



BMGT 2309.TVL Leadership

Course Syllabus: Spring 2024

"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
	9:30 a.m. - 12:00 p.m.	8:15 a.m. - 11:00 a.m.	8:15 a.m. - 9:20 a.m. 11:00 a.m. - 12:00 p.m.	8:15 a.m. - 11:00 a.m.	By appointment only

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 individually and submitted electronically through Blackboard. Assignment grades will be posted within 5 days of the posted due date. Please pay careful attention to the due dates. **Late work will NOT be accepted.**

Assignments:

Draw Yourself a Leader: (100 points)

Students are to complete the Leadership Skill-Building Exercise: Draw Yourself a Leader on pages 32-33 *and* answer the three questions.

Leadership vs Management: (100 points)

Students are to discuss the differences between leadership and management. Responses should be typed in Microsoft Word or in the textbox provided under the assignment link in Blackboard. Responses must meet the minimum 150-word length requirement.

Leadership Style Written Assignment: (100 points)

Students are to identify and discuss four of the following leadership styles: Autocratic, Democratic, Individualized, Interactive, Transformation, Charismatic, Coalitional, and/or Machiavellian. A thorough response will include a summary of the style, benefits and drawbacks, and example scenarios and/or organizational environments in which the style may be applied. Completed work should be submitted as an attached Microsoft Word document or typed in the textbox provided under the assignment link in Blackboard.

Active Participation and Attendance of Travel Study Activities: (300 points)

Students are expected to attend and actively participate in all travel study activities as outlined in itinerary (will be provided prior to travel).

Leadership Application: (400 points)

Upon completion of the travel study portion of the course, students are to identify, summarize, and evaluate three (3) different types of leadership styles encountered during the trip (the leadership styles identified should align with styles discussed in chapters 1, 2, 4, 6, 8, 10, 11, 12, or 13). Your written response should be type in Microsoft Word or in the textbox provided under the assignment link in Blackboard and follow the APA requirements. Your written report should be a minimum of one page, single-spaced or two pages, double-spaced.

Rubric can be found on the 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.

Assignment Titles	Number of Assignments	Total Points Possible
Draw Yourself a Leader	1	100
Leadership vs Management	1	100
Leadership Style Written Assignment	1	100
Active Participation & Attendance of Travel Study Activities	Multiple (see itinerary)	300
Leadership Application	1	400
Total		1,000

Grade Scale	
A =	1,000-900
B =	899 - 800
C =	799 - 700
D =	699-600
F =	599 and below

Required Instructional Materials:

The Leadership Experience, Richard L. Daft, 8th ed.

Publisher:

Cengage Learning

ISBN Number:

ISBN 9780357716304

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access
- Microsoft Word
- Internet Browser

Required Computer Literacy Skills:

- Basic computer usage skills
- Email skills

Course Structure and Overview:

This faculty-led travel study course combines the learning objectives of a leadership course with an experiential learning component achieved through traveling, exploring, and interacting with local individuals, communities, businesses, and organizations. Students will gain first-hand experience and insights into the leadership process.

This course is presented as a hybrid online and travel-study course and will involve a collaborative teaching/learning style utilizing simulation exercises, projects, and additional on-line instructional components as necessary.

1. All hybrid 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 contact your instructor when you have questions or need help.
 - g. Actively participate in all travel activities.

Communications:

- **Email:** Please check your NTCC email EVERYDAY. Email is the official form of communication used here at NTCC. All emailed questions to the instructor will be responded to within 24 hours (Monday-Friday), but usually within a few hours when possible. My email address is lharwell@ntcc.edu.
- **Phone:** My office phone number is 903-434-8129, however, if you need immediate assistance, you may call my cell phone at 903-767-0056 (please do not call or text before 8:00 AM or after 9:00 PM). I do not respond to long detailed questions via text message.
- **Announcements:** These can be found in Blackboard under the course link on your Blackboard

homepage. Please make sure you are reading any announcements thoroughly when they are posted.

- **Blackboard Messages:** These can be found in Blackboard under the Messages link in your Blackboard course. Please check DAILY.

Video Recording of Course Activities

Certain portions of this course may be recorded via video conferencing software to assist students in course material review or later viewing by a student who was not able to attend the live session. The recordings will be made available only to students within the course and will cease to be available upon completion of the course. Students may not retain, reproduce, or share recordings.

Institutional/Course Policy:

All hybrid courses require extensive engagement (with other students, the instructor, and the course materials) as well as timely completion of assignments. Many assignments are due weekly. 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.

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.

Attendance Policy:

As this is a hybrid online, travel-study course, students are expected to participate regularly online (daily/weekly) and complete all assigned work. Additionally, students are required to travel with the group to the predetermined destination and attend each activity as outlined in the itinerary. Excessive absences (three consecutive weeks of nonparticipation) *may* result in the student being withdrawn from the course 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.

Withdrawal Policy/Date:

It is your responsibility to drop a course or withdraw from the college. If you stop attending the course without withdrawing, you will still receive a grade, whether passing or failing.

Alternate Operations During Campus Closure and/or Alternate Course Delivery Requirements:

In the event of an emergency or announced campus closure due to a natural disaster or pandemic, it may be necessary for Northeast Texas Community College to move to altered operations. During this time, Northeast Texas Community College may opt to continue delivery of instruction through methods that include, but are not limited to: online through the Blackboard Learning Management System, online conferencing, email messaging, and/or an alternate schedule. It is the responsibility of the student to monitor NTCC's website (<http://www.ntcc.edu/>) for instructions about continuing courses remotely, Blackboard for each class for course-specific communication, and NTCC email for important general information.

Additionally, there may be instances where a course may not be able to be continued in the same delivery format as it originates (face-to-face, fully online, live remote, or hybrid). Should this be the case, every effort will be made to continue instruction in an alternative delivery format. Students will be informed of any changes of this nature through email messaging and/or the Blackboard course site.

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):

Important Due Dates:

Sunday, February 18th: Draw Yourself a Leader Assignment

Sunday, March 24th: Leadership vs Management Assignment

Sunday, April 21st: Leadership Style Written Assignment

Tuesday, May 21st – Saturday, May 25th: Travel to Boston

Sunday, June 2nd: Leadership Application Assignment

BMGT 2309 Leadership Application 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 three different leadership styles encountered on the trip	Student does not identify three different leadership styles	Student adequately identifies three different leadership styles	Student adequately identifies three different leadership styles and gives support for each style encountered	100
Critically analyzes the three different leadership styles	Student does not perform critical analysis of the three leadership styles	Student correctly analyzes the three different leadership styles	Student correctly analyzes the three different leadership styles as well as provides a detailed discussion of each	100
Student provides a thoughtful discussion on the use of the three different leadership styles and their effectiveness	Student report does not include a thoughtful discussion on the three different leadership styles and their effectiveness	Student report includes a thoughtful discussion on the three different leadership styles and their effectiveness in the given situation	Student report includes a thoughtful discussion on the three different leadership styles and their effectiveness in the given situation as well as adequate support for the evaluation	100
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.	100
			TOTAL SCORE	400