



HC 302: Applied Leadership Fall 2024

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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

There are no required textbooks for this class but students will be given appropriate handouts, books, articles and activities as needed.

Course Description:

An introduction to and overview of the fundamental concepts of leadership, this course focuses on the significance and applicability of leadership theory to everyday action. Through experiential learning opportunities, students will learn to develop common purpose in groups through strategic planning and a focus to collective efficiency and potency for change.

Course Learning Outcomes:

Students will:

- Refine and improve effective oral and written communication skills;
- Examine the etymological origins of leadership and use this to develop a working knowledge of the history of leadership and evolution of leadership theory;
- Integrate leadership learning across disciplines
- Study and apply elements of strategic planning for collective efficacy and group potency for change.

COURSE REQUIREMENTS

Instructional Methods, Activities, and Assessments

Instructional Methods: HC 302 is a course focusing on leadership development and investigation into personal strengths. Class time will consist of various forms of engagement including assessments, activities, lectures, and presentations. The course will culminate in the group's ability to propose, plan, and execute a semester-long service project addressing a need in the community.

Attendance and Participation:

The course format is hybrid- meaning the class will meet one day a week (Tuesdays) with online content or required individual or group work for the remainder of the week. Because we are only meeting one day per week, class attendance is **required**. During class period, students are expected to participate and engage. Attendance and participation constitutes **40%** of the overall grade. For each unexcused absence, 2% points will be deducted from your final grade. Excused absences are defined by university policy and must be documented appropriately within ONE WEEK of absence. Many activities will take place in class which cannot be replicated outside of the classroom space. Late assignments can receive partial credit. However, assignments turned in more than **48 hours late will receive no credit.**

Leadership Journals:

Because of the nature of the course, students will be required to submit journals, which will have regular entries online through D2L. This journal will serve as a place to answer questions posed in class and keep track of your goals. You will also use this journal as your guide when you build your own theory of leadership throughout the year. The journal will be worth **20%** of your course grade and have 10 entries worth 10 points each.

Informational Interview:

Students will interview someone in their life they view as a leader to gain more perspective on the challenges and roles a leader plays in everyday life. 25 points

This I Believe Statement:

Students will write a belief statement based on personal experience, leadership traits, personal experience, and their daily life philosophy. 25 points

Leadership in Action Service Project:

This semester the class will take time to address a need in the community through concerted group effort. The success of the project will center on the group's ability to come together to execute a chosen task, utilizing both individual and collective strengths. The project is broken down into multiple aspects to be completed throughout the semester. All part of the project will add up to 50% of your final course grade.

- **Individual “pitch”:** Students will give a 5 minute elevator style pitch for a project which will form the basis of group selection. (25 points)
- **Group Presentation Proposal:** Groups will present in class a well-thought out and cohesive plan for an activity, which will help address an identified need. Proposal details will be provided in the future but must include the task goal, resources needed and an opportunity to solicit feedback from others. (50 points)
- **Peer Evaluation:** Using assigned metrics determined by group, each group member will be scored by their fellow class-mates on a scale of 1 to 10 for their contributions to completing the group task. Each group is responsible for creating an evaluation metrics for group members that is mutually agreed upon. This is an important document as it will be our only insight into how you all balanced the work. (15 points)
- **Project Participation & Final project Reflection:** Each person will discuss their growth as a leader through the project and how they were able to exhibit/practice/grow their own style/theory of leadership. What theories influenced the way you worked with their peers? What did you do that was

successful? What was unsuccessful? What goal will you set for yourself for next year? (50 points)

Grading

Students' course grade will be calculated according to the following scale:

| | |
|--------------------|---------------------|
| A = EXCELLENT | 90 and above |
| B = GOOD | 80-89.9 |
| C = AVERAGE | 70-79.9 |
| D = POOR | 60-69.9 |
| F = FAILURE | less than 60 points |

Technology Requirements, Access and Navigation

Students will need access to the internet, a computer, a word processor, a webcam, and sound/microphone capabilities to participate in virtual discussions. If you do not have access to any of these items, please discuss with your instructor well ahead of the first day.

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.

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](#)

<https://inside.tamuc.edu/admissions/registrar/documents/studentGuidebook.pdf>.

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:

<https://www.britannica.com/topic/netiquette>

TAMUC Attendance

For more information about the attendance policy, please visit the webpages below.

[Attendance.](#)

<https://inside.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

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 Students Academic Integrity Policy and Form

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

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

[Undergraduate Student Academic Dishonesty Form](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/documents/13.99.99.R0.03UndergraduateStudentAcademicDishonestyForm.pdf>

Graduate Students Academic Integrity Policy and Form

[Graduate Student Academic Dishonesty](#)

<https://inside.tamuc.edu/aboutus/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10.pdf>

[Graduate Student Academic Dishonesty Form](#)

<http://www.tamuc.edu/academics/graduateschool/faculty/GraduateStudentAcademicDishonestyFormold.pdf>

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 Services
Velma K. Waters Library- Room 162

Phone (903) 886-5930

Fax (903) 468-8148

Email: StudentDisabilityServices@tamuc.edu

Website: <https://www.tamuc.edu/student-disability-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.

Web url:

<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 903-886-5868 or 9-1-1.

A&M-Commerce Supports Students' Mental Health

Counseling Center 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

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.