



BGMT–2309-001IN

Leadership

Spring 2023

Online

Instructor Information:

Dr Gilliard (Dr. G)
Adjunct Professor of Business
jgilliard@com.edu
713-203-5185

Student Hours & Location:

Monday - Friday 11-4pm Virtual

Required Textbook:

This course is inclusive of the digital textbook, which is made available in Cengage and through the Cengage link inside BrightSpace D2L. No access code is required for this course.

Textbooks may be new, used, or rented and can be purchased from multiple sources. This textbook is available through VitalSource.

Leadership, Research Findings, Practice, and Skills, 9th edition

Andrew J. DuBrin

Cengage Learning

ISBN-13: 9781285866369

ISBN-10: 1285866363

Textbook Purchasing Statement:

A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Course Description:

Leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles.

Course Requirements:

There are four modules that comprise this course. For all tasks, please refer to the Schedule of Activities for due dates, point values, and other information.

Tests

Four (4) tests (in BrightSpace) will be covering the chapters in the textbook. A list of the chapters covered by each test is provided in the Schedule of Activities. Each test has 50 questions. Once you have started the test it cannot be stopped and restarted no matter what the circumstance. **The test will automatically close at the time shown in the schedule of activities. It is your responsibility to monitor your time while taking the test.** Only one attempt will be allowed per test. No retakes are allowed.

Homework Assignments

There are **15 Homework Assignments (in Cengage)**. You have no time limit on these assignments, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that assignment. These assignments are designed to be a study aid to help you prepare for the quizzes.

Quizzes

There are **15 Chapter Quizzes (in Cengage)**. You have no time limit on these quizzes, and you are allowed three attempts. Your highest score will be automatically accepted as your grade for that quiz. These quizzes are designed to be a study aid to help you prepare for the tests.

Writing Project

You will be required to participate in a **Writing Project**. **There will be no late work accepted for any writing project.** In this assignment, you will choose a current leader for your project, which must be approved by your instructor by **the end of Week 8**. Once approved by your instructor, you will write a 500 word paper in MLA format discussing why you made your choice and what makes your choice an exemplary leader. **This paper MUST be submitted by April 30th. Be sure to use the rubric attached within the course.** You will be graded on the quality of your research and adherence to the guidelines of the project.

A rubric is associated with your writing project. Please refer to the grading rubric for additional guidance on expectations.

The following list summarizes the topics and chapters covered by each test:

- Test 1 (Chapters 1-4)
- Test 2 (Chapters 5-8)
- Test 3 (Chapters 9-12)
- Test 4 (Chapters 13-15)

Determination of Course Grade/ Detailed Grading Formula:

Tests (4 tests, 100 points each)	400 points
Homework Assignments (15 assignments, varying points)	197 points
Chapter Quizzes (15 quizzes, 15 points each)	225 points
Writing Project	178 points
Total Possible Points	1000 points

The final grade will be based on the following scale:

☒ A = 90+% of the total points	>= 900
☒ B = 80% - 89% of the total points	800-899
☒ C = 70% - 79% of the total points	700-799
☒ D = 60% - 69% of the total points	600-699
☒ F = less than 60% of the total points	<= 599

Only one attempt will be allowed per Test. No retakes are allowed. Three attempts are allowed for each chapter quiz as well as homework assignment. The highest grade is automatically accepted.

Late Work, Make-Up, and Extra-Credit Policy:

To the extent possible (given limitations by publisher and linking sites), late work will be accepted with a 20% penalty applied. **Writing Projects will NOT be accepted late under any circumstances.** Late work that requires manual grading (D2L assignments with a rubric, generally) will be accepted up until the Sunday prior to the last day of class. Late work that is auto-graded will be accepted up until the day prior to the last day of class.

If you have a personal or emergency situation, please contact me as soon as practical (in advance when possible) and I will do my best to work with you in a fair and equitable manner. Supporting documentation may be requested.

Extra Credit/Bonus Points:

- **40 bonus points** (4% of final grade) are available for scheduling (online or face-to-face) and completing a 1-hour meeting with the Tutoring Center on MLA format citing. Bonus points will be added in the gradebook **once the student forwards the confirmation email** to the instructor, received from the Tutoring Center, confirming that a worthwhile and successful MLA format learning session has taken place. Students may schedule more than one learning session, but the bonus points will only be applied once. **MLA format is required for the writing project.** Writing Resources, including appointment scheduling for Tutoring Center, are located at: <https://www.com.edu/tutoring/writing-resources.html> MLA format templates are available through the College of the Mainland Office 365 tools (<https://www.com.edu/sso>).
- Any bonus points, make-up work, or other accommodations beyond those offered by COM are at the sole discretion of the instructor.

Graded Assignments/Feedback/Gradebook:

Auto graded exams and quizzes should be available for immediate review by the students. Manually graded assignments (i.e. writing projects) will be graded and returned within one week from due date. Feedback, if any, will be listed within the attached rubric. Accepted late work will be returned in a timely manner as instructor's availability allows.

Students should monitor their overall grade within the D2L gradebook (not Cengage) for current point totals.

Attendance Policy:

Attendance in a classroom course is based on actual, physical classroom attendance which will be taken each class period. Students will receive credit for attending the class each week if present in the classroom. The last date of attendance will be the last date the student attended class in the physical classroom. Attendance will be tracked in the gradebook.

Attendance in an Internet-driven course is based on the timely submission of weekly assignments. Attendance will be taken each week as determined by the reporting functions in BrightSpace D2L and Cengage MindTap. Students will receive credit for 'attending' the class each week based upon the timely submission of an assignment. An assignment may be homework, a quiz, a test, a project, or any other assigned task within the week as noted on the Schedule of Activities. The last date of attendance will be the last date an assignment was submitted. Attendance will be tracked in the gradebook.

Communicating with your instructor:

All electronic communication with the instructor must be through D2L or COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means (no external email). The virtual classroom tool, D2L chat, office phone, and face-to-face meetings are other means of communication. **Please allow me 24 hours to reply to COM email communications.**

Student Learner Outcomes:

Upon successful completion of this course, students will:

- Determine individual leadership styles.
- Distinguish differences between leadership and management.
- Explain the effects of leadership style in various organizational environments.
- Apply principles of leadership.

General Education Core Objectives:

Students successfully completing this course will demonstrate competency in the following Core Objectives:

- **Critical Thinking Skills** - to include creative thinking, innovation, inquiry, and analysis, evaluation, and synthesis of information.
- **Communication Skills** - to include effective development, interpretation, and expression of ideas through written, oral, and visual communication.
- **Empirical and Quantitative Skills** - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.
- **Teamwork** - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.
- **Personal Responsibility** - to include the ability to connect choices, actions, and consequences to ethical decision-making.
- **Social Responsibility** - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities.

Table Mapping SLO's, Core Objectives and Assignments:

Student Learner Outcome	Maps to Core Objectives	Assessed via this Assignment
Determine individual Leadership styles	Critical Thinking, Personal Responsibility	Chapters 1,2 4 Writing Project Assorted questions on Homework Assignments, Quizzes, Tests
Distinguish differences between leadership and management	Critical Thinking, Teamwork, Personal Responsibility	Chapters 3,7,9 Assorted questions on Homework Assignments, Quizzes, Tests
Explain the effects of leadership style in various organizational environments.	Social Responsibility, Teamwork, Personal Responsibility	Chapters 6,7,8 Writing Project Assorted questions on Homework Assignments, Quizzes, Tests
Apply principles of leadership	Critical Thinking, Social Responsibility	Chapters 11,13,14,15 Writing Project Assorted questions on Homework Assignments, Quizzes, Tests

Academic Dishonesty:

Any incident of academic dishonesty will be dealt with in accordance with college policy and the Student Handbook. Academic dishonesty – such as cheating on exams is an extremely serious offense and will result in a **grade of zero** on that exam and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

College of the Mainland requires that students enrolled at COM be familiar with the Standards of Student Conduct, which can be found in the online Student Handbook. <http://www.com.edu/student-services/student-handbook.php> Students are expected to be familiar with and abide by the Student Code of Conduct. Any violations of the Code of Conduct will result in a referral to the Dean of Students and may result in dismissal from this class.

Plagiarism is using someone else's words or ideas and claiming them as your own. Plagiarism is a very serious offense. Plagiarism includes paraphrasing someone else's words without giving proper citation, copying directly from a website and pasting it into your paper, using someone else's words without quotation marks. Any assignment containing any plagiarized material may receive a **grade of zero** and the student will be referred to the Office of Student Conduct for the appropriate disciplinary action.

[10 Types of Plagiarism - YouTube](https://www.youtube.com/watch?v=EF5eFeJMplA) <https://www.youtube.com/watch?v=EF5eFeJMplA>

[How to Avoid Plagiarism in 5 Easy Steps - YouTube](https://www.youtube.com/watch?v=WV2-cmi19sg) <https://www.youtube.com/watch?v=WV2-cmi19sg>

[What is Self Plagiarism - Research Prospect](https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20) <https://www.researchprospect.com/what-is-self-plagiarism/#:~:text=%20Types%20of%20Self%20Plagiarism%20%201%20Republishing.,from%20their%20previous%20work%20as%20they...%20More%20>


Student Concerns:

If you have any questions or concerns about any aspect of this course, please contact me using the contact information previously provided. If, after discussing your concern with me, you continue to have questions, please contact the Department Chair, Andrew Gregory, at 409-933-8339 or agregory2@com.edu

Technology Outage:

Occasionally the college may experience emergency technology outages. Should this occur during a Quiz/Exam, you will need to notify the instructor that you will need the Quiz/Exam to be reset. In the case of this or a personal technology issue, students are expected to contact the instructor as soon as reasonably possible. Students are responsible for completing all other course work such that due dates can be met.

Course Outline/ Schedule of Activities:

Leadership				BMGT 2309- Fall 2023		
Schedule of Activities (16-week course)						
Class Dates	Required Reading	Tests	Projects	Homework	Chapter Quizzes	Due Date (Midnight)
Week 1 (Aug 28- Sept 3)	Chapter 1			Chapter 1	Chapter 1	09/03/23
Week 2 (Sept 4 - Sept 10)	Chapter 2			Chapter 2	Chapter 2	09/10/23
Week 3 (Sept 11 - Sept 17)	Chapter 3			Chapter 3	Chapter 3	09/17/23
Week 4 (Sept 18 - Sept 24)	Chapter 4	Test 1 (Ch. 1-4)		Chapter 4	Chapter 4	09/24/23
Week 5 (Sept 25 -Oct 1)	Chapter 5			Chapter 5	Chapter 5	10/01/23
Week 6 (Oct 2-8)	Chapter 6			Chapter 6	Chapter 6	10/08/23
Week 7 (Oct 9-15)	Chapter 7			Chapter 7	Chapter 7	10/15/23
Week 8 (OCT 16-22)	Chapter 8	Test 2 (Ch.5-8)	Writing Project Leader Choice Approval Due	Chapter 8	Chapter 8	10/22/23
Week 9 (OCT 23-29)	Chapter 9			Chapter 9	Chapter 9	10/29/23
Week 10 (Oct 30 - Nov 5)	Chapter 10			Chapter 10	Chapter 10	11/05/23
Week 11 (Nov 6 - 12)	Chapter 11			Chapter 11	Chapter 11	11/12/23
Week 12 (Nov 13-19)	Chapter 12	Test 3 (Ch. 9-12)		Chapter 12	Chapter 12	11/19/23
Week 13 (Nov 20- 22)	Chapter 13		Chapter 13	Chapter 13	11/22/23	
Thanksgiving Holiday						
Week 14 (Nov 27- Dec 3)	Chapter 14		Writing Project Due	Chapter 14	Chapter 14	12/03/23
Week 15 (Dec 4 - 10)	Chapter 15			Chapter 15	Chapter 15	12/10/23
Week 16 (Dec 11-15)		Test 4 (Ch. 13-15)				12/15/23
Point Values				Important Notes		
Activity	Point Value	# of Activities	Total Points	Late Work is Accepted with 20% penalty (See Syllabus for Limitations)		
Chapter Quizzes	15	15	225	Chapter Quizzes - 3 attempts allowed, no time limit, highest attempt saved.		
Tests	100	4	400	Test - 1 attempt only; <u>online by Sunday</u>		
Homework Assignments	Varies	15	197	Writing Assignment Must be submitted by 12/3/23		
Writing Project	178	1	178			
Total Possible Points			1000	Any bonus points are at the discretion of the instructor. (See Syllabus)		

Institutional Policies and Guidelines

Grade Appeal Process: Concerns about the accuracy of grades should first be discussed with the instructor. A request for a change of grade is a formal request and must be made within six months of the grade assignment. Directions for filing an appeal can be found in the student handbook [Student Handbook 2023-2024 v2.pdf](#). *An appeal will not be considered because of general dissatisfaction with a grade, penalty, or outcome of a course. Disagreement with the instructor's professional judgment of the quality of the student's work and performance is also not an admissible basis for a grade appeal.*

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college careers. Support is offered through our Tutoring Services, Library, Counseling, and through Student Services. Please discuss any concerns with your faculty or an advisor.

ADA Statement: Any student with a documented disability needing academic accommodations is requested to contact Kimberly Lachney at 409-933-8919 or klachney@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Textbook Purchasing Statement: A student attending College of the Mainland is not under any obligation to purchase a textbook from the college-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Withdrawal Policy: Students may withdraw from this course for any reason prior to the last eligible day for a “W” grade. Before withdrawing students should speak with the instructor and consult an advisor. Students are permitted to withdraw only six times during their college career by state law.

F_N Grading: The F_N grade is issued in cases of *failure due to a lack of attendance*, as determined by the instructor. The F_N grade may be issued for cases in which the student ceases or fails to attend class, submit assignments, or participate in required capacities, and for which the student has failed to withdraw. The issuing of the F_N grade is at the discretion of the instructor. The last date of attendance should be documented for submission of an F_N grade.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention are very important to us. I have been asked to refer students to the program throughout the semester if they are having difficulty completing assignments or have poor attendance. If you are referred to the Early Alert Program you will be contacted by someone in the Student Success Center who will schedule a meeting with you to see what assistance they can offer in order for you to meet your academic goals.

Resources to Help with Stress:

If you are experiencing stress or anxiety about your daily living needs including food, housing or just feel you could benefit from free resources to help you through a difficult time, please click here <https://www.com.edu/community-resource-center/>. College of the Mainland has partnered with free community resources to help you stay on track with your schoolwork, by addressing life issues that get in the way of doing your best in school. All services are private and confidential. You may also contact the Dean of Students office at deanofstudents@com.edu or communityresources@com.edu.