

## INSTRUCTOR INFORMATION

**Instructor:** Sierra Jones

**Email address:** [Sierra.Jones@tamuc.edu](mailto:Sierra.Jones@tamuc.edu) (preferred method of communication)

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

**Office Location:** Library, Suite 231

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

**Office Hours:** By appointment

## COURSE INFORMATION

CRN: 21433

Class time: Monday/Wednesday 1:00-1:50 pm

Class Location: BA 251

### 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

The purpose of this course is to provide valuable academic, social and leadership skills to ensure a successful first year in college. Concepts studied include 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. Outline the importance of setting goals
2. Exhibit effective team skills and identify team building skills
3. Increase awareness of opportunities for campus and community involvement
4. Recognize the various types of conflict and ways to manage it
5. 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.

# COURSE REQUIREMENTS

## GRADING

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

1148-1275= A  
1020-1147= B  
893-1019= C  
765-892= D  
764 & below= F

\*Note, students must earn a C or better to satisfactorily meet the requirements for the scholarship.

Total points awarded for each assessment category:

Attendance and Participation/ Class Discussions	100
SNT meetings	300
In-class Assignments	50
Movie Review Essay	100
Class Service Project	200
Letter to Past Self	100
Service Hours	100
Leadership Conversation Assignment	100
Vlog Assignment	100
Final	125
<b>Total Points</b>	<b>1275</b>

## Assignment Requirements

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

Attendance/Participation/Discussions	400 points
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Active participation is a very important piece of the learning process in this course and takes on many different forms. Active participation requires preparation. You are expected to be prepared for each class session and actively participate in class discussions and activities. Participation & discussions includes:

Success Networking Team Meetings (in class)—We will set up some individual goals this semester that we are going to work as a team to see through. Three class meetings will consist of discussing and working through your individual goals as a team. For each scheduled class, you should plan on coming prepared with what you accomplished, if anything, towards your SMART goals. Students will review their goals at the beginning of each class. Students who complete their goals prior to the conclusion of all three meetings will be expected to assist others in completing their goals through advice and offering perspectives. 100 points for each of the 3 SNT in-class meetings for a total of 300 points.

Class Discussions—discussions are opportunities for you to enhance your critical thinking skills, gain new insights and understanding from your peers, and find ways to effectively communicate what you have learned from reading and reflecting on course material. I encourage you to bring to class your comments and questions that offer different perspectives, contribute to moving the discussion and analysis forward, build on other comments and insights made by others in the class, and moves beyond the typical “I feel” or “I think” statements that are not grounded in a deeper reflection on why we have had a particular reaction to course material. The course

instructor does not have all the answers in these discussions, and you are encouraged to talk to each other and ask each other questions as we process the material together. 100 points will be dispersed amongst all classes where discussion is conducted, grade will be representative of class participation in discussion.

You will have to participate in outside of class activities. Other participation activities as discussed throughout the semester.

Assignments	50 points
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FLC has a few requirements to complete during the spring semester: Syllabus quiz, In-class SNT goal creation, Focus2 assessment and class discussion.

Movie Review	100 points
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This reflection paper should be at least 800 words. You will choose a central character from the film/movie (NOT a TV show) and analyze the character from the context of the course material and reflect on the character's presumed perspective on leadership, responsibility, values, etc. Pull information that you have learned from class so far (from the fall and some from the spring) and identify different characteristics of this character. It is important to really evaluate this and be detailed. I am not going to watch each movie beforehand so your paper should be written with the assumption that I have not seen the movie- you will need to paint a clear picture of the movie, relevant characters, and the movies overall themes/dilemma for me to understand the motivations behind the character and their display of leadership. Movie characters will need to be approved beforehand via email to the instructor and it is first come, first serve, so do not wait until the last minute to get these email submissions in for approval. Your movie character selection is due on January 24<sup>th</sup> during class.

Class Service Project	200 points
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Students will be responsible for planning and completing a service event to benefit Texas A&M University-Commerce or the community of Commerce. There will be a lot of planning for this, and all class members will be responsible for taking part in the planning process. Once the project is planned and scheduled, the entire class will be required to take part. This project began and was approved during the fall semester and should look at being complete mid-spring semester (in February or March). Reflections will be required after everything is concluded. 100 points will be graded solely by instructor, 100 points will be from the in-class reflection and peer evaluations.

Letter to my past self	100 points
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This assignment should be handwritten in the style of a letter to your former self. Think back on who you were a few years ago. What do you think this person needed to hear? What reassurances would you give this person? What things (tools, thoughts, values, skills) do you wish this person had? What points of pride do you have for this person? Do you want to thank this person for anything, or encourage them to make a realization? *You should wait until our class on sources of power prior to starting this assignment.*

Leadership Conversation Project	100 points
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This project has multiple steps to this, so it is important that you follow them closely.

1. You will do a self-assessment in class; you will need to make sure that you answer it very honestly. (25 points)
2. Once your self-assessment is completed, you will need to set up time with a former boss, coach, teacher, etc. (someone off campus and someone you have not already interviewed as part of this course) that will be completely honest with you but also knows you well. You will then ask them a similar set of questions about yourself to see how your former boss/coach/teacher/etc. answers and conduct an informational interview with them to understand their perspective. Take good notes! At the end of the conversation, you should conclude with at least 2 leadership characteristics that you need to work on and at least 2 leadership characteristics that you do very well already. (25 points)
3. You will bring this information back to class and have a conversation with your classmates in small groups about what you discovered from the self-assessment and what you and your interviewee talked about. You should discuss how to improve on the things that were mentioned you could do better. If you had any

self-realizations, you should note those as well, even if the previous boss/supervisor didn't point it out. This is meant to be a helpful working session for all students to peer network together on how each student can improve on themselves and then set goals on how they will do it. Take note of EVERYTHING for this project.

4. Finally, you will give the class a brief run-down on some discoveries you made about yourself on the designated class day with a presentation. All students will go on one day. (50 points)

Vlog	100 points
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Create a unique, engaging three-minute vlog (video blog) summarizing your experiences with service this semester OR choose a social justice topic, research it, and discuss what you think should be done to correct or make it better. Vlogs should include what the experience meant to you, what stood out about the experience to you, what you learned from the experience, and how you are going to use the experience in the future. You should connect course content from throughout the year to what you include in your vlog. Videos should be showing your face and must have audio of you, videos that show other individuals should request permission from that person prior to using footage. Any footage of minors should not be included, even if parents give permission.

Service Hours	100 points
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All students will complete 15 service hours throughout the spring semester (this time does **not** include your Class Service Project). 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. Be sure to log all service hours via ManeSync and submit on the deadline through D2L.

- Required Group Service Project date(s):
  - TBD

\*Visit the Office of Intercultural Engagement & Leadership webpage to find more information and other volunteer opportunities as well as ManeSync.

Final	125 points
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Students will be given a choice of their final for this course that will be selected as a class. The final can consist of:

- Final presentation over the course material covered and its impact
- Paper written over course material and its impact
- Exam consisting of multiple choice and short answer over course material

Students will decide as a class via vote which of the options they prefer for the final for this course and all students will complete the final in the same form, based on selection by the majority. Other options can be proposed, but they must be able to demonstrate the course material and cover impact in some way and require approval by the instructor before adding to our options for voting.

# 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 technical requirements

LMS Requirements:

<https://community.brightspace.com/s/article/Brightspace-Platform-Requirements>

LMS Browser Support:

[https://documentation.brightspace.com/EN/brightspace/requirements/all/browser\\_support.htm](https://documentation.brightspace.com/EN/brightspace/requirements/all/browser_support.htm)

YouSeeU Virtual Classroom Requirements:

<https://support.youseeu.com/hc/en-us/articles/115007031107-Basic-System-Requirements>

## 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 ETAMU campus open computer lab, etc.

## 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 here:

<https://community.brightspace.com/support/s/contactsupport>

# 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 plan 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 instructor's 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 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): <https://www.tamuc.edu/wp-content/uploads/2022/01/COVID-19-Guideline-Changes-letterhead.pdf>



*COVID return plan*

## 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.R0.03>  
[UndergraduateAcademicDishonesty.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/>



*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.

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

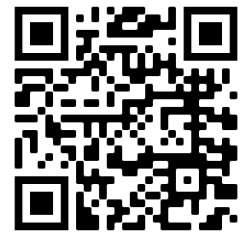
Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.



*Concealed Carry Policy*

## 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 regard 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 Deadline (100% refund): January 29th
- Spring Schedules drop due to non-payment: February 3rd
- Drop Deadline (no refunds): March 28th
- Withdrawal Deadline (no refunds): April 17<sup>th</sup>

### Campus Closures:

- January 20th- MLK, Jr. Day
- May 26th- Memorial Day