

INSTRUCTOR INFORMATION

Instructor: Sierra Jones

Email address: Sierra.Jones@etamu.edu (preferred method of communication)

Office phone: (903)468-8174

Office Location: Library, Suite 231

Communication Response time: Monday-Friday 8:30am-5pm. Responses are typically provided within 24 hours of receipt on business days.

Office Hours: By appointment- I am typically in my office Monday-Friday from 8:30am-5pm. Making an appointment or emailing me ahead of time will ensure I am in my office when you would like to meet.

COURSE INFORMATION

CRN: 21433

Class time: Tuesday/Thursday 1:00-1:50 pm

Class Location: DTH 208

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

This course introduces students to the principles of applied leadership through an examination of leadership theories, models, and practices using experiential learning. Students explore the multidisciplinary roots of leadership studies, including the evolution of leadership models, and examine leadership myths and realities. Emphasis is placed on applying leadership concepts through communication, goal setting, teamwork, service, and self-assessment in a first-year college context. This course examines leadership concepts through analysis, application, and reflection. Course content is presented for academic study and skill development. Students are not evaluated based on personal beliefs or viewpoints, but on their ability to understand, apply, and communicate leadership concepts.

Student Learning Outcomes

1. Examine the role of goal setting within effective leadership practice
2. Exhibit effective team skills and identify team building skills
3. Identify leadership opportunities for engagement within campus and community contexts
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.

Student Responsibilities and Tips for the Course

Students should attend class, come prepared to participate, and be open to the contributions of the instructor and other students. Students should keep the instructor informed of their progress in this course and other courses. Students should utilize email and office hours to connect with their instructors, seeking advice and support for their journeys. Students should come to class knowing that all questions are good questions.

GRADING

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

1500-1350= A

1349-1200= B

1199-1050= C

1049-900= D

899 & 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	100
Success Networking Team	350
Assignments	350
Letter to Past Self	100
Class Service Project	200
Service Hours	100
Leadership Conversation Assignment	175
Final Exam	125
Total points	1500

ASSESSMENTS

A brief description of each requirement is listed here. Detailed instructions and grading criteria for each assignment will be provided in class and/or through D2L prior to the assignment due date.

Attendance/Participation/Discussions	100 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.

Class Discussions— Discussions are opportunities for students to strengthen critical thinking skills, gain new insights from peers, and practice communicating leadership concepts effectively. Students are encouraged to come prepared with comments and questions that draw on course materials, leadership frameworks, and personal reflection. Contributions should move beyond surface-level reactions and instead demonstrate thoughtful analysis, evidence-based reasoning, and consideration of multiple perspectives. The instructor facilitates discussion but does not provide predetermined answers; students are encouraged to engage with one another respectfully as they work through leadership concepts together. Participation is evaluated based on preparation, engagement, and application of course concepts, not on personal beliefs or viewpoints. 100 points will be dispersed amongst all classes where discussion is conducted, grades will be representative of class participation in discussions.

SNT Meetings	350 points
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Throughout the semester, you will collaborate with classmates to complete and support each other's goals. Each student will have an individual goal this semester that they will work as a team to see through.

Success Networking Team Meeting Discussions (in class)- Three class meetings will consist of discussing and working through your individual goals with your group "team". Each student will be required to assist teammates in

achieving their goal. Each SNT Meeting in-class discussion and pre-class worksheet is worth 50 points, for 150 points across the semester.

Success Networking Team goal sheet – For the SNT teams to be successful, each student must come prepared. Students will complete an overall goal sheet early in the semester, this is worth 50 points. Students will also prepare a SNT goal sheet in anticipation of each in-class discussion, worth 50 points each, for 200 points across the semester.

Assignments	350 points
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FLC has a few assignments to complete during the spring semester: Syllabus quiz, Key elements of EI, Informational interview and Informational Interview reflection, each assignment is worth 50 points. Students also have a Focus2 assignment worth 100 points.

Class Service Project	200 points
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Students will be responsible for planning and completing a service event to benefit East Texas A&M University or the community of Commerce. This project requires collaborative planning and coordination, 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	175 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. (50 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. (10 points)

Students are evaluated on demonstrated leadership self-awareness and application of course concepts, not on personal beliefs, opinions, or values.

Service Hours	100 points
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All students will complete 15 service hours throughout the spring semester (this time does include your Class Service Project). 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

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 may 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

Learning Management System (LMS)

All course sections offered by East Texas A&M University 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

Zoom Video Conferencing Tool:

https://inside.tamuc.edu/campuslife/CampusServices/CITESupportCenter/Zoom_Account.aspx?source=universal_menu

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@etamu.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.

COMMUNICATION AND SUPPORT

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>

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

Course Specific 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, 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 free – 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.etamu.edu/wp-content/uploads/2022/01/COVID-19-Guideline-Changes-letterhead.pdf>

Academic Dishonesty / Plagiarism

Instructors at East Texas A&M University 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.pdf](https://inside.tamuc.edu/aboutus/policiesproceduresstandardsstatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03.pdf)

Plagiarism: Plagiarism is the appropriation of another's ideas, processes, results, or words without giving appropriate credit. This includes ChatGPT and other generative Artificial Intelligence (AI) technology (See AI use policy below). Students who are found to plagiarize will be subject to Academic Dishonesty procedures including a zero on any plagiarized assignments up to suspension or expulsion from the University.

*Academic Dishonesty
Policy*

AI use policy: East Texas A&M University 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.

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, information is available via the [Student Code of Conduct](https://www.etamu.edu/student-code-of-conduct/).

<https://www.etamu.edu/student-code-of-conduct/>



Student Code of Conduct

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

East Texas A&M University
Velma K. Waters Library Rm 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
Email: StudentDisabilityServices@etamu.edu
Website: [Office of Student Disability Resources and Services](https://www.etamu.edu/student-disability-services/)
<https://www.etamu.edu/student-disability-services/>



*Student Disability Services
Website*

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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.etamu.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.

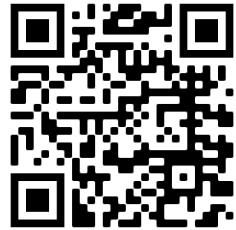


Concealed Carry Policy

ETAMU Supports Students' Mental Health

The Counseling Center at ETAMU, 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.etamu.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 28th
- Spring Schedules drop due to non-payment: February 2nd
- Drop Deadline (no refunds): March 28th
- Withdrawal Deadline (no refunds): April 20th

Campus Closures:

- January 19th - MLK, Jr. Day
- May 25th - Memorial Day