



EAST TEXAS A&M

UNIVERSITY

BAAS 345: Leadership Techniques
COURSE SYLLABUS: Summer II 2026

INSTRUCTOR INFORMATION

Instructor: Tony Jones, Ed.D, EMBA
Office Location: Online
Office Hours: Email or Virtual by Appointment
University Email Address: Tony.Jones@etamu.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 – Textbooks, Readings, Supplementary Readings

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 (Should be measurable; observable; use action verbs)

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

The syllabus/schedule are subject to 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.

GRADING

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

A = 90%-100%	D = 60%-69%
B = 80%-89%	F = 59% or Below
C = 70%-79%	

Assessments

Introductions: 3% Students are required to introduce themselves to the class via Google Slides.

Syllabus and Calendar Quiz: 4% Students will be required to take one quiz covering material found in the syllabus, calendar, and grading rubrics.

Book Summary/Review: 15% 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: 40% There will be four writing assignments each worth 10% of your grade. Must be submitted as an MS Word file. Please see D2L for more details.

Discussion Board: 38% Articles (7% each) and the book (10%) will have multiple discussion topics that you will be required to participate in. Discussion board topics require a minimum of one post and **two 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.

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 verifiable documentation at least 24 hours prior to 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**

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TECHNOLOGY REQUIREMENTS

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 and Browser Support:

[D2L Brightspace Browser Requirements and Support](#)

Student MS Office 365 Access: Students have access to MS Office 365. Navigate to

<https://inside.tamuc.edu/facultystaffservices/academictechnology/documents/Office-365-Students.pdf> to get started with Office 365.

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, an ETAMU 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). You will NOT receive email through D2L, so be sure to check your ETAMU email for communication. 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 – Writing Assignment 1)**
- **Salutation**
- **Proper email etiquette (no "text" emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

CID Studio

The CID Studio is in D2L and available to all CID students. The CID Studio contains modules intended to support and inform students on their educational journey. [CID Studio Link](#) – Please contact your advisor if you need access.

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COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific 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](#).

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>

ETAMU Attendance

For more information about the attendance policy please visit the [Attendance](#) webpage and [Procedures 13.99.99.R0.01](#)

Academic Integrity

Students at East Texas A&M University 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](#)

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

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.

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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

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](#)

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 ETAMU 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 East Texas A&M University campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

East Texas A&M Supports Students' Mental Health

The Counseling Center at East Texas A&M University, 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

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it.

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COURSE OUTLINE / CALENDAR

Module	Assignment	Due Date
Student Introductions & Syllabus Quiz	Introductions	7/6-7/12
	Syllabus Quiz	7/6-7/12
Module 1 7/6-7/12		
	Discussion Topic 1	7/6-7/12
	Discussion Topic 2	7/6-7/12
	Discussion Topic 3	7/6-7/12
	Writing Assignment 1	7/6-7/12
Module 2 7/13-7/19		
	Discussion Topic 1	7/13-7/19
	Discussion Topic 2	7/13-7/19
	Discussion Topic 3	7/13-7/19
	Writing Assignment 2	7/13-7/19
Module 3 7/20-7/26		
	Discussion Topic 1	7/20-7/26
	Discussion Topic 2	7/20-7/26
	Discussion Topic 3	7/20-7/26
	Writing Assignment 3	7/20-7/26
Module 4 7/27-8/6		
	Discussion Topic 1	7/27-8/2
	Discussion Topic 2	7/27-8/2
	Discussion Topic 3	7/27-8/2
	Writing Assignment 4	7/27-8/2
Book Summary/Review 7/6- 8/6		
	Book Summary/Review	7/6-8/2
	Discussion Topic 1	7/6- 7/19
	Discussion Topic 2	7/6- 7/26
	Discussion Topic 3	7/6- 8/2
	Discussion Topic 4	7/6- 8/2

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