



EAST TEXAS A&M UNIVERSITY

FLC 100: Leadership

COURSE SYLLABUS

Term:	Fall	Year:	2026
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INSTRUCTOR INFORMATION

Instructor Name:	Sierra Jones
Office Phone:	(903)468-8174
East Texas A&M Email Address:	Sierra.Jones@etamu.edu
Instructor Notes:	

Office Location: Waters Library, 2nd Floor- Suite 231

Office Hours: Monday 3-5, Wednesday 11-1, Thursday 1-2 or by appointment

Preferred Form of Communication: Email

Communication Response Time: Monday-Friday 8am-5pm, typically within 24 hours of receipt of message.

COURSE INFORMATION

CRN: 82507

Day/Time: Tuesday/Thursday 3:00-3:50pm

Location: SS 309

Course Materials

- No textbook required for course.
- 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.

Course Description

FLC 100 has been designed to provide valuable academic, social and leadership skills to ensure a successful first year in college. Concepts studied include leadership, communication, time management, goal setting and professional development. As such, the course focuses not only on the significance of leadership and its 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

Upon successful completion of this course, students will be able to:

- Explain foundational leadership theories, styles, and the role of followership, and begin articulating their own perspective on leadership
- Assess their own strengths, values, and growth areas, and connect that self-knowledge to how they lead
- Set meaningful, well-structured goals and explain why goal-setting matters to leadership
- Contribute effectively to a team by applying their strengths and building trust with others
- Communicate ideas clearly through written and oral presentations
- Engage with the campus and community through service, and apply ethical and values-based reasoning to leadership decisions

Regular and Substantive Course Interaction

As a general guide, students enrolled in a two-semester hour course should spend two hours engaged in instructional activities and two to three hours on out-of-class work per week in a traditional semester.

STUDENT RESPONSIBILITIES FOR COURSE

Instructional Methods

This 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.

CWID and Password

You will need your campus-wide ID (CWID) and password to log into the course within D2L. 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.

Technology-Related Issues

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.

COURSE ASSESSMENTS

GRADING

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

A= 900-1000

B= 800-899

C= 700-799

D= 600-699

F= 599 & below

*Note, students must earn a C or better to continue to the FLC 200 course and scholarship offered in the Spring.

Total points awarded for each assessment category:

Attendance and Participation	100
Assignments	150
Event Papers	150
Midterm Exam	100
Group Presentations	150
Ethics Presentation	100
Service Hours and Reflection	100
Final Presentation	150
Total Points	1000

ASSIGNMENT REQUIREMENTS

A brief description of each requirement is listed here.

Detailed information about each assignment is provided in class.

Attendance/Participation	100 points
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Students are expected to be engaged in all phases of the course. Attendance and participation are vital to this experience. Tardiness to class will count as an absence. **You will receive participation credit for being engaged during the full class period. Students that are tardy or incur more than one unexcused absence will result in point deduction.** Course Attendance and Participation will be measured by both the students' physical class attendance as well as completion of in-class activities, completed and turned in within the span of your class time, and participation in any class discussions. If you know you will be absent from class, please

notify the instructor via email prior to the missed class, if possible. Course absences cannot be excused without documentation, please see the attendance and late work policies for more information.

Assignments	150 points
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FLC has five assignments to complete during the fall semester: a CliftonStrengths assessment, Strengths Concept Map, Strengths Contributions, one grade check form, and participation in the ropes course event. CliftonStrengths assessment is worth 50 points, all other assignments are worth 25 points each.

Event Reflections	150 points
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Critically observe, assess, and/or evaluate 3 East Texas A&M University events (1 Diversity Event, 1 Speaker/Workshop/Special Event, & 1 general campus event). Use this assignment to learn about various offerings on campus. These reflections will assist you in improving your critical thinking skills and to have you analyze university sponsored events. Each reflection should address the individual questions given out in class.

Each event reflection is worth 50 points. Reflections are due as listed in the course calendar, but events can be attended at any point in the semester.

Midterm Exam	100 points
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There will be a midterm exam compiled from information covered in class and from the student's exit tickets as selected by the course instructor. The midterm will be a combination of multiple choice, fill in the blank and short answer questions on all content covered in class. The Midterm exam is worth 100 points.

Group Presentations	150 points
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There will be two group presentations in this course:

1. Goals Class Presentation- 50 points
2. Class Presentation on Spring Service Project- 100 points

These presentations will be graded by your individual contribution as assessed by peers and group effort as assessed by the instructor.

Ethics Presentation	100 points
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Students will select a case study over an ethical dilemma to review and respond to prompts.

This paper will include a brief overview of the ethical dilemma selected as well as their responses to the prompts provided. Ethical cases will be selected from the website:

<https://ethicsunwrapped.utexas.edu/>

Service Hours & Reflection	100 points
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All students will complete **20** service hours throughout the fall semester. Students should keep notes of service impact after each experience so that important information is not forgotten. At the end of the semester, all students will write a reflection paper regarding their experiences. This paper will be a minimum of 500 words. Specific details regarding what should be included will be given in class. Be sure to log all hours on ManeSync, you can set up your profile at the start of class and use this portal to browse for opportunities. Completing all required service hours is worth 25 points, your paper reflection is worth 75 points.

Final Presentation: Application for Spaceship Earth	150 points
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As a final exam, students will be tasked with completing an application for “Spaceship Earth”, a new civilization. A rubric will be provided in advance and will require students to apply their knowledge of leadership and their own understating of their unique skills and abilities and why the Spaceship Earth membership committee should accept you. Students will also be required to review peer’s applications and provide feedback. Participating in peer feedback is worth 25 points, the application is worth 125 points.

TECHNOLOGY REQUIREMENTS AND SUPPORT

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.

Learning Management System (LMS) – D2L

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 the technical requirements:

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

Technical Support

If you are having technical difficulty with any part of Brightspace (D2L), please contact Brightspace Technical Support at **1-877-325-7778**. Other support options can be found on the [Brightspace Support Webpage](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

All students are encouraged to contact the instructor for 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.

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 during normal campus operation hours. Students are encouraged to check university emails daily.

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.

ETAMU Attendance

For more information about the attendance policy, please view the [Attendance Webpage](#).

For this course, roll is taken each class day and students are expected to attend all scheduled class periods. Students should make arrangements 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.

Submission of 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 emergencies. If you are absent for any reason (excused or unexcused) on a day that an 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 in hard copy to the instructor or 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 a small fee –plan accordingly.

Essay Formatting, Presentation Guidelines & Spelling / Grammar

We will use MLA formatting for all papers in this course. For detailed information regarding what MLA 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.

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:

[East Texas A&M Academic Integrity Guide](#)

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

[Academic Integrity Reporting Form](#)

[Overview of Academic Misconduct Reporting Process](#)

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 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.

Submitting Past Work

The resubmission of work submitted in a past course is self-plagiarism. Also, the resubmission of substantial parts of work submitted in a past course is self-plagiarism. **If a student would like to resubmit past work or substantial parts of past work, the student must gain permission from the instructor prior to submission and cite the work properly.** If the student does not gain permission and cite the work, then the submission will be flagged for self-plagiarism and result in actions detailed in the CID Policy on Academic Integrity.

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.

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 with 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 – Counseling Services

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 **their website:** <https://www.etamu.edu/counseling-center/>

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. For more information on accessing the app and to explore the resources available to you for guidance and support, please visit their website: <https://www.etamu.edu/telus/>

IMPORTANT DATES & REMINDERS:

- Drop due to non-payment: September 10, 2026
- Last day to drop: October 29, 2026
- Last day to withdraw: November 17, 2026