Leadership Bmgt 2309
Course Syllabus: Fall 2018

"Northeast Texas Community College exists to provide responsible, exemplary learning opportunities."

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Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday	Online
	9:30 – 12:30	9:30 – 12:30	9:30 – 12:30	9:30 – 12:30	By Appointment	24/7

The information contained in this syllabus is subject to change without notice. Students are expected to be aware of any additional course policies presented by the instructor during the course. Updates will be provided through Blackboard, the Online Learning Management System utilized in this course.

Catalog Course Description (include prerequisites): This course provides an overall picture of the concepts of leadership and communication skills needed to motivate and identify the role of leaders and its relationship to management.

Course Information:
Course Code and Title: BMGT 2309 Leadership
Credit Hours: 3
Format: Hybrid
Duration: 5 Weeks, Thursdays at 5:30 from 8/27 thru 9/27
Required Prerequisite Courses: None

Required Textbook(s):
Richard L. Drake, The Leadership Experience, 6th ed

Publisher: South-West Cengage Learning
ISBN Number: 13-978-1-4354-6285-4

Student Learning Outcomes:
1. Understand the full meaning of leadership as it relates to self and others.
2. Identify the strengths of good leadership.
3. Understand how personality influences leadership.
4. Understand what is meant by moral leadership.
5. Learn to become a more effective follower.
6. Recognize the difference between intrinsic and extrinsic rewards.
7. Indentify the challenges associated with teamwork.
8. Become aware of issues concerning diversity in the workplace.
9. Consider the role of cultural values as related to employees.

10. Understand the role of power and politics in an organization.

Exemplary Educational Objectives:
Exhibit the skills of case study analysis, in-class projects, and course project.

Lectures & Discussions:
See Blackboard for chapter resources, assignments, projects and discussion board assignments.

Evaluation and Grading Criteria
There are 820 possible points

	Possible Points	Number
Class Meetings/Participation	125	5 Class Meetings
Assignments	143	10 Assignments
Discussion Board Assignments	76	10 Discussion Board Assignments
Exams	400	2 Exams
Course Project/Article Reviews	100	1 Project
Total Possible Points	**844**	

Grades are awarded according to the following scale:

760 - 844	A
675 - 759	B
591 – 674	C
506 - 590	D
0 – 505	F

Late Exam Point Deduction Information
1-7 days after exam time has expired = 10 point deduction
8-14 days after exam time has expired = 15 point deduction
14 + days after exam time has expired = Meeting with Instructor to discuss student(s) options.

Tests/Exams:
All test are delivered in Blackboard. Exams are mutiple choice questions. Students are allowed 1 attempt to completed the timed exams. The course exams are approximatley 40 – 50 questions.

Assignments:
See Blackboard Homepage and Start Here folder for chapter assignment details and due dates.

*Note, the course contains assignments (located under the Assignments link), Discussion Board Assignments (located under the Discussions link), In-class assignments, Exams, and a Final Project.

Other Course Requirements:
N/A

Student Responsibilities/Expectations:
Students are expected to attend all classes, complete assignments as required, and participate in case presentations and group discussions.

General Information:
Several elements are essential for your success in this course. You will need to understand these fully prior to starting the course:

1. Keeping up with the schedule is essential to your success. Your personal schedule must allow you to keep up with the due dates for the readings, assignments, class meetings, exams, and project. Some work is difficult or even impossible to make up (such as class participation, chapter assignments, and discussion with others), so you must plan your schedule carefully. This course does have an attendance policy and if you are absent you will have points deducted from your final course grade.

2. You must have continuous access to a working and dependable computer and Internet provider.

3. **The following study sequence will maximize your chances for mastering each lesson in this course:**
    1) Come to class prepared!! Read assigned material in the textbook and complete all unit assignments as scheduled prior to each class meeting.
    2) Review the learning objectives and PowerPoints.
    3) Complete and submit Assignments, Discussion Board Assignments, Exams, and Course Project. **These will count toward to your course grade**
    4) Be sure to contact your instructor when you have questions or need help.

Communication:
- In-Class
- Via NTCC e-mail address (jcooper@ntcc.edu)
- Via Instructor Cell Phone -Use the Remind app to text instructor

NTCC Academic Honesty Statement:
➢ *Students are expected to complete course work in an honest manner, using their intellects and resources designated as allowable by the course instructor.*
➢ *NTCC upholds the highest standards of academic integrity. This course will follow the NTCC Academic Honesty policy stated in the Student Handbook for any and all violations of academic integrity. If any plagiarism occurs in the course—on assignments, discussions, or course paper—an F will be given for the final course grade. For your convenience the NTCC academic ethics policy is listed below.*

Academic Ethics:

Northeast Texas Community College may initiate disciplinary proceedings against a student accused of scholastic dishonesty. Scholastic dishonesty includes, but is not limited to, statements, acts, or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work material that is not one's own. Scholastic dishonesty may involve, but is not limited to, one or more of the following acts: cheating, plagiarism, collusion, use of annotated texts or teacher's editions, and/or falsifying academic records. Any violations of the above will result in an F in the course.

Plagiarism *is defined as the appropriation of any person's work and the unacknowledged incorporation of that work in one's own work offered for credit.*

Cheating *is defined to include the following: copying from another students paper; using materials during a test not authorized by the person giving the test; collaborating with any other person during the test without permission; knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the content of test not yet administered; substituting for another student or permitting any other person to substitute for oneself; copying computer or Internet files, using someone else's work for assignments as if it were one's own, or any other dishonest means of attempting to fulfill the requirements of a course.*

Collusion *is defined as the unauthorized collaboration with any person in preparing work offered for credit.*

ADA Statement:
It is the policy of NTCC to provide reasonable accommodations for qualified individuals who are students with disabilities. This College will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to arrange an appointment with a College counselor to obtain a Request for Accommodations form. For more information, please refer to the NTCC Catalog or Student Handbook.

Family Educational Rights And Privacy Act (**Ferpa**):
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's educational records. These rights transfer to the student when he or she attends a school beyond the high school level. Students to whom the rights have transferred are considered "eligible students." In essence, a parent has no legal right to obtain information concerning the child's college records without the written consent of the student. In compliance with FERPA, information classified as "directory information" may be released to the general public without the written consent of the student unless the student makes a request in writing. Directory information is defined as: the student's name, permanent address and/or local address, telephone listing, dates of attendance, most recent previous education institution attended, other information including major, field of study, degrees, awards received, and participation in officially recognized activities/sports.

Course Assignment Procedures
Assessment/Evaluation and Grading:

There will be two exams, assignments, discussion board assignments, a project, in-class exercises and problems and attendance/participation grades.

Exams:

Exams will include multiple-choice questions and each exam is worth 200 points. No exam grades will be dropped. The exams will be timed (1.5 hours).Please see the course schedule attached to this syllabus for dates.

Assignments:

The course contains 10 Assignments. The Assignments are located under the Assignment link in Blackboard.

Discussion Board Assignments:

The course contains 10 Discussion Board Assignments. The Discussion Board Assignments are located under the Discussions link in Blackboard.

In Class Assignments and Participation:

There are 5 course meetings. Each meeting will include an in-class activity. Rubrics will be used to allocate the participation points for each class section.

Course Project/Article Review:

View the article review project assignment located Blackboard (located in the Assignments link). This project should be submitted through the assignment link prior to due date. Check the Start Here folder for project due date.

Article reviews should contain the following:

1. One - two paragraphs providing an overview of the article
2. Four - Six paragraphs (minimum) paragraphs that link the article components and outcomes to leadership topics.
3. The review should clearly connect the article to the course/text and compare and/or contrast article findings to leadership theory or theories presented in the course.
4. A conclusion (one to two paragraphs)
5. A reference section (all facts, figures, must be cited and references should be provided)

Students often ask about the length of the article review. Although there is not a specific requirement most are 2 to 3 pages single spaced.

Before writing an article review, re-read the chapter and or chapter sections regarding your selected subject area . Suggested databases to search for articles are **Google Scholar** (NOT Google) and our **library databases**. NTCC Librarians, Ron Bowden and Heather Shaw are very helpful and great resources that students are encouraged to utilize. The more articles and recourses you read about your selected topic(s) the more information you will have and better be able to review and analyze an article.

Allow yourself enough time to dedicate an adequate amount of attention to this project. Use APA 6th edition format for citations . A copy of the article is NOT required; however, a citation of the article is required. Unsure how to properly cite? You are not alone. View the Citation Style Guides located under the NTCC Library link and use the Knight Site feature.

Notes:
The above items are considered fundamental coverage areas and are to be addressed in depth within the project submission. This is NOT an all-inclusive list of what you may have in your presentation, but merely a guideline of the basics.

Please remember that your textbook is an excellent resource for specific guidance for the topics you should discuss in your project.   In addition to the 1 reference that will be obtained in the selected article, you should also use 2 other sources that support/oppose the information in the article. You must use a minimum of 3 sources and those must be included in a reference section at the end of your project (APA format).
This project is worth 100 points toward your grade.

Other Course Policies:
N/A