



TEXAS A&M UNIVERSITY  
**COMMERCE**

**FLC 100: Leadership**  
Fall 2022

## **INSTRUCTOR INFORMATION**

**Instructor:** Sierra Jones

**Email address:** [Sierra.Jones@tamuc.edu](mailto:Sierra.Jones@tamuc.edu)

**Office phone:** (903)468-8174

**Office Location:** Library, Room 183

**Communication Response time:** Monday-Friday 8am-5pm, typically within 24 hours of receipt of message during working days

**Office Hours:** Tuesday 1pm-2pm, Wednesday 11am-12pm and by appointment

## **COURSE INFORMATION**

**CRN:** 82070

**Day/Time:** Tuesday/Thursday: 3:30-4:20pm

**Location:** BA243

### **Textbook Required**

No textbook required.

### **Minimal Technical Skills Needed**

Working email requirement:

- It is a course expectation that you have a working email address that you check daily. Every student has been assigned a LeoMail email address by the University – you should be checking it often. There may be times that I need to contact you with important information and email is often the speediest and easiest way of doing so. I will always contact you via your University LeoMail address first and foremost, so check it regularly.

Word Processing (Microsoft Word) & access to a printer

Access to Desire2Learn (D2L)

## **COURSE DESCRIPTION**

FLC 100 has been designed to provide valuable academic, social and leadership skills to ensure a successful first year in college. Concepts studied include leadership, communication, time management, goal setting and professional development. As such, the course focuses not only on the significance of leadership and their applicability to leaders of the past and present, but also

includes substantial hands-on, experiential learning opportunities in which leadership will be put into action.

### **Student Learning Outcomes**

1. Demonstrate a fundamental understanding of leadership and the skills necessary for effective leadership
2. Describe their own personal leadership orientation and philosophy
3. Outline the importance of setting goals
4. Exhibit effective team skills and identify team building skills
5. Increase awareness of opportunities for campus and community involvement
6. Recognize the various types of conflict and ways to manage it
7. Communicate effectively through both oral and written presentations

### **Instructional Methods**

Course will be delivered in person twice a week at the designated time. On a few occasions, students may participate in events and class outside of the classroom or typical class time. These instances will be provided to the student on the first day of class so any necessary accommodation can be provided. Students who may need an alternative on these days must inform the instructor as soon as they are aware.

### **GRADING**

Final grades in this course will be based on the following scale:

900-1000= A

800-899= B

700-799= C

600-699= D

599 & below= F

\*Note, students must earn a C or better to continue to the FLC 200 course and scholarship offered in the Spring.

Total points awarded for each assessment category:

Attendance and Participation	100
Assignments	125
Event Papers	150
Midterm Exam	100
Group Presentations	100
Individual Presentations	200
Service Hours and Paper	100
Final Presentation	125
<b>Total Points</b>	<b>1000</b>

### **Assessments**

A brief description of each requirement is listed here. Detailed information about each assignment is provided in class.

Attendance/Participation	100 points
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Students are expected to be engaged in all phases of the course. Attendance and participation are vital to this experience. Please do not be late for class for tardiness will count as an absence. **You will receive participation credit for being engaged during the full class period. Students that are tardy or incur more than one unexcused absence will result in point deduction.** Course Attendance and Participation will be measured by both the students' physical class attendance as well as completion of in-class activities, completed and turned in within the span of your class time, and participation in any class discussions. If you know you will be absent from class, please notify the instructor via email prior to the missed class if possible. Course absences cannot be excused without documentation, please see the attendance and late work policies for more information. Some classes may also request an **Exit Ticket** to be submitted at the end of the course, which will also factor into students participation points.

Assignments	125 points
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FLC has a four assignments to complete during the fall semester: a Strengths Quest assessment, one grade check form, Leadership Speech submission and two in class reflection discussion over a speaker presentation and ropes course event. Each assignment is worth 25 points.

Event Papers	150 points
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Critically observe, assess, and/or evaluate 3 Texas A&M University-Commerce events (1 Diversity Event, 1 Speaker/Workshop/Special Event, & 1 general campus event). Use this assignment to learn about various offerings on campus. These papers will assist you in improving your critical thinking skills and to have you analyze university sponsored events. Each paper is a minimum of 500 words and maximum of 700 words and should address the individual paper questions given out in class. Here are the minimum questions you should be assessing while attending events:

- Which type of event was this? (Diversity, Speaker/Workshop/Special Event or General Campus event)
- Was this event impactful for me? How?
- Was this event impactful for the University community or others?
- Were there any significant leadership roles involved? If so, identify and evaluate them (it is alright if you don't know names, but work to identify what campus organization or department had a leadership role)
- Tell the reader about the event itself: What was it like to attend? How did you feel about the event? How did the crowd seem to feel about the event? Was it fun? Was it interesting? Was it informative? Do you feel like the event was appropriately advertised, or met its goal?

Each event paper is worth 50 points. Papers are due as listed in the course calendar but events can be attended at any point in the semester.

Midterm Exam	100 points
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There will be a midterm exam compiled from information covered in class and from the student's exit tickets as selected by the course instructor. The midterm will be a combination of multiple choice, fill in the blank and short answer questions and will be completed in class on October 13<sup>th</sup> during typical class time. The Midterm exam is worth 100 points.

Group Presentations	100 points
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There will be two group presentations in this course:

1. Setting Goals Mastery
2. Spring Service Project Presentation

These presentations will be by your individual contribution as assessed by peers and group effort as assessed by the instructor. Each group presentation is worth 50 points and class time will be provided for students and their groups to work on their presentations together.

Individual Presentations	200 points
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There will be three individual presentations:

1. Leadership and your future career (50 points)

Students will present on the relationship leadership has within their future careers based on information provided by our Career Development staff. Presentations will last 5-7 minutes.

2. Case study over ethics (50 points)

Students will select a case study over an ethical dilemma to review and respond to prompts. As part of a class presentation, students will need to provide a brief overview of the ethical dilemma they faced and their response to prompts provided. Presentations will last 5-7 minutes.

3. Interview with a Leader Presentation (100 points)

Leaders are all over our campus and community in the form of professors, staff, peers, community leaders/employees, etc. This project will help to open your mind to the different aspects of leadership and how it can take on different forms and roles in others. You should find someone to interview. Meet with them (socially distancing of course), and learn more about them and what makes them a leader. Ask them a series of prepared questions by you. You should meet with them at least 20-30 minutes to learn more about them. Questions should be sent to the instructor beforehand for approval by 9/27/2022. You will be required to do a presentation on your leadership interview that will need to last at least 8 minutes but no longer than 10 minutes.

Service Hours & Paper	100 points
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All students will complete 25 service hours throughout the fall semester. All students must do at least one group service project, while the other hours can be completed individually. Options for service will be talked about in class and posted. You should note your reflections of the service projects after each one so you don't forget special things about the events. At the end of the semester, all students will write a reflection paper regarding their experiences. This paper will be a minimum of 500 words. Specific details regarding what should be included will be given in class. Be sure to log all hours at [www.tamuc.givepulse.com](http://www.tamuc.givepulse.com), you can set up your profile at the start of class and use this portal to browse for opportunities. Completing all required service hours is worth 25 points, your paper reflection is worth 75 points.

Final Presentation: Application for Spaceship Earth	125 points
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As a final exam, students will be tasked with completing a presentation as an application for "Spaceship Earth", a new civilization. A rubric will be provided in advance and will require students to apply their knowledge of leadership and their own understating of their unique skills and abilities and why the Spaceship Earth membership committee should accept you. Presentations will be between 8-10 minutes in length and include a brief Q&A from the Spaceship Earth membership committee. Your presentation will be worth 100 points and your participation in the Q&A will be worth 25 points.

## FLC 100: Leadership

Class activities, discussions and assessments are scheduled tentatively at this time. They may be changed but advanced notice will be given in class.

<b>Date</b>	<b>Topic</b>	<b>Class activity/discussion</b>	<b>Assessments</b>
8/30	Introduction and Syllabus Review	<ul style="list-style-type: none"> <li>• Course introduction</li> <li>• Class norm setting</li> <li>• Class activities and assessments overview</li> <li>• Syllabus Activity</li> <li>• Exit Ticket</li> </ul>	
9/1	Who are you?	<ul style="list-style-type: none"> <li>• Leadership Overview</li> <li>• Head/Heart discussion</li> </ul>	
9/6	Asking the right questions	<ul style="list-style-type: none"> <li>• Introduction to Socratic questioning</li> <li>• Creation of discussion rubrics</li> <li>• Developing your own questions activity</li> </ul>	
9/8	Leadership....What is it?	<ul style="list-style-type: none"> <li>• What is leadership discussion</li> <li>• Theories</li> <li>• Pro/Con discussion</li> </ul>	
9/13	Styles of Leadership	<ul style="list-style-type: none"> <li>• Leadership styles overview</li> <li>• Leadership speeches assigned</li> </ul>	
9/15	Leadership... Does it matter?	<ul style="list-style-type: none"> <li>• Does leadership matter discussion</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Leadership speech</li> <li>• DUE: Strengths Quest assessment</li> </ul>
9/20	Strengths Quest Presentation	<ul style="list-style-type: none"> <li>• Presentation on Strengths Quest</li> </ul>	
9/22	Teamwork	<ul style="list-style-type: none"> <li>• Teamwork introduction</li> <li>• Brainstorming activity</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Event Paper #1</li> </ul>
9/27	The Leader/Follower relationship	<ul style="list-style-type: none"> <li>• Types of followers</li> <li>• Leadership Hierarchies</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Interview with a Leader questions</li> </ul>
9/29	Leadership in your Career	<ul style="list-style-type: none"> <li>• Leadership within your future workplace</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Grade Check-Ins</li> </ul>
10/4	Leadership Presentations	<ul style="list-style-type: none"> <li>• Presentations on how leadership relates to your future career</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Leadership and future career presentations</li> </ul>
10/6	Spring Service Project Planning	<ul style="list-style-type: none"> <li>• Class time to plan Spring Service project</li> </ul>	
10/11	Spring Service Project Planning	<ul style="list-style-type: none"> <li>• Class time to plan Spring Service project</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Event Paper #2</li> </ul>
10/13	Midterm	<ul style="list-style-type: none"> <li>• Midterm exam</li> </ul>	
10/18	Trust, Integrity and Ethics	<ul style="list-style-type: none"> <li>• Introduction to trust, integrity and ethics</li> <li>• Identifying your personal ethics</li> <li>• Understanding the role of context in ethical situations</li> <li>• Select case studies</li> </ul>	

10/20	Ropes Course <b>*Out of class activity*</b>		
10/25	Trust, Integrity and Ethics Case Studies	<ul style="list-style-type: none"> <li>• Individual Presentation on ethics</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Case study presentation on ethics</li> </ul>
10/27	Work/Life Balance	<ul style="list-style-type: none"> <li>• In-depth energy mapping</li> </ul>	
11/1	Leadership...Who is a leader?	<ul style="list-style-type: none"> <li>• Discussion on everyday leadership</li> <li>• Who is a leader?</li> </ul>	
11/3	Leadership Interview Presentations	<ul style="list-style-type: none"> <li>• Presentations on your interview with a leader</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Interview with a Leader Presentation</li> </ul>
11/8	Communication and Conflict Resolution	<ul style="list-style-type: none"> <li>• Communication techniques during times of conflict</li> <li>• Conflict resolution activity</li> </ul>	
11/12	The Value of Values	<ul style="list-style-type: none"> <li>• Identifying your core values</li> <li>• Conformity discussion</li> <li>• Understanding the values of others</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Event Paper #3</li> </ul>
11/15	Leadership and Social Media	<ul style="list-style-type: none"> <li>• Social media posts activity</li> </ul>	
11/17	Setting Goals Discussion	<ul style="list-style-type: none"> <li>• Brief discussion over goal setting</li> <li>• Group assignments and class time to work on goals class presentation</li> </ul>	
11/22	Setting goals Mastery	<ul style="list-style-type: none"> <li>• Setting goals presentations in class</li> <li>• Setting goals final discussions</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Goals class presentation</li> </ul>
11/24	<b>No class- Thanksgiving Break</b>		
11/29	Spring Service Project Planning	<ul style="list-style-type: none"> <li>• Class time to plan Spring Class project</li> <li>• Leader Project presentation handout</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Class presentation on Spring Service Project</li> </ul>
12/1	Spring Service Project presentation	<ul style="list-style-type: none"> <li>• In-class presentation</li> <li>• Final Exam assignment information</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Service Hours paper</li> </ul>
12/6	Is Change Possible?	<ul style="list-style-type: none"> <li>• Discussion on Change</li> </ul>	
12/8	Final preparation	<ul style="list-style-type: none"> <li>• In-class time to prepare for Final presentations</li> </ul>	
12/15	Final Exam 1:15pm-3:15pm	<ul style="list-style-type: none"> <li>• Application to Spaceship Earth presentations</li> </ul>	<ul style="list-style-type: none"> <li>• DUE: Application to planet Earth</li> </ul>

## COMMUNICATION AND SUPPORT

### Interaction with Instructor Statement

It is a course expectation that you check your LeoMail email address daily, this is the prescribed communication method by the University. There may be times that I need to contact you with important information and email is often the fastest method to do so. You can expect a response to your email within one business day of its receipt- even if it is just acknowledgement that I received it.

All students are encouraged to contact the instructor for any and all reasons whatsoever if they believe an event or concern will impact their performance in the course. The more I am kept in the loop with you and your environment, the better I can assist you when needed. Beyond face to face classroom interactions, the best way to get in touch with me is via email and/or office hours.

## COURSE AND UNIVERSITY PROCEDURES/POLICIES

### Attendance

Roll is taken each class day and students are expected to attend all scheduled class periods. Each section of the course is scheduled for 16 weeks of twice weekly meetings of 50 minutes each. Students should make arrangements to be in class on time and to stay until the class is dismissed.

**Attendance is part of your grade.**

*Excused absences:* For students with excused absences, which include participation in a University sponsored event, illness accompanied by a doctor's note, death in the student's immediate family, a verifiable court appearance or any other similar circumstance in the view of the instructor, written documentation must be turned in to the instructor immediately upon return to class. If it is not given upon return to class, you will be counted unexcused. Students will be allotted two unexcused absences during the semester. Points will also be deducted from the daily participation grade for each tardy, at the instructors discretion.

### Late Work

All activities must be submitted by the dates listed in the course outline/calendar or as announced in class. Late assignments and activities will not be accepted unless in extreme emergencies. If you are absent for any reason (excused or unexcused) on a day that a written assignment is due, you must discuss with the instructor ways to submit prior to the assignment deadline, if possible. All assignments are due within the first 10 minutes of the scheduled class day, unless otherwise announced.

### Assignment Submission

All assignments must be submitted in hard copy to the instructor or via D2L, unless otherwise stated. While you are welcome to email me any questions that you may have, please understand that under normal circumstances, I cannot accept emailed student work at this time. If you do not own a printer, Waters Library offers printing services for a small fee – please plan accordingly.

## Essay Formatting, Presentation Guidelines & Spelling / Grammar

We will use APA formatting for all papers in this course. For detailed information regarding what APA is, there are numerous resources online or in the library. There is also an on campus resources called the Writing Center you can visit for assistance. General paper guidelines are:

- typed, doubled spaced, 1" margins, and 12 point font.

Professionals throughout your lifetime will critique you on spelling and grammar so use this class as an opportunity to begin practicing these skills. Sentence structure, spelling and grammar will be examined when determining a grade for any written assignment in this class.

## Classroom Etiquette

This course meets face-to-face each week. We should aim to be respectful at all times during our class time. Cell phones and all other electronic devices must be turned off and out of sight when we are in class- if you have an emergency situation where you need to have your phone on please let me know at the start of the class or via email prior to class time. I also ask that you are conscious of those around you. If you are not feeling well do not come to class. Per the university's return plan, we are resuming a pre-pandemic schedule of classes at full capacity. Classrooms will not be set up to allow for physical distancing. Masks are not required but they are encouraged, especially in public indoor settings where individuals are in close proximity to each other. Please do your part to keep yourself and others safe. For a full outline of protocols related to COVID management and guidance, you can visit the university's plan here (last updated 1/5/2022):



*COVID return plan*

<https://www.tamuc.edu/wp-content/uploads/2022/01/COVID-19-Guideline-Changes-letterhead.pdf>

## Academic Dishonesty / Plagiarism

Instructors at Texas A&M University-Commerce do not tolerate plagiarism and other forms of academic dishonesty. Instructors uphold and support the highest academic standards, and students are expected to do likewise. Penalties for students guilty of academic dishonesty include disciplinary probation, suspension, and expulsion. Here is the university policy, University Procedure 13.99.99.R0.10 ("Undergraduate Academic Dishonesty"):

<https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesprocedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>



*Academic Dishonesty Policy*

## 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/student\\_guidebook/Student\\_Guidebook.pdf](http://www.tamuc.edu/student_guidebook/Student_Guidebook.pdf)



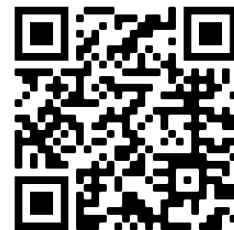
*Student Guidebook*

### ADA Statement for Students with Disabilities

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. 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](https://www.tamuc.edu/student-disability-services/)  
<https://www.tamuc.edu/student-disability-services/>



*Student Disability Services  
Website*

### 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.



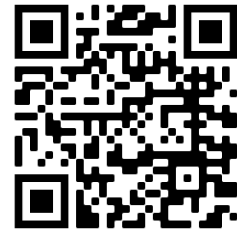
*Concealed Carry Policy*

<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 903886- 5868 or 9-1-1.

## A&M-Commerce Supports Students' Mental Health

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)



*Counseling Center  
Information*

## University's Pandemic Response

Students should not attend class when ill or after exposure to anyone with a communicable illness. Communicate such instances directly with your instructor. Faculty will work to support the student getting access to missed content or completing missed assignments in regards to documented exposure. If you are quarantining, class participation and turning assignments in on time is still the expectation, if you are too sick to participate, please inform me as soon as possible so I can make alternative arrangements.

### Important dates & reminders:

- Drop due to non-payment: September 19, 2022
- Last day to drop: November 3, 2022
- Last day to withdraw: December 2, 2022