



BMGT 2309.DEC Leadership - Online

Course Syllabus: December 2024

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

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	Monday	Tuesday	Wednesday	Thursday	Friday
Office Hours	Online	Online	Online	Online	Online

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.

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, discussion boards, quizzes, exams, and case studies are completed 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.**

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 (200 points each).

Each exam will be completed electronically in Blackboard. Exams are timed and students will only have one attempt to complete. **No late work will be accepted.** See course schedule for specifics.

Exam 1 covers chapters 1, 2, 4, 6, & 13.

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

Written Chapter Assignment: 1 Chapter Assignments (50 points)

Students are to complete a Leadership Skill-Building exercise presented in the textbook. Responses to each question should be typed in the textboxes provided with the drawing uploaded in the corresponding response field provided under the assignment link in Blackboard. Student responses should be college-level and presented in paragraph form. Responses should be representative of the student's own thoughts in their own words. Plagiarism and/or collusion will not be tolerated. Be sure to fully answer all portions of each question to receive full credit. No late work will be accepted. See course schedule below for specifics.

Discussion Boards: 1 Discussion Board Assignment (50 points)

Discussion board topics can be found in Blackboard under the Discussions link. All discussion questions must be answered in paragraph form using correct grammar and sentence structure. Students must post their initial response and then respond to at least one other student's post. Discussion(s) length requirements are provided in Blackboard under the Discussion topic link.

Quizzes: 8 Chapter quizzes (25 points each)

Chapter quizzes are timed and consists of 10 questions each (multiple-choice, fill in the blank, True/False, and/or matching). Students will have 30 minutes to complete once started.

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. See the assignment link in Blackboard for detailed instructions.

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. See the assignment link in Blackboard for detailed instructions.

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.

Late case studies will not be accepted. 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.

Discussion Boards (1)	50	A = 810-900
Written Assignment (1)	50	B = 720-809
Chapter quizzes (8)	200	C = 630-719
Case Studies (2)	200	D = 540-629
Exams (2)	<u>400</u>	F = 539 and below
Total	900	

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:

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

1. All 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 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:

- **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 a.m. or after 9:00 p.m.). 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 all 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.

Institutional/Course Policy:

You should check your NTCC email account daily. This email account will be the official form of communication for this course. A good suggestion is to set up your email on your phone so that you

will not miss important messages about the course.

Late Work Policy:

The word “assignments” refers to all work that is submitted via Blackboard links or presented in class. Students are to submit assignments on or before the stated due date/time. **Late work is *not* accepted.**

Attendance Policy:

As this is an online course, students are expected to participate regularly (daily/weekly) and complete all assigned work. Excessive absences (two consecutive weeks of non-participation) *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 will 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 or withdraw from a course or 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.

Statement Regarding the Use of Artificial Intelligence (AI) Technology:

Absent a clear statement from a course instructor, use of or consultation with generative AI shall be treated analogously to assistance from another person (collusion). Generative AI is a subset of AI that utilizes machine learning models to create new, original content, such as images, text, or music, based on patterns and structures learned from existing data (Cornell, Center for Teaching Innovation). Unauthorized use of generative AI tools to complete an assignment or exam is not permitted. Students should acknowledge the use of generative AI and default to disclosing such assistance when in doubt. Individual course instructors may set their own policies regulating the use of generative AI tools in their courses, including allowing or disallowing some or all uses of such tools. Students who are unsure of policies regarding generative AI tools are encouraged to ask their instructors for clarification. **(Adapted from the Stanford University Office of Community Standards-- accessed August 31, 2023)**

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.

A Statement of Non-Discrimination:

Northeast Texas Community College is an equal opportunity institution and does not discriminate on the basis of sex, race, color, religion, age, national origin, disability, veteran's status, genetic information, gender, sexual orientation, or any other protected group status in its educational programs, employment policies or activities.

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

See next page

Tentative Course Timeline:

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

Leadership (BMGT 2309.DEC) December 2024 - Course Schedule		
Section	Assignments	Due Date
Section 1: Friday, December 13 th - Thursday, December 19 th	<ul style="list-style-type: none">• Syllabus Acknowledgement Quiz• Discussion Board 1 Response – 50pts• Chapter 1 Assignment: Draw Yourself a Leader – 50pts• Chapter 2 Quiz – 25pts• Chapter 4 Quiz – 25pts	<p><i>Thursday, December 19th at 11:59PM</i></p> <p><i>*Discussion board responses must be answered in complete sentences using correct grammar. Discussions also require you to respond to at least one other student's posts.</i></p> <p><i>*Detailed instructions for the written assignment are provided under the corresponding link in Blackboard. Please be sure to fully answer each question and confirm your responses are college-level.</i></p> <p><i>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</i></p>
Section 2: Friday, December 20 th - Thursday, December 26 th	<ul style="list-style-type: none">• Chapter 6 Quiz – 25pts• Case Study 1 – 100pts• Chapter 13 Quiz – 25pts	<p><i>Thursday, December 26th at 11:59PM</i></p> <p><i>*Thoroughly read the case study Instructions in Blackboard and be sure to fully respond to each question</i></p>

		<p><i>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</i></p>
<p>EXAM 1</p>	<ul style="list-style-type: none"> • Exam 1 will be available on Friday, December 27th, and is due by 11:59PM on Saturday, December 28th. 	<p>SATURDAY, December 28th at 11:59PM</p> <p>*Students will have 50 minutes to complete the exam once started. The test consists of 25 multiple choice questions.</p> <p><i>Exam 1 covers chapters 1, 2, 4, 6, & 13</i></p>
<p>Section 3: Friday, December 27th – Thursday, January 2nd</p>	<ul style="list-style-type: none"> • Chapter 8 Quiz – 25pts • Chapter 10 Quiz – 25pts 	<p>Thursday, January 2nd at 11:59PM</p> <p><i>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot pause and complete at a later time once started.</i></p>
<p>Section 4: Friday, January 3rd – Thursday, January 9th</p>	<ul style="list-style-type: none"> • Chapter 11 Quiz – 25 pts • Case Study 2 – 100pts • Chapter 12 Quiz – 25pts 	<p>Thursday, January 9th at 11:59PM</p> <p><i>*Thoroughly read the case study Instructions in Blackboard and be sure to fully respond to each question.</i></p> <p><i>*Chapter quizzes are timed and consists of 10 questions (multiple-choice, fill in the blank, True/False, and/or matching). You will have 30 minutes to complete once started. You must complete the quiz in one sitting as you cannot</i></p>

		<i>pause and complete at a later time once started.</i>
EXAM 2	<ul style="list-style-type: none">Exam 2 will be available on Wednesday, January 8th and is due by 12:00 p.m. (NOON) on Friday, January 10th	<p>FRIDAY, January 10th at 12:00 p.m. (NOON)</p> <p>*Students will have 50 minutes to complete the exam once started. The test consists of 25 multiple choice questions.</p> <p><i>Exam 2 covers chapters 8, 10, 11, & 12</i></p>

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