



ORGL 4342 – Leadership Theory II

COURSE SYLLABUS

INSTRUCTOR INFORMATION

Instructor: Dimitra Smith, Ph.D.; Associate Professor
Office Location: Online
Office Hours: Email or By Appointment
Office Phone: Email or By Appointment
University Email Address: dimitra.smith@tamuc.edu
Preferred Form of Communication: Email

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Title: Management, 3rd edition
Authors: Hitt, Black, & Porter
Publisher: Pearson
e-Book Available: Yes
Rental Book Available: Yes
ISBN: 13:978-0132553285

Supplemental Materials:

Links and files will be provided in the document sharing tab within the course.

Program Description

The Bachelor of Applied Science in Organizational Leadership prepares innovative leaders for employment in an increasingly diverse technological and global society. The degree develops practical workplace competencies that meet current and future challenges through a real-world coursework utilizing personalized academic mentoring and tutoring. The coursework focuses on team building, ethical decision making, enhanced communication skills, critical thinking, and

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people skills. Graduates of this program pursue careers in education, government, nonprofit, and business organizations.

Course Description

This two-term course focuses on the leadership role within the principles and practice of management of organizations. The course is designed to provide students with the knowledge and skills that can be used to analyze, organizational processes and address challenges inherent in leading organizations, operations, and projects. Leadership theory is applied to practical problems in planning, organizing, and controlling workplace situations and activities.

Course Competencies:

Upon completion of this Module, the student will be able to:

1. Articulate theories and concepts related to the leadership function of management at all levels of an organization.
2. Appraise the activities necessary for controlling functions at all levels of an organization.
3. Identify project management processes including initiating, planning, executing, monitoring and controlling, and closing the project.
4. Explain the purposes of project scope, project time, project cost, project quality, project resources, project communications, and project risk.
5. Demonstrate leadership and project management skills in developing an implementation plan for a process improvement.

Pretest

Pretest - No review needed and need to complete on the First Day of current term. Please do not use any course materials or outside materials when completing the pretest.

The purpose of the pretest is to provide a baseline understanding of your knowledge of this competency. The pretest is **required** before students begin studying course materials. The Pretest for this course assesses your current knowledge of the competencies for this course. **You will not be able to access any other material in the course until you complete the pre-test!**

[Important] The feature that allows students to view pretest's all questions with answers will be disabled on the 2nd Friday at 11:59PM of the current term.

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Posttest and Culminating Project

The Posttest and Culminating Project for this course assess your culminating knowledge of the competencies in this course. Please do not use any course materials or outside materials when completing the posttest.

A score of 80 percent or higher on both the Posttest and Culminating Project is required to demonstrate competency.

If you score less than 80 percent on the Posttest you will have an opportunity to review the course materials and re-take the Posttest. You may take the Posttest assessment and submit it a maximum of THREE times during the seven-week term. If you have not passed the competency in three attempts, you will work with an Academic Coach to determine another method of fulfilling the program requirements in this subject.

The Culminating Project is meant to represent the readings, material, tests, and assignments, you have learned and completed in this course. Skipping these areas during the term, may hinder your ability to meet the course competencies and limit your ability to create a project representative of the concepts you have gained in the course. Due to the number of students in the course, there may not be an opportunity for the instructor to review and provide feedback for every student's project in time for the Friday deadline of 5:00 on the last day of the term. Therefore, the details required for the culminating projects to meet the 80% standard or higher in this course, should be reflected in the FIRST project you upload to the Dropbox. It should be reflective of the knowledge you have gained by completing the course assignments and represent your BEST work.

If the seven-week term ends and you are not complete all competencies, you will receive a grade of "F" and be required to complete the remaining competencies in the next term.

In order to demonstrate competency, students must achieve 80% or higher for both the Posttest and Culminating Project.

You are also required to complete all discussion questions. The discussion questions are not factored into your overall grade.

As you complete the assignments, please email me and let me know so that I can grade them in a timely manner.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

Essential skills include using the learning management system, using Microsoft Word and PowerPoint, using presentation and graphics programs, etc.

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Instructional Methods

This course is an online course.

Student Responsibilities or Tips for Success in the Course

To be successful in this course, all content and course modules must be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed.

GRADING and ASSESSMENTS

In order to demonstrate competency, students must achieve 80% or higher for both the Posttest and Culminating Project.

TECHNOLOGY REQUIREMENTS

Browser support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The Brightspace Support features are now optimized for production environments when using the Google Chrome browser, Apple Safari browser, Microsoft Edge browser, Microsoft Internet Explorer browser, and Mozilla Firefox browsers.

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Desktop Support

| Browser | Supported Browser Version(s) | Maintenance Browser Version(s) |
|-------------------------------|------------------------------|--------------------------------|
| Microsoft® Edge | Latest | N/A |
| Microsoft® Internet Explorer® | N/A | 11 |
| Mozilla® Firefox® | Latest, ESR | N/A |
| Google® Chrome™ | Latest | N/A |
| Apple® Safari® | Latest | N/A |

Tablet and Mobile Support

| Device | Operating System | Browser | Supported Browser Version(s) |
|----------|------------------|-----------------------------|---|
| Android™ | Android 4.4+ | Chrome | Latest |
| Apple | iOS® | Safari, Chrome | The current major version of iOS (the latest minor or point release of that major version) and the previous major version of iOS (the latest minor or point release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser. |
| Windows | Windows 10 | Edge, Chrome, Firefox | Latest of all browsers, and Firefox ESR. |

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- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
 - 512 MB of RAM, 1 GB or more preferred
 - Broadband connection required courses are heavily video intensive
 - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution
- You must have a:
 - Sound card, which is usually integrated into your desktop or laptop computer
 - Speakers or headphones.
 - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.
- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum Java 7, update 51, is required to support the learning management system. The most current version of Java can be downloaded at: [JAVA web site](http://www.java.com/en/download/manual.jsp)
<http://www.java.com/en/download/manual.jsp>
- Current anti-virus software must be installed and kept up to date.

Running the browser check will ensure your internet browser is supported.

Pop-ups are allowed.

JavaScript is enabled.

Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing. Ensure that you download the free versions of the following software:
 - [Adobe Reader](https://get.adobe.com/reader/) <https://get.adobe.com/reader/>
 - [Adobe Flash Player](https://get.adobe.com/flashplayer/) (version 17 or later) <https://get.adobe.com/flashplayer/>
 - [Adobe Shockwave Player](https://get.adobe.com/shockwave/) <https://get.adobe.com/shockwave/>
 - [Apple Quick Time](http://www.apple.com/quicktime/download/) <http://www.apple.com/quicktime/download/>
- At a minimum, you must have Microsoft Office 2013, 2010, 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.

ACCESS AND NAVIGATION

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You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

COMMUNICATION AND SUPPORT

Brightspace Support

Need Help?

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of Brightspace, please contact Brightspace Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words “[click here](#)” to submit an issue via email.



System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Interaction with Instructor Statement

All email communication will receive a response within 24-48 hours. Please email the instructor as you complete all quizzes and assignments to alert the instructor that assignments are ready for grading. This will allow the instructor to respond in a timely fashion.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures/Policies

This is an online course. The expectation is that all submitted assignment work is your Individual work.

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,

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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.

Course Calendar for Current Term

Due to the nature of this competency-based course, time is tied to the dates of the current term. **All coursework must be completed by 5:00 pm on the last day of the term.** Failure to submit all coursework by the last day of the term may result in earning a non-passing grade.

Syllabus Change Policy

The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the [Student Guidebook](http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx).
<http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx>

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: [Netiquette](http://www.albion.com/netiquette/corerules.html)
<http://www.albion.com/netiquette/corerules.html>

TAMUC Attendance

For more information about the attendance policy please visit the [Attendance](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx) webpage and [Procedure 13.99.99.R0.01](http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx).

<http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx>

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf>

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

[Undergraduate Academic Dishonesty 13.99.99.R0.03](http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.03)

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<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/undergraduates/13.99.99.R0.03UndergraduateAcademicDishonesty.pdf>

[Graduate Student Academic Dishonesty 13.99.99.R0.10](#)

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/graduate/13.99.99.R0.10GraduateStudentAcademicDishonesty.pdf>

Academic Dishonesty

Texas A&M University-Commerce does not tolerate plagiarism and other forms of academic dishonesty. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. Violation of these academic standards may result in removal or failure. Please see the TAMUC Catalog.

Cheating is defined as:

- Copying another's test or 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.

Plagiarism Policy

Plagiarism is taking credit for someone else's words, ideas or images and then submitting that work for credit as if it were one's own without appropriate acknowledgement of the author. Any student suspected of cheating, submitting the work of another student, or submitting the work of

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another party and failing to cite his/her sources will be investigated fully, reported to college officials, and disciplined according to college guidelines.

Dropping the Class

If you need to adjust your schedule by dropping this course, please contact your Academic Coach. Please be aware that dropping your course may impact your financial aid, veterans and military benefits, three-peat, 45-hour, and 30-hour rules. It is the student's responsibility to drop the course. If you fail to officially drop the class, a failing grade will be assigned.

Incompletes

If you receive a grade of "X" or Incomplete, you have one full term to complete the items that remain incomplete. If you have not submitted the necessary assignments by the end of the next full term, your grade automatically converts to an "F."

Student Withdrawal

A student wishing to withdraw from all courses before the end of a term for which he/she is registered must clear his or her record by filing an application for voluntary withdrawal. Please contact your Academic Coach.

This action must be taken by the date stated in the Academic Calendar as the last day to drop a class or withdraw. Any student who withdraws from the university is subject to the conditions outlined in the section regarding Scholastic Probation or Suspension in the university catalog. It is the student's responsibility to withdraw from classes if he or she does not plan to attend during the semester in he/she has enrolled. A student has one year from the first day of a semester to appeal a withdrawal refund. Courses withdrawn are counted as attempted hours and count towards the three-peat, 45-hour and 30-hour rules and financial aid and veterans and military benefits.

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

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Gee Library- Room 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@tamuc.edu

Website: [Office of Student Disability Resources and Services](#)

<http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/>

Nondiscrimination Notice

Texas A&M University-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.

Campus Concealed Carry Statement

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 the [Carrying Concealed Handguns On Campus](#) document and/or consult your event organizer.

Web url:

<http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf>

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.

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COURSE OUTLINE

| COURSE OUTLINE | |
|---|--|
| Competencies and Topics | Content |
| NO REVIEW NEEDED | PRETEST: COMPLETE ON FIRST DAY |
| <p>Competency 1. Recognize, analyze, and articulate theories and concepts related to the leadership function of management at all levels of an organization.</p> <ul style="list-style-type: none"> · Leadership · Motivation · Groups and Teams · Communication and Negotiation · Individual and Group Decision Making | <p>Assignment Discussion Quiz</p> |
| <p>Competency 2. Appraise the activities necessary for controlling functions at all levels of an organization.</p> <ul style="list-style-type: none"> · Production Operations · Service Operations · Control | <p>Assignment Discussion Quiz</p> |
| <p>Competency 3. Identify project management processes including initiating, planning, executing, monitoring and controlling, and closing the project.</p> | <p>Assignment Discussion Quiz</p> |
| <p>Competency 4. Explain the purposes of project scope, project time, project cost, project quality, project resources, project communications, and project risk.</p> | <p>Assignment Discussions Quiz</p> |

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