



# A&M-COMMERCE

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

## ORGL 4352 Capstone I—0CW

COURSE SYLLABUS: September 6- October 21, 2022

### INSTRUCTOR INFORMATION

<b>Instructor:</b>	Tim Miller, M.S.
<b>Office Location:</b>	N/A--Online
<b>Office Hours:</b>	I am here to support you. Please do not hesitate to contact me if you have any questions or if I can assist. Knowing most of you work a full-time job along with your studies, I will do my best to accommodate your schedules.
<b>Office Phone:</b>	214-415-4963 Personal Cell for Calls or Texts
<b>University Email Address:</b>	Tim.miller@tamuc.edu
<b>Preferred Form of Communication:</b>	email
<b>Communication Response Time:</b>	same day

### COURSE INFORMATION

#### Materials

None Required

#### Textbook(s) Required

None required

#### Supplemental Materials

All information for this course is located in the content section for each unit assignment.

### 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.

## **LEARNING OUTCOMES**

Completion of this course provides the student with the knowledge to:

- (1) Apply appropriate leadership theories in a variety of settings.
- (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.

This course requires four assignments and culminates with a formal, scholarly paper that requires the student to interview two leaders and integrate what you have learned with what these leaders share with you about their personal experiences.

## **PROGRAM GOALS**

This course supports the following program goals:

1. Leadership Foundation (LF) - Identify, analyze, and articulate effective leader vision, attributes, and interpersonal skills (e.g., communication, relationship building).
2. Data / Information Literacy (D/IL) – Identify, locate, and evaluate key performance areas & metrics, and relevant data types/sources, collection, and distribution.
3. Data Analysis / Quantitative Decision Making (DA/QDM) – Select, analyze, and interpret data for sound decision making.
4. Ethical Decisions / Social Responsibility (ED/SR) – Solve organizational ethical issues analyzing multiple perspectives, consequences, core ethical competency/behaviors, and the role of power and influence.
5. Organizational Behavior (OB) – Identify, analyze, and solve organizational problems by promoting positive individual, group, and organizational behaviors while managing negative behaviors or conflicts.
6. Strategic Management and Leadership (SML) – Analyze and evaluate strengths/weaknesses/opportunities/threats, and improve resources, process

## **UNIVERSITY GOALS**

This course supports the following University goals:

1. Critical Thinking Skills (CT): to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information;

2. Communication Skills (C): to include effective development, interpretation, and expression of ideas through written, oral, and visual communication;
3. Empirical and Quantitative Skills (EQ): to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions;
4. Teamwork (T): to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal;
5. Personal Responsibility (PR): to include the ability to connect choices, actions, and consequences to ethical decision-making; and
6. Social Responsibility (SR): to include intercultural competence, knowledge of civic responsibility, and ability to engage effectively in regional, nation, and global communities.

### **COURSE REQUIREMENTS**

Minimal Technical Skills Needed: Students must be skilled in 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 rubrics should be reviewed. All assignments must be completed. Please contact me by email for any assistance.

**Student Responsibilities or Tips for Success in the Course:** It is your responsibility to log in the course website regularly (several times each week), to comply with all the course requirements and to engage actively in all required class activities. Read carefully the expectations for required writing assignments, engage in good formal writing, and follow the APA style of referencing.

### **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 seven-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.

## ASSESSMENT

1. 10 points on Unit 1, Introduction Video **Due by midnight on 09-20-22, 8 points max for late submission**
2. 10 points on Unit 2, Traits, Characteristics, Actions and Behaviors Paper
3. 10 points on Unit 3, Situational Leadership Paper
4. 70 points on Unit 4, Leadership in Action Paper

The following grading scheme will be used for each of the above assignments:

A=90 to 100 points

B=80 to 89 points

F=79 points or lower

**All initial submissions can receive a maximum score of 100, corrected resubmissions can receive a maximum score of 90 and second resubmissions can receive a maximum score of 85. Any subsequent submissions will receive a maximum score of 80. If I agree in advance to accept any submission after its listed deadline, it can receive a maximum score of 80.**

### Grading Rubrics

Rubrics have been developed for each assignment. These rubrics are located in the content section for each assignment. They describe the criteria/dimension for each assignment and provides in detail what is required for an A and a B in the course.

## 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](#).

### Document Processing

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.

## 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](mailto: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). Email me at [tim.miller@tamuc.edu](mailto:tim.miller@tamuc.edu). I respond to emails within 24 hours. Use your TAMUC email only with an appropriate message title when communicating with me. I can also be reached on my personal cell phone at 214-415-4963. Texts are fine- please identify yourself when texting. Please 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](mailto: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.

## **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](http://www.tamuc.edu/counsel).

## **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.

## COURSE OUTLINE / CALENDAR

### Important Components

		Product	Percent of Grade
1.	<b>Unit 1: Introduction Video</b>	<b>10-15 minutes. Due by midnight on 09-20-22. Late submissions receive max score of 8 points.</b>	10%
2.	<b>Unit 2: Traits, Characteristics, Actions and Behaviors of Effective Leadership</b>	<b>Written Report (3-4 pages)</b>	10%
3.	<b>Unit 3: Situational Leadership</b>	<b>Written Report (3-4 pages)</b>	10%
4.	<b>Unit 4: Leadership in Action: Real Life Application of Leadership Concepts and Theories</b>	<b>Interview and Written Report (10-12 pages)</b>	70%