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## ORGL 3311 0CW, FOUNDATIONS OF ORGANIZATIONAL LEADERSHIP

COURSE SYLLABUS: Fall 2 2022  
10/31 - 12/16/2022

### INSTRUCTOR INFORMATION

<b>Instructor:</b>	Dr. Beth Bailey
<b>Office Location:</b>	Online
<b>Office Hours:</b>	Email or Virtual by Appointment
<b>Office Telephone:</b>	940-320-9255 cell/text
<b>University Email Address:</b>	Beth.Bailey@tamuc.edu
<b>Preferred Communication:</b>	Email
<b>Communication Response Time:</b>	24-48 hours

### 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. Supplemental Materials: Links and files will be provided in the document sharing tab within the course.

### 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 offers an overview of issues related to organizational leadership, including the definition of organizations, theories of leadership, characteristics, and behaviors of leaders as well as varying contexts under which leaders must perform.

### STUDENT LEARNING OUTCOMES

Upon completion of this course, students will be able to:

1. Define organization, leadership, and distinguish the difference between leadership and management within an organization.
2. Explain fundamental theories of leadership and recognize situations in which the theories are applied.
3. Demonstrate awareness of legal, personnel, and strategic issues relating to globalization, culture and gender diversity in an organization and their influence on organizational leadership.
4. Examine issues relating to communication in an organization and discuss strategies for becoming an effective and ethical communicator.

5. Explain the importance of teams in organizations and evaluate leader influences on building high-performance teams.
6. Examine conflict resolution strategies, the role of conflict, and negotiations.

## 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.

## 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. The post-test, leadership plan, and video must be completed with a score of at least 80%. Email your instructor as soon as you complete an assignment so the instructor can access and grade your work.

**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 Tuesday 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. The post-test, leadership plan, and video must be completed with a grade higher than 79.99%. Please contact the instructor by email for any assistance.

## ASSESSMENT

Students must achieve 80% or higher for the post-test, leadership plan, and video for the culminating project to demonstrate competency and pass the course. The three grades will be averaged to calculate the final grade.

### Course Pre-Test

The purpose of the pre-test is to provide a baseline understanding of your knowledge in this competency. The pre-test is required before you begin studying course materials. If you do not make at least 80% on the pre-test, you should complete assignments, quizzes, and other course content to prepare for the post-test and culminating project.

Content	Description	Time	Value	Notes
Pre-test	This is the initial assessment in the course to provide a baseline understanding of a student's knowledge of the course content and competencies. Pre-tests are taken once and should be completed upon the first couple of days of a CBE academic term or entry into a course if a student is an accelerator.	80 minutes	100 points	Required before completing any other work in the course. The grade on the pre-test does <b>not</b> count in the final grade for this course.

### LEARNING OBJECTIVE DISCUSSIONS

The learning objective discussions are brief, short-answer items that you submit for the instructor's review. Your response should synthesize and apply the concepts, theories, processes, etc. that are introduced in the module. As the responses are submitted to the instructor, they do not require comments or discussion with other students in the course. Discussions and essays use a rubric to assess responses and are not required and are not included in the calculation of the final grade.

Note: While your personal experience is important, I am assessing your understanding of the course content. I expect that you incorporate information from the assigned readings with appropriate APA citations to submit a fully developed answer. If your discussion is primarily a story from your experiences without integration of the course content, it is harder to assess your knowledge of the content.

### LEARNING OBJECTIVE QUIZZES

A brief assessment at the end of each module is provided to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. These quizzes are not factored into your final grade but are helpful toward achieving a passing score on the post-test.

#### Course Post-test (Required)

The post-test 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. <b>DUE: Last day of week 7, Friday by 11:59 PM CST</b>

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 post-test 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 post-test should review feedback from the instructor before reattempting the post-test.

#### Culminating Projects (Required)

These projects assess your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** on the leadership plan and the video to demonstrate competency.

Content	Description	Time	Value	Notes
Projects Leadership Plan Video	Measures your competency of learning outcomes the completion of a competency-based project including the plan and the video.	varies by student	100 points for each	<p>Required and you must score 80% or higher on each – the leadership plan and the video. You have up to three attempts on each assignment.</p> <p>DUE DATE if you want to accelerate and have time for <b>revisions: Wednesday of week 5. Acceleration request must be made by the Friday of week 5 by 05:00 PM CST.</b></p> <p><b>REVIEW DUE DATE if you want feedback for revisions: End of week 6.</b></p> <p><b>HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST</b></p>

If students score less than 80% on any of the items that make up the culminating project, they will have an opportunity to review the feedback and material and resubmit each assignment up to two additional times. If either of the assignments 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.

### GRADING

A score of 80% or higher on both culminating projects and the post-test 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.

Item	Worth
Post-test	100 points
Leadership plan	100 points
Video	100 points
<b>Total</b>	<b>300 Points</b>

### 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](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, 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.

All emails from students should include:

- Course name and subject in the subject line (ex. ORGL 3311 – Posttest)
- Salutation
- Proper email etiquette (no "text" emails – use proper grammar and punctuation)
- Student name

### **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  
Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)  
Website: [Office of Student Disability Resources and Services](#)

## Counseling Center

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)

## 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.

## COURSE OUTLINE / CALENDAR

	Learning Objectives and Competencies	Assignments
Week 1	LO1: Organization and leadership Define organization, leadership, and distinguish	<b>Complete Pre-test (required)</b> Reading Material

	<b>Learning Objectives and Competencies</b>	<b>Assignments</b>
	the difference between leadership and management within an organization.	Discussion Question (recommended) Module Quiz (recommended)
Week 2	LO2: Theories of leadership Explain fundamental theories of leadership and recognize situations in which the theories are applied.	Reading Material Discussion Question (recommended) Module Quiz (recommended)
Week 3	LO3: Globalization, culture, and gender Demonstrate awareness of legal, personnel, and strategic issues relating to globalization, culture and gender diversity in an organization and their influence on organizational leadership.	Reading Material Discussion Question (recommended) Module Quiz (recommended)
Week 4	LO4: Communication Examine issues relating to communication in an organization and discuss strategies for becoming an effective and ethical communicator.	Reading Material Discussion Question (recommended) Module Quiz (recommended)
Week 5	LO5: Teams Explain the importance of teams in organizations and evaluate leader influences on building high-performance teams.	Reading Material Discussion Question (recommended) Module Quiz (recommended)
Week 6	LO6: Conflict resolution & negotiations Examine conflict resolution strategies, the role of conflict, and negotiations.	Reading Material Discussion Question (recommended) Module Quiz (recommended)
Week 7		<b>Culminating Project:</b> <b>Leadership Plan (required)</b> <b>Video (required)</b> <b>Post-test (required)</b>