|---|
| Project | Measures your competency of learning outcomes the completion of a competency-based project. | Varies by student | 100 points | Required and you must score 80% or higher. You have up to three attempts. DUE DATE: Wednesday of last week by 11:59 PM CST to allow for any necessary corrections by Friday HARD DUE DATE: Last day of last week of the course by 11:59 PM CST |

If students score less than 80% on the culminating project, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of "F" in the course and will be required to retake the course in the new term.

GRADING

A score of 80% or higher on both the Culminating Project and Posttest is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Grading Scale

A = 90%-100%

B = 80%-89%

F = 79% 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 the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

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 on the [Brightspace Support Webpage](#).

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your "myLeo" mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

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.

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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

TAMUC Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

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 Policy](#)
[Undergraduate Student Academic Dishonesty Form](#)

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
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](#)

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.

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.

Counseling Services

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.

COURSE OUTLINE / CALENDAR

| Module | Learning Objectives and Competencies | Assignments |
|--------|--|--|
| 1 | <p>Apply critical thinking skills in resolving ethical issues</p> <ul style="list-style-type: none"> • Explain the importance of organizational ethics. • Identify the advantages and disadvantages of each of the fundamental ethical theories • Apply a framework for ethical decision making. | <p>Complete pre-test (required).</p> <p>Watch and read the material for the week.</p> <p>Answer any discussion / essay questions (recommended / not required / not a part of the final grade).</p> <p>Complete the required module quiz.</p> |
| 2 | <p>Describe and analyze ethical issues and dilemmas</p> <ul style="list-style-type: none"> • Analyze components which contribute to personality as a first step in developing a personal ethical development plan. • Describe the importance of motivation in organizations. • Identify the four elements of moral behavior. • Apply decision-making formats to analyze ethical dilemmas. | <p>Watch and read the material for the week.</p> <p>Answer any discussion / essay questions (recommended / not required / not a part of the final grade).</p> <p>Complete the required module quiz.</p> |
| 3 | <p>Demonstrate awareness of one's own values and investigate the interrelationships and tensions that occur between personal, professional, and societal values.</p> <ul style="list-style-type: none"> • Identify the value of ethical frameworks on interpersonal communication. • Describe the forms of power and influence used in organizational settings. • Explain the differences between functional and dysfunctional conflicts. • Examine your individual management styles of influence and management of conflict. | <p>Watch and read the material for the week.</p> <p>Answer any discussion / essay questions (recommended / not required / not a part of the final grade).</p> <p>Complete the required module quiz.</p> |
| 4 | <p>Employ theoretical frameworks for analyzing ethical situations</p> <ul style="list-style-type: none"> • Identify the moral actions of team leaders and members. • Examine the actions of leader behavior. • Examine your ethical leadership behavior. | <p>Watch and read the material for the week.</p> <p>Answer any discussion / essay questions (recommended).</p> <p>Complete the required module quiz.</p> |
| 5 | <p>Apply the principles and practices of interpersonal, group and leadership ethics to situations involving communication, exercise of influence, organizational citizenship, and social responsibility</p> <ul style="list-style-type: none"> • Identify components of an ethical culture. • Identify the types of ethical drivers of ethical change. • Explain the types of "Ethical Hot Spots" that can exist in an organization. | <p>Watch and read the material for the week.</p> <p>Answer any discussion / essay questions (recommended / not required / not a part of the final grade).</p> <p>Complete the required module quiz.</p> |
| 6 | <p>Promoting corporate responsibility</p> | <p>Watch and read the material for the week.</p> |

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| | <ul style="list-style-type: none"> • Define the stages of an organization's corporate social responsibility. • Identify ethical issues that you may face in an organization. • Apply the guidelines for resolving cross-cultural ethical conflicts. | <p>Answer any discussion / essay questions (recommended / not required / not a part of the final grade).</p> <p>Complete the required module quiz.</p> |
| 7 | Project Due | <p>Submit the culminating project (required with score above 80%). Complete the post-test (required with score above 80%).</p> |