

ORGL 4352.1CW Capstone I

COURSE SYLLABUS: Summer II 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 am willing to setup 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

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: Departmental approval required.

Student Competency

There is only one competency associated with this course. Specifically, you are expected to (1) remember and recall facts and concepts about leadership; (2) identify, recognize, understand, and explain ideas or

concepts related to leadership; (3) apply or implement concepts or knowledge in real-life or practical leadership situations; (4) analyze or connect concepts and practices to existing knowledge about leadership; (5) evaluate or form informed opinions or judgments on leadership; and the most important, (6) introduce, create, or produce new ideas, knowledge, or understanding about leadership in a variety of organizational settings.

There are four assignments in this course. You will be required to demonstrate competency by completing the final assignment in the course which requires you to prepare a scholarly paper that compares and contrasts what you have learned with the experiences of two leaders.

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

1. 10 points on Unit 1, Introductory Video
2. 10 points on Unit 2, Traits, Characteristics, Actions and Behaviors of Effective Leadership
3. 10 points on Unit 3, Situational Leadership
4. 70 points on Unit 4, Leadership In Action Paper

TECHNOLOGY REQUIREMENTS

Browser 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, D2L supports 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. ○ *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](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:
 - [Adobe Reader https://get.adobe.com/reader/](https://get.adobe.com/reader/)
 - [Adobe Flash Player \(version 17 or later\) https://get.adobe.com/flashplayer/](https://get.adobe.com/flashplayer/)
 - [Adobe Shockwave Player https://get.adobe.com/shockwave/](https://get.adobe.com/shockwave/) ○ [Apple Quick Time http://www.apple.com/quicktime/download/](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/index.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	Percent of Grade
1.	Unit 1: Introductory Video	10-15 minutes—Due no later than July 25th EOD	10%

2.	Unit 2: Traits, Characteristics, Actions and Behaviors of Effective Leadership	Written Report (3-4 pages)	10%
3.	Unit 3: Situational Leadership	Written Report (3-4 pages)	10%
4.	Unit 4: Leadership in Action: Real Life Application of Leadership Concepts and Theories	Interview and Written Report (10-12 pages)	70%