Course Syllabus –
BAAS ORGL 489  Professional Development

Instructor: Staff – Varies by term
Office Location: Online
Office Hours: Online or By Appointment

COURSE INFORMATION

Society members pay a one-time registration fee of $85 when applying to join the organization. The fee includes all membership benefits, partner discounts and a lifetime membership. Web Access:
http://www.societyleadership.org/

Course Description
This personal development course is designed to help you to discover and achieve your goals through a focus on organizing and encouraging action to make a better world. You will learn techniques that will increase your abilities in key areas; including setting and achieving goals, communication skills, self-motivation and positive mental attitude. This course will help you to develop your skills so that, every day, you will be able to get the best performance from yourself and others.

Student Learning Outcomes/Course Objectives
At the end of the course students will be able to:

- Utilize the Leadership Training Day to help you identify and overcome any obstacles that may interfere with obtaining your goals. This introspective seminar helps you to recognize your strengths and weaknesses, in order to shift your focus toward your real passions.

- Utilize the Speakers to grow internal motivation. You will watch some of the world's most successful motivational speakers discussing topics related to leadership, identifying goals, facing challenges, personal growth, and successfully transitioning from college to career.

- Utilize the Success Networking Team meetings to create a personal support network. Bring together individuals that can assist you with peer/mentor coaching on achieving
your personal goals. You can discuss goals, desires and expectations, set timelines and hold each other accountable for achieving what you want.

COURSE REQUIREMENTS/COURSE OUTLINE

Instructional / Methods / Activities Assessments
This course will provide a variety of activities and assessments to assist you in achieving the outcomes/objectives for the course. You will work toward achieving these outcomes through video reviews, discussions/comments, reflection papers, and assignments. Below is an explanation of each course requirement including due date, assignment instructions, and other requirements.

Requirement 1: Orientation (100 points) WEEK 1
The orientation introduces you to the steps of the leadership development program and the schedule of events. The DISC activity helps you to identify and work on your communication style.
Things to do:
Review the website – is everything clear?
Review the orientation video – is everything clear?
Complete the questions, and submit online.
Complete the Communication Styles Activity:
Review the communication styles video – is everything clear?
Complete the questions, and submit online.
Complete the activity – save your results report.
Summarize all the activities you have completed and offer your feedback and suggestions. Send this to me via email: shonda.gibson@tamuc.edu

Requirement 2: Leadership Training Day (100 points) WEEK 1
Review the Leadership Training Day packet, and the video – is everything clear?.
Complete the questions, and submit online.
Submit the LTD packet to me via email: Shonda.gibson@tamuc.edu
Summarize all the activities you have completed and offer your feedback and suggestions. Send this to me via email: shonda.gibson@tamuc.edu
Think about your SNT – who could you include in these discussions?
Requirement 3: Success Networking Team Sessions (3) (100 points each, Total of 300 points)

The purpose of the SNT is to find time to focus on what you want in your life and create a strategy for achieving it. How could you go about assembling a team dedicated to supporting and holding you accountable to your commitments? I will serve as one of these individuals. I would like you to think of at least one other person you could include in these discussions.

You are required to complete at least 3 SNT sessions. I expect you to complete at least one session weekly. You are allowed to complete up to 6 SNT sessions if you desire to achieve the National Engaged Leadership Award.

You will set goals in the first session, and create action steps toward accomplishing those goals.

You will then report on your progress at each subsequent session, and will create new goals to meet by the upcoming session. These sessions will be set aside to discuss challenges or concerns that you may have around continuing to move forward toward your goals, if your goal was achieved, or set a new goal.

Each SNT has a required video – review the video, and then answer each of the questions (1-5) and submit online.

TIP: SUCCESS TIP: MAKE SURE YOUR GOALS ARE S.M.A.R.T! Specific: Avoid generalities! Your goal should have specific details so you know what you’re achieving. Measurable: Make sure you have solid criteria for establishing your progress toward your goal. Achievable: It doesn’t have to be simple or easy, but it should be possible. Rewarding: Your goal must be something that is meaningful and worthwhile. Timely: Having specific dates for beginning and finishing goals keeps you on track. An example of a SMART goal is: I want to get an internship this summer at a hospital. I am going to submit my resume to 3 different hospitals by next Friday. The goal is specific-get an internship at a hospital. The goal is measurable-did you or did you not submit 3 resumes by next Friday. The goal is achievable-you have time this weekend to submit your resume. The goal is realistic and timely because you can get 3 resumes out by next Friday. When creating specific goals be careful that your goal is not a list of action steps but instead a specific achievement to reach. The goal is a result: Always ask yourself, what result you are looking to achieve. That result is your goal and everything you do to achieve that goal are action steps. Try to focus on one goal at a time. Creating action steps can be difficult. When deciding on action steps try to think of one or two specific actions that you can take prior to the next meeting that will bring you closer to achieving your goal.

Requirement 4: Speaker Broadcasts (3) (100 points each, Total of 300 points)

You are required to watch at least 3 speaker broadcasts. You may watch up to 6 if you desire to achieve the National Engaged Leadership Award.

After watching the video, answer the following questions and submit to me via email: Akeyinka.Akeju@tamuc.edu

1. What were the main points of this speaker’s presentation?
2. How will you apply this information in your life?
3. What did you find most interesting about this speaker?
4. If you could talk to the speaker, what would you say/ask?
5. Would you recommend this speaker to other students? Why or why not?
**Requirement 5: Summary of Course Outcomes (100 points) DUE IN FINAL WEEK**

You are required to write a summary of the course outcomes and submit it to me via email: Akeyinka.Akeju@tamuc.edu. Please include answers to the following questions:

1. What are the priorities of the National Society of Leadership and Success?
2. How will you apply this information and experience in your life?
3. What did you find most interesting about the information and experience?
4. Would you recommend this program to other students? Why or why not?

**Optional – Community Service (5 hours):**

You may complete and submit documentation of 5 hours community service if you desire to achieve the National Engaged Leadership Award.

**Assessment Method:**

<table>
<thead>
<tr>
<th>Explanation</th>
<th>TOTAL POINTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Weekly participation (5 weeks, 20 points per week)</td>
<td>100</td>
</tr>
<tr>
<td>• Completion of required steps toward induction</td>
<td></td>
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<tr>
<td>o Orientation</td>
<td>100</td>
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<tr>
<td>o Leadership Training Day</td>
<td>100</td>
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<tr>
<td>o 3 SNTs</td>
<td>300</td>
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<tr>
<td>o 3 Speakers</td>
<td>300</td>
</tr>
<tr>
<td>• Summary of Course Outcomes</td>
<td>100</td>
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</tbody>
</table>

**TOTAL POINTS AVAILABLE FOR THE COURSE** 1000

| 1000 - 900 = A                                                                 |
| 899 - 800 = B                                                                  |
| 799 - 700 = C                                                                  |
| 699 - 600 = D                                                                  |
| 599 and below = F                                                              |

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TECHNOLOGY REQUIREMENTS

• You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  o Any current Flash-compliant browser (e.g., Internet Explorer 7 or Firefox 3.0)
  o 512 MB of RAM, 1 GB or more preferred
  o Broadband connection required courses are heavily video intensive
  o Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

• A sound card and speakers or headphones
• Current anti-virus software must be installed and kept up to date
• Some classes may have specific class requirements for additional software. These requirements will be listed on the course offerings page. Most home computers purchased within the last 3-4 years meet or surpass these requirements.
• You will need some additional free software for enhanced web browsing. Ensure that you download the free versions of the following software:
  o Adobe Reader
  o Adobe Flash Player
• At a minimum, you must have Microsoft Office 2003, XP, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

My primary form of communication with the class will be through Email. Any changes to the syllabus or other important information critical to the class will be disseminated to students in this way via your official University Email address available to me through MyLeo. It will be your responsibility to check your University Email regularly.

Students who Email me outside of regular office hours can expect a reply within 24 hours M-F. Students who Email me during holidays or over the weekend should expect a reply by the end of the next regularly scheduled business day.
myLeo Support

Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at https://leo.tamuc.edu.

Internet Access

An Internet connection is necessary to participate in discussions and assignments, access readings, transfer course work, and receive feedback from your professor. View the requirements as outlined in Technology Requirements above for more information.

Learner Support

Go to the following link One Stop Shop- created to serve you by attempting to provide as many resources as possible in one location.

Go to the following link Academic Success Center- focused on providing academic resources to help you achieve academic success.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures

Academic Honesty
Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including (but not limited to) receiving a failing grade on the assignment, the possibility of failure in the course and dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. In ALL instances, incidents of academic dishonesty will be reported to the Department Head. Please be aware that academic dishonesty includes (but is not limited to) cheating, plagiarism, and collusion.

Cheating is defined as:

- Copying another's test of assignment
- Communication with another during an exam or assignment (i.e. written, oral or otherwise)
- Giving or seeking aid from another when not permitted by the instructor
- Possessing or using unauthorized materials during the test
- Buying, using, stealing, transporting, or soliciting a test, draft of a test, or answer key
Plagiarism is defined as:
- Using someone else's work in your assignment without appropriate acknowledgement
- Making slight variations in the language and then failing to give credit to the source

Collusion is defined as:
- Collaborating with another, without authorization, when preparing an assignment

If you have any questions regarding academic dishonesty, ask. Otherwise, I will assume that you have full knowledge of the academic dishonesty policy and agree to the conditions as set forth in this syllabus.

Students should also reference the following link Criminal Justice web site for more information.

Attendance Policy
While this is an online course, students are expected to ‘attend class’ and actively participate. Student participation/activity will be monitored by the professor. Students should plan to dedicate approximately 15-20 hours/week of time to this course, of which approximately 1 hour/week should be spent in the discussion board (reading posts and comments and conversing with others).

APA Citation Format Policy
It is very important that you learn how to cite properly. In some ways, citations are more important than the actual text of your paper/assignment. Therefore, you should take this task seriously and devote some time to understanding how to cite properly. If you take the time to understand this process up front, it will save you a significant amount of time in the long run (not to mention significant deductions in points).

In the social and behavioral sciences (including Criminal Justice), we use APA (American Psychological Association) format. As a rule of thumb, one cites whenever they are paraphrasing other people’s words or when they quote other’s words directly. You may learn to cite from a variety of different sources including the APA Tutorial and the sources listed below and in the Getting Started section of your course.

www.apastyle.org
http://owl.english.purdue.edu/owl/resource/560/02/
www.library.cornell.edu/resrch/citmanage/apa

It is the student’s responsibility to understand how to cite properly. If you have questions, feel free to ask.
Late Work
In principle, I do not accept late work and do not believe in allowing students to turn in work after the due date. My position is that everyone knows the rules of engagement at the beginning of the term and that it is the student’s responsibility to ensure that they plan accordingly to submit their assignments in a timely manner. However, I also do understand that sometimes there are circumstances outside one’s control that may impact timely submission of assignments. It is your responsibility to let me know in advance if you will not be able to meet the deadlines stated in the syllabus so that we can make arrangements together.

Drop Course Policy
Students should take responsibility for dropping themselves from the course according to University policy should this become necessary.

University Specific Procedures

ADA Statement - Students with Disabilities:
The Americans with Disabilities Act (ADA) is a federal anti-discrimination 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:

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
Go to the following email address: StudentDisabilityServices@tamuc.edu
Go to the following link: Student Disability Resources & Services

Student Conduct
All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See Code of Student Conduct from Student Guide Handbook). Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum:
http://www.albion.com/netiquette/corerules.html