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

ORGL, 4352, 1CW, Capstone I
COURSE SYLLABUS: **Summer II 2022**

INSTRUCTOR INFORMATION

Instructor: Lacey Henderson
Office Location: Library Suite 225
Office Hours: Email or Telephone or Virtual by Appointment
Office Phone: 903-886-5108
University Email Address: lacey.henderson@tamuc.edu
Preferred Form of Communication**: Email**
Communication Response Time: Within 24 hours

COURSE INFORMATION

Textbook(s) Required: None

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 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 LEARNING OUTCOMES

Completion of this course provides the student with the knowledge 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: 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. 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: This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. 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: To be successful in this course, all content and course modules should be read and reviewed.

- 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

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

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.

Emails from students should include:
- **Course name and subject in the subject line (ex. ORGL 3322 – Posttest)**
- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

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.

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

Important Components

			Product	Percent of Grade
1.	Unit 1: Introductory Video		10-15 minutes—Due no later than July 25 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%