Instructor: Dr. Jon Travis, Professor  
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COURSE INFORMATION

Materials—Textbooks, Readings, Supplementary Readings:

Textbook Required:

Supplementary Resources:


Course Description: Curriculum development, organizing for instruction, evaluation, and other community college leadership skills will be emphasized, particularly as they apply to strategies for faculty development to enhance teaching and learning.

Student Learning Outcomes:
Upon completion of this course, the student will be able to
1. Interpret and evaluate organizational theories. Specifically the student will be able to
   1.1 Describe and explain the nature of organizational structure and behavior.
   1.2 Explain how organizations function.
2. Interpret and evaluate leadership theories. Specifically the student will be able to
   2.1 Critically differentiate between leadership and management.
   2.2 Analyze leadership strategies and decision-making techniques.
   2.3 Identify and analyze the roles of instructional leaders.
3. Demonstrate an understanding of instructional processes. Specifically, the student will be able to
   3.1 Describe and analyze theories of learning and student development.
   3.2 Evaluate strategies and ethical principles in instruction.
   3.3 Identify and analyze available procedures for student and program assessment.
   3.4 Evaluate procedures for curriculum development and coordination.
4. Demonstrate an understanding of the process and strategies for the development of personnel. Specifically, the student will be able to
   4.1 Design and implement a faculty development plan.
   4.2 Analyze faculty evaluation plans and incentives.

COURSE REQUIREMENTS

Instructional Methods/Activities/Assessments
A serious commitment to mastery of the content. An online course inherently requires students to assume the responsibility for their own learning and to be active, self-directed learners. Extensive reading in the text and in supplementary sources, such as those listed in this syllabus. This reading is necessary to serve as a basis for presentations and class discussion.

A presentation paper based on one of course topics (assignment list to be posted online). Use of APA Style Manual required. (IMPORTANT: Late submissions will not be accepted. Papers must be thoroughly edited before submission. Academic dishonesty is not permitted and may result in no credit for the paper.)

Participation in class discussion.
An exam based upon the course topics.

Grading
The following criteria will be utilized for student evaluation:

- Topic presentation paper—60 pts.
- Participation in discussion—15 pts.
- Exam—25 pts.

Total possible—100 pts.

The minimum number of points required for each grade is as follows:

- A—85
- B—75

(Please remember, no grade below a B may be applied to a doctoral degree.)

TECHNOLOGY REQUIREMENTS

This course will be using the E-College platform for course delivery and for all student submissions and discussion. Students need microphone capability to utilize Voice Thread.

All direct communication with the professor should be addressed to the professor’s university e-mail address.

Access to the library’s available databases via the student’s MyLeo account will be required, unless the student prefers to use the library’s holdings in person.

ACCESS AND NAVIGATION

To access the E-College platform, students should type the following address into their internet browser: https://leo.tamuc.edu/login.aspx.

Students will need their CWID and password to log in to the course. Students who do not know their CWID or have forgotten their password should contact Technology Services at 903.468.6000 or helpdesk@tamu-commerce.edu.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment (Texas A&M University-Commerce Procedure A12.08—see Student Guidebook, Policies and Procedures, Conduct).

All graduate students are expected to maintain high standards of academic integrity and honesty. Academic dishonesty, as defined in the Graduate Catalog, will incur a penalty commensurate with the severity of the infraction, from failure on the applicable assignment to failure in the course. A more severe infraction may also lead to a recommendation for suspension or expulsion.

Students with Disabilities:

The Americans with Disabilities Act (ADA) is a federal antidiscrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact the Office of Student Disability Resources and Services, Texas A&M University-Commerce, Gee Library, Room 132, Phone (903) 886-5150 or (903) 886-5835, Fax (903) 468-8148 (StudentDisabilityServices@tamu-commerce.edu)

COURSE OUTLINE:

(Note: Subject to change)

Topic
Organizational Theory
Leadership Theory
Instructional Processes
Staff Development
Exam