



BMGT 2309.088 Leadership Online

Course Syllabus: May Minimester 2020

“Northeast Texas Community College exists to provide personal, dynamic learning experiences empowering students to succeed.”

Instructor: Linsey Harwell

Office: BT 119B

Phone: 903-434-8129

Email: lharwell@ntcc.edu

Office Hours	Monday	Tuesday	Wednesday	Thursday	Friday
	Virtual/Blackboard	Virtual/Blackboard	Virtual/Blackboard	Virtual/Blackboard	Virtual/Blackboard

This syllabus serves as the documentation for all course policies and requirements, assignments, and instructor/student responsibilities.

Information relative to the delivery of the content contained in this syllabus is subject to change. Should that happen, the student will be notified.

Course Description: 3 credit hours.

Lecture/Lab/Clinical: Blended Course.

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Prerequisite(s): None

Student Learning Outcomes:

1. Determine individual leadership styles;
2. Distinguish differences between leadership and management;
3. Explain the effects of leadership style in various organizational environments
4. Apply principles of leadership.

Evaluation/Grading Policy:

All assignments are created and submitted individually. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

This course adheres to the NTCC Academic Honesty and Ethics statements discussed below. In addition, if a student submits the work of anyone else, they and the other person (if possible) will earn a zero grade on that assignment. If this happens a second time, the student will be dropped immediately from class with a failing grade and a note of academic dishonesty placed on their permanent NTCC record.

Assignments:

All assignments for this course will be provided on the first day of the course and will be completed and submitted via Blackboard. Assignments, instructions, and files are accessible via Blackboard.

Tests/Exams:

2 Exams (250 points each).

Each exam is timed and multiple choice. Exams are completed electronically in Blackboard.

Exam 1 covers chapters 1, 2, 4, 6, & 7.

Exam 2 covers chapters 8, 10, 11, & 12

Chapter Assignments: 9 Chapter Assignments (50 questions - 2 points per question)

The 50 chapter discussion questions will be presented on the course schedule by the instructor at the beginning of the class. These discussion questions are to be completed as assigned in Blackboard.

Please see the course schedule for specific questions assigned. The assignments can be submitted for credit no later than midnight on the assigned due date. **No late work will be accepted.** See course schedule below for specifics.

Discussion Boards: 4 Discussion Board Assignments (25 points each)

Online discussion questions can be found under the caption **DISCUSSION BOARD** within **Blackboard and will be assigned in-class (see course schedule for dates).** Students must post at least once to each topic posted.

Rubric:

One initial post (**Due as assigned**), respond to at least two peers.

Initial Post Length requires a minimum of 75 words

Secondary and third post length requires a minimum of 50 words per post

MLA or APA format required, incorporate appropriate in-text citation(s) referring to the academic concept with corresponding references page for the initial post.

Case Studies: 2 Case Studies (100 points each)

Two real world case studies @ 100 points each – 200 points

Case Study #1:

This case has a real-world application of the characters ethics. The case will also provide an opportunity for the students to resolve the issue and to determine the level of moral character of each of the characters in the case.

Case Study #2:

This case deals with the issue of diversity in the workplace. Students will have an opportunity to express the facts of the case, the exact problem for the company presented, and their solution to the matter.

Please remember that these case studies should be your own work—plagiarism (taking someone else's work or ideas and passing them off as one's own) will not be tolerated. Copying from another source and using block quotations from another source is not representative of your own work. Credit will not be given for cut and paste papers with block quotations (an extract consisting of more than 40 words from another author's work).

Please review the college policy and the course syllabus for details regarding academic honesty.

Please use reputable internet websites; **do NOT utilize any Wikipedia or comparable citations.**

Failure to include citations and references will result in an F. **Late case studies will not be accepted.**

Rubric can be found on last page of this syllabus.

Final Grades

This course is set up on a point scale. You can calculate your grade at any time as all point values are listed on this syllabus. **Your final course grade will be based upon this scale only. There are NO extra credit opportunities. In addition, there are no “retakes” for any assignments or exams.** The scores that you receive on your original submissions will be what is counted toward your final grade. Please understand that I must adhere to this grading policy for all students so exceptions will not be made.

Discussion Boards (4)	100	A = 810-900
Assignments (9)	100	B = 720-809
Exams (2 Exams)	500	C = 630-719
Case Studies (2)	<u>200</u>	D = 540-629
Total	900	F = 539 and below

Required Instructional Materials:

The Leadership Experience, Richard L. Drake, 7th ed.

Publisher:

Cengage Learning

ISBN Number: ISBN 9781337102278

Optional Instructional Materials:

None

Minimum Technology Requirements:

Daily high-speed internet access

Required Computer Literacy Skills:

None

Course Structure and Overview:

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

1. All online courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Assignments are due weekly, and sometimes each class day of the week (see course schedule for specific due dates). Thus, 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 and other assignments. Late work is not allowed in this course, so you must plan your schedule carefully.
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:
 - a. Read the lesson overview and learning objectives.
 - b. Read assigned material in the textbook or eBook.
 - c. Review the learning objectives.
 - d. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives.)
 - e. Complete and submit Blackboard Homework assignments. These will add points to your course grade.
 - f. Be sure to participate in the Discussion Questions as assigned by writing your original responses and posting peer replies. These will add points to your course grade.
 - g. Be sure to contact your instructor when you have questions or need help.

Communications:

The preferred method of communication is via Blackboard Messages. Please ask questions when unsure about something. Students may contact the instructor via Blackboard Messages, email at lharwell@ntcc.edu, cell phone (903) 767-0056 (between the hours of 9:00 a.m. and 9:00 p.m.), or office phone (903) 434-8129. When calling please leave a message with your name and course ID. If texting, students should also identify themselves in each set of text messages. Please make text messages as specific as possible. Texting “I don’t understand anything about this assignment” does not provide your professor with enough to help you. Do not submit the assignment and ask questions in the comments area. The instructor's policy is to grade what is submitted, and rarely allows assignment resubmissions. The time to ask is BEFORE an assignment is submitted. If a student is repeating this class, please note that there are often assignment changes made. It is required that students re-create each assignment. Significant grade reductions will occur when a student submits a previous semester's work.

Institutional/Course Policy:

Blackboard will be used for file submission, but you will need to keep a copy of all work in case of error or file corruption.

Students are expected to attend class on a regular basis. Excessive absences/non-participation (5 consecutive days) may result in the student being dropped from class or having their grade average reduced. Attempt will be made to contact you before this happens but should an emergency arise, you need to contact your instructor by phone or email should you not be able to meet this requirement. Please see the schedule of classes for the last day to withdraw. Religious Holy Days: please refer to the current Northeast Texas Community College Student Handbook.

NTCC Academic Honesty/Ethics Statement:

NTCC upholds the highest standards of academic integrity. The college expects all students to engage in their academic pursuits in an honest manner that is beyond reproach using their intellect and resources designated as allowable by the course instructor. Students are responsible for addressing questions about allowable resources with the course instructor. Academic dishonesty such as cheating, plagiarism, and collusion is unacceptable and may result in disciplinary action. This course will follow the NTCC Academic Honesty and Academic Ethics policies stated in the Student Handbook. Refer to the student handbook for more information on these subjects.

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 request accommodations. An appointment can be made with the Academic Advisor/Coordinator of Special Populations located in Student Services and can be reached at 903-434-8264. For more information and to obtain a copy of the Request for Accommodations, please refer to the special populations page on the NTCC website.

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.

Tentative Course Timeline:

(*note* instructor reserves the right to make adjustments to this timeline at any point in the term):

BMGT 2309.088 May 2020 Course Schedule		
Section	Assignments	Due Date
Syllabus Acknowledgement	Syllabus Acknowledgement Quiz	<i>Syllabus Acknowledgement Quiz</i> is due Tuesday, May 19th at 11:59PM
Section 1 Monday, May 18th - Thursday May 21st	Chapters 1, 2, & 4 Discussion 1 & 2	<i>Chapter Assignments & Discussions 1 & 2</i> are due Thursday, May 21st at 11:59PM
Section 2 Friday, May 22nd - Monday, May 25th	Chapters 6 & 7 Discussion 3 Case Study 1	<i>Chapter Assignments, Discussion 3, and Case Study 1</i> are due Monday, May 25th at 11:59PM
<i>MIDTERM EXAM</i> Monday, May 25th - Tuesday, May 26th	<i>MIDTERM EXAM</i>	<i>Midterm Exam will be available Monday, May 25th and is due by Tuesday, May 26th at 11:59PM</i>
Section 3 Tuesday, May 26 - Friday, May 29th	Chapters 8 & 10 Discussion 4	<i>Chapter Assignments & Discussion 4</i> are due Friday, May 9th at 11:59PM
Section 4 Saturday, May 30th - Wednesday, June 3rd	Chapter 11 & 12 Case Study 2	<i>Chapter Assignments & Case Study 2</i> are due Wednesday, June 3rd at 11:59PM
<i>FINAL EXAM</i> Thursday, June 4th - Friday, June 5th	<i>FINAL EXAM</i>	<i>The Final Exam will be available on Thursday, June 4th and is due by 11:59PM on Friday, June 5th</i>

BMGT 2309 Leadership Case Studies Rubric

Goal – Students will be able to demonstrate competency in the area of Leadership.

Performance Criteria	Below Expectations	Meets Expectations	Exceeds Expectations	Score
Adequately identifies key facts of the case	Student does not identify the facts of the case	Student adequately identifies the facts of the case	Student adequately identifies the facts of the case and gives support for each fact	30
Critically analyzes the chosen leadership issue	Student does not perform critical analysis of the leadership issue	Student correctly analyzes the leadership issue	Student correctly analyzes the leadership issue as well as provides a detailed discussion	30
Student gave a thoughtful solution to the issue as it relates to leadership	Student report did not give a solution to the leadership issue	Student report correctly gave a thoughtful solution to the leadership issue	Student report correctly gave a thoughtful solution to the issue as well as adequate support for the solution	30
Effective use of structure and grammar	Numerous instances of improper spelling, punctuation, paragraph or sentence structure; meaning obscured.	Mostly proper spelling, punctuation, and paragraph and sentence structure	Proper spelling, punctuation, and paragraph and sentence structure.	10
			TOTAL SCORE	100