To access COVID-19 information, please visit the Stay Healthy Lions Webpage.

BGS 404: Organizational Dynamics and Diversity 01W 02W
COURSE SYLLABUS: Summer 2024

INSTRUCTOR INFORMATION

Instructor: Tina Lancaster
Office Location: Online
Office Hours: Online, M-S 10 a.m. – 8 p.m.
Phone: 903-669-6221 (text preferred)
University Email Address: tina.lancaster@tamuc.edu
Preferred Form of Communication**:** Email
Communication Response Time: 4-12 hours

The best way to contact me is by email. This is an online course; therefore, expect most communication to be online. All emails must include "BGS 404" in the subject line; use proper email etiquette, and include your name and CWID.

COURSE INFORMATION

Materials

Textbook(s) Required

Authors: Jeffrey Baumgartner
Title: The Way of the Innovation Master

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

COURSE DESCRIPTION

This course offers an opportunity to discuss and apply principles, tools, and methods to implement change and innovation within organizations successfully. Focuses on utilizing diversity within the workplace to create an environment conducive to creativity and innovation while also realizing the external forces that lead to change.

STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:
1. Demonstrate the ability to identify and discuss why organizational change is necessary
2. Recognize the limits that managers of change face
3. Discuss the difference between incremental and radical innovation and the importance of each
4. Recognize the internal and external issues that lead to change and innovation
5. Demonstrate the ability to apply steps that lead to organizational change and innovation
6. Discuss the importance of cultural diversity to organizational change

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

Syllabus and Calendar Quiz: 10%: Students must take one quiz covering material in the syllabus, calendar, and grading rubrics. The Getting to Know You quiz isn't graded but will count as one of your quizzes.

Book Summary/Review: 25%: Students must read the assigned book and write a summary/review. Please see D2L for more details.

Article Summary: 30% There will be two article summaries worth 15% of your grade. Please see D2L for more details.

Discussion Board: 35% Both articles (10% each) and the book (15%) will have multiple discussion topics in which you will be required to participate. Discussion board topics require a minimum of one post and **three replies** to fellow students. Discussions may be completed and submitted before the posted due date, but keep in mind that you will be graded on the quality of the content. Spelling, punctuation, capitalization, and grammar errors will hurt your discussion grades.

All assignments must be submitted to the appropriate assignment submission folder within D2L.

NOTE: Late assignments are not permitted.

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.

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. BGS 404 – Article 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.

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 their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)
[Undergraduate Student Academic Dishonesty Form](#)
[Graduate Student Academic Dishonesty Form](#)

Academic Dishonesty Procedure for the College of Innovation and Design

Procedure for Assessing Academic Dishonesty

1. If academic dishonesty is suspected, the instructor will contact the student and meet to discuss the specific situation. The instructor should use this meeting to explain how academic dishonesty could be avoided in the future.
2. If it is determined that the student is responsible for an academic dishonesty violation, the student will receive 0 points for the assignment and a written warning.
3. Once academic dishonesty has been determined, the instructor will notify the Assistant Dean of the incident details and meeting date. The student's name and incident details will be recorded in a CID database of Written Warnings.
4. The Assistant Dean will inform the instructor if a Written Warning has been reported in another CID course.
5. 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).
6. If the student has a previous 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.

Academic Dishonesty Involving Algorithmically Plagiarized Work

- Students who use artificial intelligence tools to develop responses to assignments (unless specifically allowed in the assignment description) will be considered in violation of academic honesty.
- Tools used to assess distinctions between human-written and AI-generated content may be used to assess suspected violations of academic dishonesty. Results showing the writing is possibly or likely written by AI will be considered a violation of academic honesty.
- Academic dishonesty using AI-generated content will follow the Procedure for Assessing Academic Dishonesty

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.

COURSE OUTLINE / CALENDAR

Unit	Assessments	Date Open	Due Date
	Syllabus Quiz	07/08/2024	07/13/2024
Article 1	Article 1 Summary	07/08/2024	07/13/2024
	Article 1 Discussions - all replies	07/08/2024	07/13/2024
Article 2			
	Article 2 Summary	07/08/2024	07/27/2024
Book			
	Book Summary/Review	07/08/2024	08/08/2024