



BMGT 2309.DEC Leadership - Online

Course Syllabus: December 2023

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

Instructor: Linsey Harwell

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| Office Hours | Monday | Tuesday | Wednesday | Thursday | Friday |
|--------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | Online/Blackboard | Online/Blackboard | Online/Blackboard | Online/Blackboard | Online/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: Online 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 (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

Chapter Assignments: 9 Chapter Assignments (50 questions - 4 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 individual assignment links in Blackboard for specific questions assigned. The assignments can be submitted for credit no later than 11:59 p.m. on the assigned due date. **No late work will be accepted.** See course schedule below for specifics.

Discussion Boards: 2 Discussion Board Assignments (50 points each)

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.

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.

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.

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|-----------------------|------------|-------------------|
| Discussion Boards (2) | 100 | A = 810-900 |
| Assignments (9) | 200 | B = 720-809 |
| Exams (2 Exams) | 400 | 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. 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 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:

- **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 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 online 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:

Students are expected to participate in the online class on a regular basis. Excessive absences (two consecutive weeks) *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.

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):

| <p style="text-align: center;">Leadership (BMGT 2309.DEC) December 2023 - Course Schedule</p> | | |
|---|---|--|
| Week | Assignments | Due Date |
| <p>Week 1: Friday, December 15th – Wednesday, December 20th</p> | <ul style="list-style-type: none"> • Syllabus Acknowledgement Quiz • Discussion Board 1 Response – 50pts • Discussion Board 2 Response – 50pts • Chapter 1 Assignment (Chapter 1 Discussion Questions: 1, 2, 3, 5, 8, & 10) – 24pts • Chapter 2 Assignment (Chapter 2 Discussion Questions: 1, 2, 4, 7 & 8) – 20pts • Chapter 4 Assignment (Chapter 4 Discussion Questions: 1, 3, 4, 9, & 10) – 20pts | <p style="color: red;"><i>Wednesday, December 20th 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>*Written Assignments (Chapter Discussion Questions & Case Studies) – Responses should be typed in Word or in the text box provided in the assignment link within Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student’s own thoughts in their own words. Plagiarism will not be tolerated. Be sure to fully answer all portions of each question.</i></p> |
| <p>Week 2: Thursday, December 21st – Wednesday, December 27th</p> | <ul style="list-style-type: none"> • Chapter 6 Assignment (Chapter 6 Discussion Questions – 1, 4, 5, 6, & 9) – 20pts • Chapter 13 Assignment (Chapter 13 Discussion Questions – 2, 3, 4, 7, & 10) – 20pts • Case Study 1 – 100pts | <p style="color: red;"><i>Wednesday, December 27th at 11:59PM</i></p> <p><i>*Thoroughly read the Case Study Instructions in Blackboard and be sure to fully respond to each question (the Blackboard assignment link provides detailed information on question 2).</i></p> <p><i>*Written Assignments (Chapter Discussion Questions & Case Studies) – Responses should be typed in</i></p> |

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| | | <p><i>Word or in the text box provided in the assignment link within Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student's own thoughts in their own words. Plagiarism will not be tolerated. Be sure to fully answer all portions of each question.</i></p> |
| EXAM 1 | <ul style="list-style-type: none"> Exam 1 will be available on Wednesday, December 27th, and is due by 11:59PM on Thursday, December 28th – 200pts | <p>THURSDAY, 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>Week 3: Thursday, December 28th – Wednesday, January 3rd</p> | <ul style="list-style-type: none"> Chapter 8 Assignment (Chapter 8 Discussion Questions: 2, 4, 5, 6, 8, & 9) – 24pts Chapter 10 Assignment (Chapter 10 Discussion Questions: 1, 5, 7, 8, 9, & 10) – 24pts | <p>Wednesday, January 3rd at 11:59PM</p> <p><i>*Written Assignments (Chapter Discussion Questions & Case Studies) – Responses should be typed in Word or in the text box provided in the assignment link within Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student's own thoughts in their own words. Plagiarism will not be tolerated. Be sure to fully answer all portions of each question.</i></p> |
| <p>Week 4: Thursday, January 4th – Wednesday, January 10th</p> | <ul style="list-style-type: none"> Chapter 11 Assignment (Chapter 11 Discussion Questions: 1, 2, 3, 5, 7, & 10) – 24pts Case Study 2 – 100pts Chapter 12 Assignment (Chapter 12 Discussion Questions: 1, 3, 4, 5, 7, & 8) – 24pts | <p>Wednesday, January 10th at 11:59PM</p> <p><i>*Thoroughly read the Case Study Instructions in Blackboard and be sure to fully respond to each question (the Blackboard assignment link provides detailed information on question 2).</i></p> <p><i>*Written Assignments (Chapter Discussion Questions & Case Studies) – Responses should be typed in Word or in the text box provided in the assignment</i></p> |

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| | | <p><i>link within Blackboard and be presented in paragraph form (do not submit a list of items). Responses should be representative of the student's own thoughts in their own words. Plagiarism will not be tolerated. Be sure to fully answer all portions of each question.</i></p> |
| <p>EXAM 2</p> | <ul style="list-style-type: none">• Exam 2 will be available on Wednesday, January 10th and is due by 11:59PM on Thursday, January 11th – 200pts | <p>THURSDAY, January 11th 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 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 |