



BMGT-2309-001IN Leadership Spring 2021 Internet 16-Week Course

Instructor Information: Dr. J. R. Hill jhill23@com.edu 281-685-8000 (Texting is fine, Call if urgent)

Communicating with your instructor: ALL electronic communication with the instructor must be through your **Blackboard Course Email** (preferred) or you COM email. Due to FERPA restrictions, faculty cannot share any information about performance in the class through other electronic means.

Student hours and location: Online class only; no face-to-face

Required Textbook:

Leadership, Research Findings, Practice, and Skills, 8th edition Andrew J. DuBrin 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. Offered spring only.

Course requirements (including description of any special projects or assignments):

This course is an asynchronous course and students can go at their own pace, with the exception of quizzes which will open for a period of time and have a deadline.

All Chapter Learning Module activities will be completed and submitted via BLACKBOARD. Weekly Discussion Board Responses will be completed in the Discussion Board Content Area as 'threads' generated by the student within the appropriate Discussion Forum. Essay/Writing Assignments will be completed using Microsoft Office Applications (ie. WORD, EXCEL, PowerPoint) and will be submitted via BLACKBOARD.

College level writing is expected on all projects and essays are included as part of the Weekly Discussions. (See link below for a quick reference on academic writing.)

<http://www.onlinecolleges.net/for-students/academic-writing-guide/>

Class Discussions

There will be 10 graded Discussion Forums posted during the semester. One topic will be available weekly (except weeks when the Group Projects, Mid Term and Final are due) that will correlate with topics discussed in the weekly chapter readings OR from a comprehensive perspective. Discussions will be centered on learning resources such as video clips, articles, case studies, statistics, surveys, and white papers.

Student responses will be in *Essay format* (with appropriate citations / APA formatting) and should address the topic in detail using critical thinking which demonstrates their ability to apply what is being learned.

Additionally, **students will need to reply to, at minimum, 2 posts generated by fellow students AND the response from the instructor.** *Replies in response to posts by other students should clearly address the content and position of that post and all opinions and statements must be supported (with either textbook reference or from another reference researched). Students are encouraged to make multiple posts to a topic as they learn more about the topic or to respond to additional posts by other students.*

CHAPTER QUIZZES:

There will be 15 Homework Quizzes and 15 Video Quizzes given during the semester. The open book tests allow you to re-enforce your weekly learning. The tests are composed of matching, multiple choice, fill in the blank and true/false questions. Students will have only one attempt to complete. The topics for the chapter and video quizzes correspond to the weekly chapter reading topics.

The maximum point value for each Homework Quiz and each Video Quiz is 100 points each. The scores from your weekly Homework Quizzes will be averaged and the scores from your weekly Video Quizzes will be averaged. Quizzes will be worth 25% of your total grade.

CLASS DISCUSSIONS:

There will be 15 graded Discussion Forums posted during the semester. One topic will be available weekly that will correlate with topics discussed in the weekly chapter readings. Discussions will be centered on learning resources such as video clips, articles, case studies, statistics, surveys, and white papers. Student responses will be in paragraph format and should address the topic in detail using critical thinking which demonstrates their ability to apply what is being learned. In other words, no one or two sentence responses will be sufficient.

Responses should clearly address the discussion topic and must be supported (with either textbook reference or from another reference researched) with concepts and facts, not just opinion.

Each forum is worth a maximum of 100 points. Discussions will be worth 25% of your total grade.

WEEKLY SELF-ASSESSMENTS AND DEMONSTRATED ABILITY ESSAY

Each week students will complete a self-assessment designed to assist you in understanding your leadership style and how to apply it effectively. There will also be a weekly 'demonstrated ability' essay where students will respond to a pre-determined topic using the results of their assessment as well as a minimum of three concepts, methods, and/or strategies found within the Chapter. Weekly self-assessments will be worth 10% of your total grade and the weekly 'demonstrated ability' essays will be worth 40% of your grade.

Late Work and Make-Up Policy: Make-ups will be considered only upon official notice from the College to the instructors that either the College must close

temporarily, or special consideration must be given to students for some other official reason. There are no quiz "re-takes". Assignment due dates will not be extended. Students must complete all work according to the due dates posted in Blackboard and summarized in the course outline below. Please see the instructor immediately for any issues regarding this policy. Few exceptions will apply, and NO EXCEPTIONS will apply without the expressed, written consent of the instructor, prior to the deadline being missed.

Determination of Course Grade/Detailed Grading Formula:

Grading Formula: Letter grades for the course are assigned according to the table below.

Points	Letter Grade
90-100	A
80-89	B
70-79	C
60-69	D
Below 60	F

Changes to this syllabus: The instructor reserves the right to update this syllabus. Updates will be posted on Blackboard as an announcement and/or communicated via course email.

Course outline

<u>Week</u>	<u>Chapter Reading</u>	<u>Spring 2019 Semester Dates</u>	<u>Assignments</u>	<u>Due Date</u>
Week 1	Chapter 1	Jan 18 – Jan 23	Corresponding Chapter & Weekly Learning Modules	Jan 23 11:59pm
Week 2	Chapter 2	Jan 24 – Jan 30	Corresponding Chapter & Weekly Learning Modules	Jan 30 11:59pm
Week 3	Chapter 3	Jan 31- Feb 6	Corresponding Chapter & Weekly Learning Modules	Feb 6 11:59pm
Week 4	Chapter 4	Feb 7 – Feb 13	Corresponding Chapter & Weekly Learning Modules	Feb 13 11:59pm
Week 5	Chapter 5	Feb 14 – Feb 20	Corresponding Chapter & Weekly Learning Modules	Feb 20 11:59pm
Week 6	Chapter 6	Feb 21 – Feb 27	Corresponding Chapter & Weekly Learning Modules	Feb 27 11:59pm
Week 7	Chapter 7	Feb 28 – Mar 6	Corresponding Chapter & Weekly Learning Modules	Mar 6 11:59pm
Week 8	Chapter 8	Mar 7 – Mar 13	Corresponding Chapter & Weekly Learning Modules	Mar 13 11:59pm

SPRING BREAK WEEK		Mar 14 – Mar 20	COLLEGE CLOSED	
Week 9	Chapter 9	Mar 21 – Mar 27	Corresponding Chapter & Weekly Learning Modules	Mar 27 11:59pm
Week 10	Chapter 10	Mar 28 – Apr 3	Corresponding Chapter & Weekly Learning Modules	Apr 3 11:59pm
Week 11	Chapter 11	Apr 4 – Apr 10	Corresponding Chapter & Weekly Learning Modules	Apr 10 11:59pm
Week 12	Chapter 12	Apr 11 – Apr 17	Corresponding Chapter & Weekly Learning Modules	Apr 17 11:59pm
Week 13	Chapter 13	Apr 18 – Apr 24	Corresponding Chapter & Weekly Learning Modules	Apr 24 11:59pm
Week 14	Chapter 14	Apr 25 – May 1	Corresponding Chapter & Weekly Learning Modules	May 1 11:59pm
Week 15	Chapter 15	May 2 – May 8	Corresponding Chapter & Weekly Learning Modules	May 8 11:59pm
Week 16	Semester Wrap - UP	May 9 – May 15	Pre-Approved Make-Up Assignments Due	May 15 11:59pm

Attendance Policy:

Students in the course as expected log into Blackboard at least *THREE* times per week to check announcements and email messages as well as submit assignments and complete quizzes/exams, and any other gradable class activities.

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 only permitted to withdraw six times during their college career by State law. The last day to withdraw for the 1st 8-week session is March 4th, April 27th for 16 week courses and May 11 for the 2nd 8week session.

Early Alert Program: The Student Success Center at College of the Mainland has implemented an Early Alert Program because student success and retention is 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.

Academic Dishonesty: (Describe your academic dishonesty policy and state consequences if it is violated)

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 Professor David Knopp, Department Chair, at 409-933-8339, email dknopp@com.edu.

Student Learner Outcome	Maps to Core Objective	Assessment
1. Determine individual leadership styles as related to self and others	Critical Thinking Personal Responsibility	Quizzes – Discussion Board Essays
2. Distinguish differences between leadership and management	Teamwork Critical Thinking Personal Responsibility	Online Discussions, Homework Quiz, Video Quiz, and Self Assessments, Learning Essay
3. Explain the effects of leadership style or organizational environment and its result on followers' motivation	Social Responsibility Personal Responsibility Teamwork	Online Discussions, Homework Quiz, Video Quiz, and Self Assessments, Learning Essay
4. Apply principles of leadership to organizational group dynamics	Critical Thinking Social Responsibility	Online Discussions, Homework Quiz, Video Quiz, and Self Assessments, Learning Essay
5. Recognize the elements of effective verbal and nonverbal communication	Critical Thinking Personal Responsibility Teamwork	Online Discussions, Homework Quiz, Video Quiz, and Self Assessments, Learning Essay

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. <https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.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.* https://build.com.edu/uploads/sitecontent/files/student-services/Student_Handbook_2019-2020v5.pdf

Academic Success & Support Services: College of the Mainland is committed to providing students the necessary support and tools for success in their college career. 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 Holly Bankston at 409-933-8520 or hbankston@com.edu. The Office of Services for Students with Disabilities is located in the Student Success Center.

Counseling Statement: Any student that is needing counseling services is requested to please contact Holly Bankston in the student success center at 409-933-8520 or hbankston@com.edu. Counseling services are available on campus in the student center for free and students can also email counseling@com.edu to setup their appointment. Appointments are strongly encouraged; however some concerns may be addressed on a walk-in basis.

COVID-19 Statement: All students, faculty, and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. In compliance with Governor Abbott's May 18 Executive Order, face coverings/masks will no longer be required on COM campus. Protocols and college signage are being updated. We will no longer enforce any COM protocol that requires face coverings. We continue to encourage all members of the COM community to distance when possible, use hygiene measures, and get vaccinated to protect against COVID-19. Please visit com.edu/coronavirus for future updates.