



BAAS 443 PROFESSIONAL STANDARDS Spring 2018

Instructor:	Grady Price Blount , Ph.D.	Assistant:	Wendy Baker
Office:	AG/IT 233H		AG/IT 233
Phone/Voice Mail:	903-886-5781 office, 325-716-0450 cell		903-468-8750
E-Mail:	grady.blount@tamuc.edu		wendy.baker@tamuc.edu
Office Hours:	By appointment		By appointment

COURSE INFORMATION

Required Resources

The Future of the Professions: How Technology Will Transform the Work of Human Experts, Richard Susskind and Daniel Susskind, Oxford University Press, 362 pp., 2015.
ISBN: 9780198713395

Superforecasting: The Art and Science of Prediction, Philip E. Tetlock and Dan Gardner, Crown Publishers, 352 pp., 2015.
ISBN-10: 0804136696.

Course Description

This is an advanced survey of professional standards, certifications, and alternatives in contemporary technical enterprises including a survey of norms, performance measurement, benchmarking, sustainability, ethical criteria and the idea of professional citizenship. We will focus on how professional standards are evolving and promote lifelong learning and collaborative growth. Students will be expected to conduct research on forecasting future trends and prepare written documents for evaluation. Emphasis will be placed on what it means to be a professional and how different professions can position themselves to be meaningful in the 21st Century.

Student Learning Outcomes

- Given an example of a company culture, provide examples of standard business practices and how those practices are evolving in response to changing conditions.
- Discuss elements associated with a lifelong professional development. In particular, discuss the role of the professional as a change agent (Superforecasting).
- Use appropriate APA-formatted citations whenever using the words or ideas of another.
- Obtain two professional certifications.
- Describe the basic concepts and terminology of quality and efficiency in the workplace and how those concepts can be used to predict future developments.

TECHNOLOGY REQUIREMENTS

First time eCollege users:

Students taking online courses are required to familiarize themselves with eCollege by going through the eCollege tutorial or orientation process. This will ensure that you will have sufficient knowledge on how to accomplish the requirements of the course. It is NOT the Instructor's responsibility to teach students how eCollege works. The Instructor assumes that each student has a working knowledge of eCollege and has a MyLeo e-mail address. To access the eCollege tutorial log in to the MyLeo portal using your Student ID (SID) and password. Then go to the Learning Studio (eCollege) portal on the bottom left of the main page and click on "Go To Class". When the next window opens, click on the "My Courses" tab at the top left. Under the "My Course List" you will see a section called "Special Courses" with two student tutorial links. First time students should go through each of these links to learn the eCollege structure.

You can access the on-line FAQ at: <http://www.tamuc.edu/academics/onlineCourses/faqs.aspx>.

Hardware/Software Requirements:

As the course is conducted totally online, students will be expected to have basic computer literacy skills, access to a reliable computer with a reliable Internet connection, and Microsoft Office 2007 or later. Also, back-up access to required electronic resources is necessary for successfully completing this course. College and public libraries are a great resource for back-up technology and Internet resources. For those students in doubt about the necessary technology, refer to the following website: <http://online.tamuc.org/index.learn?action=technical>

Email:

As a student enrolled at Texas A&M University-Commerce, you have access to an email account via [myLeo](#). All emails sent by me from *eCollege* (and all other university emails) will go to this account, so please be sure to check it regularly. Conversely, you are to email me via the *eCollege* email system or your [myLeo](#) email as our spam filters will block yahoo, hotmail, etc. and I will not to access offsite accounts.

Technical Support:

If at any time you experience technical problems (e.g., you can't log in to the course, you can't see certain material, etc.) please contact the eCollege Help Desk, available 24 hours a day, seven days a week. The Help Desk can be reached by sending an email to helpdesk@online.tamuc.org or by calling 1-866-656-5511. Additionally, you can click on the "Help" button located at the top of each page for more information.

Course Concerns:

If you have questions pertaining to the content of this course (e.g., questions about an exam, assignment due dates, etc.), please contact me via email: grady.blount@tamuc.edu or via telephone: (903)886-5781 or (325)716-0450 (cell).

COMMUNICATION AND SUPPORT

This is an online course; therefore, you should expect almost all communication to be online as well. All emails should include "BAAS 443" in the subject line. Please include your name and CWID when contacting me. I will make every effort to respond to emails within 24 hours Monday-Friday. Leo-Mail addresses will be used for all communication for this course! Please check your Leo email account on a regular basis!

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Student Responsibilities:

- Stay active in the course by logging into the course on a regular daily basis. Any student who will not be able to log into the class web site for more than five (5) days (i.e., because of an extended absence or business trip) should contact me in advance
- Complete your assignments on time and as specified in this document.
- Always read every course announcement. Feedback for assignments, university announcements, and major department announcements will be posted to this forum. These announcements are placed in your course to help you so please take the time to read and understand each announcement. Announcements are time sensitive so they will only be available for a limited period of time.
- Learn to proficiently use the eCollege system

Every student has the right to drop the course without penalty until the drop-dates listed in the university academic calendar. Students dropping the course prior to this deadline will receive a grade of 'Q'. If a student stops attending class, or is not satisfied with his/her grade in the course and wishes to drop, it is the student's responsibility to drop the course. A student may drop a course by logging into their *myLeo* account and clicking on the hyperlink labeled 'Drop a class' from among the choices found under the *myLeo* section of the Web page

Professional Conduct:

By enrolling in this course for academic credit, you agree to adhere to the Regulations and Procedures published in the TAMU-C STUDENT GUIDEBOOK:

<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Academic Integrity:

If you are to excel in this course, the need for collaboration is undeniable, even in cases of individual work. But there is a fine line in this process. You are encouraged to seek the help and advice of others. However, you must do your own work. My policy, which will guide this course, is this: I trust you to behave honestly and ethically in all circumstances. Please ask me if you have questions about what is proper and what is not.

Academic Honesty: Plagiarism and other forms of academic dishonesty are strictly prohibited by TAMU-C and TAMU System Policy and Procedures. By attending this class, you agree to the terms of the TAMU-C Academic Integrity Policy which can be found [here](#). A helpful guide to avoiding plagiarism can be found in [this presentation](#) by College of Science and Engineering faculty member Dr. Nikolay Sirakov. Here are two simple points to remember: (1) When you use someone else's ideas, you must cite them, and (2) When you use someone else's words, you must cite them and place those words in quotation marks. All student submissions are run through the [Turnitin](#) plagiarism checker. Willful violations of academic honesty may lead to removal from the class, a course grade of 'F', and/or expulsion from the university.

UNIVERSITY SPECIFIC PROCEDURES

Student Conduct:

All students enrolled at the University will follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. See Student's Guide Handbook, Rules and Procedures, Code of Student Conduct at

<http://www.tamuc.edu/studentLife/documents/studentGuidebook.pdf>.

Texas A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion,

sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations. For a list of locations, please refer to <http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf> and/or consult your event organizer). Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M-Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

ADA Statement:

Students with Disabilities information: 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: 12.01.99.R0.05 Guidelines for Content & Distribution of Syllabi: Roles & Responsibilities of Faculty Page 3 of 5 Student Disability Resources & Services Texas A&M University-Commerce Gee Library, Room 162 Phone (903) 886-5150 or (903) 886-5835 Fax (903) 468-8148 StudentDisabilityServices@tamuc.edu

COURSE GRADING GUIDELINES

Discussion Board (7): 5% each – 35% of total course grade - Each student is required to post and reply to every topic for full credit. One initial post and at least two follow-up posts or three posts per module at the bare minimum. Merely making a post to the topic will not ensure full credit. **You must discuss the topic as well as the content of any follow-up posts.** Discussions will be graded on content – in other words – quality. Full credit will be based on active participation, evidence that you are actually thinking about your posts, and appropriate citations. For a discussion to take place, you must make posts as well as respond to the comments of your classmates. Engagement, grammar, spelling, punctuation, capitalization, and citations must be correct in order to receive full credit. In order to give your classmates a chance to reply, your initial post cannot be done on the day the Discussion Board is scheduled to close. You will not receive full credit if all posts for the module are submitted at one time.

Discussion Board Grading Rubric			
Max Score	Description		
	Proficient	Needs improvement	Unacceptable
70	Engaged in a professional conversation with colleagues. Proper use of citations. (51-70 points)	Conversation lacks substance (35-50 points)	Did not engage in a professional conversation with colleagues (0-34 points)

30	No spelling, grammar, or formatting errors (30 points)	Minor errors in spelling, grammar, or formatting. (20-29 points)	Major errors in spelling, grammar, or formatting. (0-19 points)
Total: 100			

Quizzes (4 @ 5% each) and Midterm Exam (1 @ 10%) of total course grade: – Each quiz will cover content from the specified chapter. Quiz question format will be multiple-choice and True/False. You can, at your option, retake any module quiz up to once additionally, but the most recent grade is the one recorded in the gradebook. Quiz and exam questions are based heavily on readings from your required textbook.

Initial Writing Assignment: (1): 10% of total course grade – Students will complete a writing assignment on evolution of the professions. Details of the assignments are posted in eCollege. A *Grading Rubric* will be used to grade the writing assignments.

Writing Assignments Grading Rubric			
Max Score	Description		
	Proficient	Needs improvement	Unacceptable
40	Utilized appropriate information to meet the objective of the assignment (28-40 points)	Minor errors in citations, or utilization or application of information (15-27 points)	Did not utilize information or citations (0-15 points)
40	Appropriately addressed each assigned areas of research. Proper use of citations. (28-40 points)	Addressed some of the assigned areas of research. (15-27 points)	Did not address the assigned areas of research or citations (0-15 points)
20	No spelling, grammar, or formatting errors (20 points)	Minor errors in spelling, grammar, or formatting (10-19 points)	Major errors in spelling, grammar, citations, or formatting (0-9 points)
Total: 100			

Professional Certifications: 5% of total course grade – Students will successfully complete two on-line certifications (ICS-100 and ICS-700). Existing professional certifications may be substituted. Please contact Dr. Blount directly if you have existing professional certifications.

Research Paper: 20% of total course grade – Students will complete and submit a research paper on Superforecasting and the role of 21st Century workers as change agents. Details of the assignment are posted in eCollege. A *Grading Rubric* will be used to grade the Research Paper.

Research Paper Grading Rubric			
Max Score	Description		
	Proficient	Needs improvement	Unacceptable
40	Utilized appropriate information to meet the objective of the assignment (28-40 points)	Minor errors in utilization or application of information (15-27 points)	Did not utilize information (0-15 points)
40	Appropriately addressed each assigned areas of research. Proper use of citations. (28-40 points)	Addressed some of the assigned areas of research (15-27 points)	Did not address the assigned areas of research (0-15 points)

20	No spelling, grammar, or formatting errors (20 points)	Minor errors in spelling, grammar, or formatting (10-19 points)	Major errors in spelling, grammar, or formatting (0-9 points)
Total: 100			

IMPORTANT DATES FOR THE Spring 2018 SEMESTER

First day to apply for Spring undergraduate graduation.....	January 16, 2018
First Day of classes.....	February 5, 2018
Spring schedules dropped for non-payment.....	February 5, 2018
Last day to drop with 100% refund.....	February 14, 2018
Spring Break.....	March 12-16, 2018
Registration opens for Summer 2018 sessions.....	March 19, 2018
Last date to drop with automatic grade of "Q".....	April 6, 2018
Last day to withdraw from university.....	April 24, 2018
Last Class Day.....	May 4, 2018
Undergraduate Spring Commencement.....	May 12, 2018

ASSIGNMENT CALENDAR & DUE DATES

Spring 2018

Course Assignment	Due Date
Confirm <i>Academic Integrity Policy & Self-Introduction Posts</i>	2/9/2018
Read: <i>An Introduction to The Future of the Professions</i> (Doc Sharing)	2/9/2018
Module 1 Susskind and Susskind <i>Chapter 1</i> Discussion Board Posts	2/13/2018
Module 1: Quiz 1	2/13/2018
Module 2: Susskind & Susskind <i>Chapter 3</i> Discussion Board Posts	2/20/2018
Module 2: Quiz 2	2/20/2018
Module 2: Writing Assignment from Susskind & Susskind <i>Chapters 1 & 3</i>	2/27/2018
Module 3: Susskind & Susskind <i>Chapter 4</i> Discussion Board Posts	3/6/2018
Module 3: Quiz 3	3/6/2018
Module 4: Susskind & Susskind <i>Chapter 5</i> Discussion Board Posts	3/20/2018
Module 4: Quiz 4	3/20/2018
Module 5: Midterm Exam from Susskind & Susskind <i>Chapters 1, 3, 4 & 5</i>	3/27/2018
Module 6: Susskind & Susskind <i>Chapter 6</i> Discussion Board Posts	4/3/2018
Module 7: Susskind & Susskind <i>Chapter 7</i> Discussion Board Posts	4/10/2018
Module 8: Susskind & Susskind <i>Conclusion</i> Discussion Board Posts	4/17/2018
Module 9: On-line Professional Certifications	4/24/2018
Module 10: Term Paper: Review and comparison of <u>Superforecasting</u> by Tetlock and Gardner + <u>The Future of the Professions</u> by Susskind and Susskind	5/1/2018