BMGT 2309 DEC – Leadership Online
Course Syllabus: December 2026

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

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Weekday	Office Hours
Monday	Online
Tuesday	Online
Wednesday	Online
Thursday	Online
Friday	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:
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:
The breakdown of the course requirements is as follows:

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.

Points	Requirement
25	Discussion Board (1)
225	Chapter Quizzes (9)
200	Case Studies (2)
400	Exams (2)

Semester grades will be earned as follows

Points	Letter Grade
850 - 765	A
764 - 680	B
679 - 595	C
594 - 510	D
509 and below	F

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.

Assignments:

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

Discussion Boards: *1 Discussion Board Assignment (25 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: *9 Chapter quizzes (25 points each)*

Chapter quizzes are timed and consist 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.

Required Instructional Materials:

The Leadership Experience, Richard L. Daft, 8th ed.
Publisher: Cengage Learning ISBN Number: 9780357716304

Optional Instructional Materials:

None

Minimum Technology Requirements:

- Daily high-speed internet access
- 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/quizzes/exams/discussion boards. Items are due weekly, and sometimes each 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. Review the learning objectives.
    b. Read assigned material in the textbook or eBook.
    c. Review the PowerPoint and take notes as needed (i.e., connected to lesson objectives)
    d. Complete and submit all assignments in Blackboard.
    e. Be sure to participate in the Discussion Questions as assigned by writing your original responses and posting peer replies.
    f. Complete all assignments on time.
    g. Be sure to contact your instructor when you have questions or need help.

Communications:

- Email: Please check your NTCC email daily. 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 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.

Institutional/Course Policy:

Late Work Policy:

The word "assignments" refers to all work that is submitted via Blackboard 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 no participation) may result in the student being dropped from the class or having their grade average reduced. An 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 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.

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

Employees and students shall be permitted to explore artificial intelligence (AI) and implement its use in and out of the classroom in accordance with policy and administrative regulations. The use of AI shall only be as a support tool to enhance student outcomes or as necessary to engage in research and shall never take the place of faculty, staff, and student decision-making. Any use of AI must comply with law, policy, and administrative regulations relating to student and employee privacy and data security. A student shall only use AI tools with faculty

permission and shall be expected to produce original work and properly credit sources, including AI tools used in creating the work.

Example:
APA (7th edition)
OpenAI. (2026). ChatGPT (March 25 version) [Large language model]. https://chat.openai.com/
MLA (9th edition)
OpenAI. ChatGPT. 25 Mar. 2026, https://chat.openai.com/.

Employees or students who use AI tools to deceptively harm, bully, or harass others shall be disciplined in accordance with policy. [See DH, DIA series, FFD series, FFE, FLB, and the FM series] AI Use by Employees and Students. Northeast Texas Community College 225500 TECHNOLOGY RESOURCES CRB ARTIFICIAL INTELLIGENCE (LOCAL) DATE ISSUED: 12/8/2025 1 of 1 UPDATE 50 CRB(LOCAL)-AJC Adopted: 12/16/2025

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 accommodation 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 accommodation as required to afford equal educational opportunity. It is the student's responsibility to request accommodation. 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.

General Accessibility Statement

I am devoted to creating a learning environment that is inclusive and accessible by design. If there are any barriers to your success, involvement, and engagement in this class, please contact me so that together, we can explore creative solutions. I encourage students with disabilities to contact the Accessibility Services Office in Humanities 103C to arrange for services or by email at mpemberton@ntcc.edu or jperez@ntcc.edu. If you have already been granted accommodation, please contact me so that we can work together to develop a plan that works for you and your learning preferences or needs.

Ally

Northeast Texas Community College (NTCC) has a license for Ally, a digital accessibility tool designed to help make more accessible and inclusive learning content. Embedded directly in the Blackboard LMS, Ally provides alternative formats of digital course content to all students, regardless of disability status or official accommodations. For example, a student could download a syllabus (originally formatted as a Microsoft Word document) as an audio file, translated version, or digital publishing file to be read with an eReader program. Other alternative formats made available to students are OCR'd PDFs, Tagged PDFs, HTML, Braille Ready File format, Microsoft Immersive Reader, and BeeLine Reader. Students do not need to ask for permission or disclose to access the alternative formats, they are readily available for all who wish to use them.

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 Schedule:

See next page

Leadership (BMGT 2309)

December 2026 – Course Calendar

Section / Item	Assignments	Due Date
Section 1: Friday, December 11 – Tuesday, December 15	• Syllabus Acknowledgement Quiz • Discussion Board 1 Response – 25pts • Chapter 1 Quiz – 25pts • Chapter 2 Quiz – 25pts • Chapter 4 Quiz – 25pts	**Tuesday, December 15 at 11:59 p.m.** • **Discussion Board**: Initial post and at least one response to a classmate are required. Responses must be written in complete sentences using proper grammar. • **Quiz**: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused.
Section 2: Wednesday, December 16 – Tuesday, December 22	• Chapter 6 Quiz – 25pts • Case Study 1 – 100pts • Chapter 13 Quiz – 25pts	**Tuesday, December 22 at 11:59 p.m.** • **Quiz**: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused. • **Case Study**: See Blackboard for instructions. Be sure to fully answer all required questions.
Section 3: Wednesday, December 23 – Tuesday, December 29	• Exam 1 – 200pts • Chapter 8 Quiz – 25pts • Chapter 10 Quiz – 25pts	**Tuesday, December 29 at 11:59 p.m.** • **Exam:** Available Wednesday, December 23, and due by 11:59 p.m. on Tuesday, December 29. The exam covers Chapters 1, 2, 4, 6, and 13, consists of 25 multiple-choice questions, has a 50-minute time limit, and must be completed in one sitting.

		• **Quiz**: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused.
Section 4: Wednesday, December 30 – Tuesday, January 5	• Chapter 11 Quiz – 25pts • Case Study 2 – 100pts • Chapter 12 Quiz – 25pts	**Tuesday, January 5 at 11:59 p.m.** • **Quizzes**: 10 questions (multiple-choice, fill-in-the-blank, true/false, and/or matching), 30-minute time limit, and must be completed in one sitting. Once started, the quiz cannot be paused. • **Case Study**: See Blackboard for instructions. Be sure to fully answer all required questions.
Exam 2 Due FRIDAY, January 8	• Exam 2 – 200pts • Please note that this exam is due on **Friday**.	**FRIDAY, January 8 at 11:59 p.m.** • **Exam:** Available on Monday, January 4, and due by 11:59 p.m. on Friday, January 8. The exam covers Chapters 8, 10, 11, and 12, consists of 25 multiple-choice questions, has a 50-minute time limit, and must be completed in one sitting.