



# A&M-COMMERCE

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

## **BAAS 345: Leadership Techniques COURSE SYLLABUS: Fall 2023**

### **INSTRUCTOR INFORMATION**

Instructor: Theresa Sadler, Ph.D.  
Office Location: Online  
Office Hours: Email or Telephone or Virtual by Appointment  
Office Phone: 430-231-1275  
University Email Address: Theresa.Sadler@tamuc.edu  
Preferred Form of Communication: Email  
Communication Response Time: 24 hours

**The best way to contact me is by email. This is an online course; therefore, expect most communication to be online as well. All emails must include "BAAS 345" in the subject line, use proper email etiquette, and include your name and CWID.**

### **COURSE INFORMATION**

#### **Materials**

#### **Textbook(s) Required**

Authors: Stanier, M.B.  
Year published: 2016  
Title: *The Coaching Habit: Say Less, Ask More & Change the Way You Lead Forever*  
Publisher: Box of Crayons Press  
Print: ISBN: 978-0-9784407-4-9

#### **Supplemental Materials**

Links and files will be provided in the document sharing tab within the course.

### **COURSE DESCRIPTION**

Provides a comprehensive and applied understanding of leadership and management functions to prepare individuals to effectively mentor and develop tomorrow's leaders while leading and managing today's organizations. Focuses on critical knowledge and skills necessary to carry out organizational goals and objectives.

### **STUDENT LEARNING OUTCOMES**

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

1. Demonstrate the ability to identify and discuss prioritizing tasks
2. Define the customer, both internal and external
3. Discuss the differences between leadership and management
4. Recognize mechanisms that enhance an ethical organizational culture
5. Understand contingencies of leadership
6. Discuss management practices for effective employee mentoring and development

## 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 semester. Educational activities in this course are designed to ensure regular and substantive interaction between students and faculty.

## 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. All assignments and quizzes must be completed. Please contact the instructor by email for any assistance.

**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. All assignments and quizzes should be completed. Please contact the instructor by email for any assistance.

## ASSESSMENT

**Book Summary/Review: 20%** Students are required to read the assigned book and write a book summary/review. Must be submitted as an MS Word file. Please see D2L for more details.

**Assignments: 39%** There will be three writing assignments each worth 13% of your grade. Must be submitted as an MS Word file. Please see D2L for more details.

**Discussion Board: 36%** Articles (7% each) and the book (15%) will have multiple discussion topics that you will be required to participate in. Discussion board topics require a minimum of one post and **three replies** to fellow students. Discussions may be completed and submitted prior to the posted due date, but keep in mind that you will be graded on quality of content. Spelling, punctuation, capitalization, and grammar errors will have a negative impact on your discussion grades.

**Syllabus and Calendar Quiz: 5%** Students will be required to take one quiz covering material found in the syllabus, calendar, and grading rubrics.

**IMPORTANT: Assignments may be submitted early, but I will count off one letter grade for each day an assignment is late. Exams, quizzes, and discussions will not be opened after the due date. No extra credit work will be assigned under any circumstances. The following are the ONLY acceptable excuses for missed assignments. In order to make-up missed assignments, you must contact me and provide documentation within 24 hours of the assignment due date.**

- 1. Participation in a required/authorized university activity**
- 2. Verified illness**
- 3. Death of an immediate family member**
- 4. Obligation at a legal proceeding**

## GRADING

### Grading Scale

Percentage

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% 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, 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.

**All emails from students should include:**

- **Course name and subject in the subject line (ex. BAAS 345 – Assignment 1)**
- **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](#)

### **CID Policy on Academic Integrity**

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

### **Use of Artificial Intelligence**

Texas A&M University-Commerce acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources.

### **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.

### **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.

### **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).

## COURSE OUTLINE / CALENDAR

Module	Assignment	Due Date
<b>Syllabus Quiz</b>	Syllabus Quiz	8/28 – 9/10
<b>Assignment 1</b> 8/28 – 9/24		
	Writing Assignment 1	8/28 – 9/24
	Discussion Board	8/28 – 9/24
<b>Assignment 2</b> 9/25 – 10/22		
	Writing Assignment 2	9/25 – 10/22
	Discussion Board	9/25 – 10/22
<b>Assignment</b> 10/23 – 11/19		
	Writing Assignment 3	10/23 – 11/19
	Discussion Board	10/23 – 11/19
<b>Book Summary/Review</b> 8/28 – 12/10		
	Book Summary/Review	8/28 – 12/03
	Discussion Board	8/28 – 12/10