



WACO, TEXAS

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**COURSE SYLLABUS  
AND  
INSTRUCTOR PLAN**

**LEADERSHIP**

**BMGT - 2309 – O080**

**DR. TOMMY “T-LOW” LOWRANCE**

**NOTE: This is a 16-week online course.**

LEADERSHIP  
BMGT 2309.0080

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**Course Description:**

Addresses concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to motivate and identify leadership styles. This is a capstone course that integrates knowledge from previous courses and provides the opportunity to apply management and leadership skills.

**Prerequisites and/or Corequisites:**

Completion of or concurrent enrollment in BMGT 1327. Semester Hours 3 (3 lec.)

**Course Notes and Instructor Recommendations:**

I've been teaching this course longer than any other at MCC, and the one thing I hear again and again each semester is that this class is "life-changing." It is NOT the instructor. I'm not even sure it's the content. It really is more about learning about yourself and the role you play in the world. You, essentially, will self-explore what leadership is and I will simply act as your facilitator. Effort, planning, organization, and not waiting until the last minute are the keys to an A in this class. Leadership is less about knowing what to do and more about doing what you know. In this class you will "do" leadership.

**Instructor Information:**

Instructor Name:	Dr. Tommy "T-Low" Lowrance
MCC Email:	tlowrance@mclennan.edu
Office Phone Number:	254-299-8059
Cell Phone Number (best option):	254-744-1873
Office Location:	BTB 210
Office/Teacher Conference Hours:	

M/W 11:00 am – 12:30 pm  
T/TH 12:30 am – 2:30 pm

**\*Other times are available. Please schedule them by email.\***

Other Instruction Information:

Zoom by appointments only: Zoom ID: 254 299 8059      Password: leader

**Correspondence Policy:**

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open.

LEADERSHIP  
BMGT 2309.0080

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**Required Text & Materials:**

**\*\*\*INSTRUCTOR NOTE:\*\*\***

This course is an inclusive access course. This means that the cost of your textbook has been included in your tuition. This course requires the use of SAGE Vantage, an online learning environment that includes access to the entire text and integrated assignments, including self-assessments and select chapter reading tests. Vantage assignments will make up a **portion** of your overall course grade. **Please DO NOT register for SAGE Vantage.** Your first use of SAGE will be in Week 3 for Trait Theory! Students **MUST** either attend the Orientation Zoom Meeting or watch the Orientation Zoom recording which will be found under the Orientation—Start Here link in Brightspace.

Title: Leadership: Theory and Practice (e-book via SAGE Vantage)

Author: Northouse

Edition: 9th

Publisher: SAGE Vantage

ISBN: 9781071821176

Title: Leadership: *ADHD Leadership*

Author: Lowrance, T.

Edition: Manuscript in preparation

Publisher: N/A (available only at the bookstore or PDF in Brightspace)

ISBN: N/A

**YOU SHOULD NOT HAVE TO DO THIS IF YOUR COURSE WAS SET UP RIGHT**

**Registering for SAGE Vantage**

Click the links I've provided and follow the account creation details.

[Click here for step-by-step directions](#) or [click here for a video tutorial](#).

**SHOULD NOT NEED THIS EITHER: Purchasing SAGE Vantage**

SAGE Vantage can be purchased through the platform by clicking the **“BUY NOW BUTTON”** after registering or from our bookstore. Please buy access asap as reading & Vantage assignments will be a key part of your grade and you cannot keep up in the course without it. Use Mozilla Firefox. If you use Chrome no private browsing and no add-blocker installed. Use Grace Period mode to join initially!!!!!!! Not the Access Code first!

**Technical Support:**

**Call SAGE at (800) 818 – 7243 ext. 7080** for all technical difficulties or Vantage questions. This will be your fastest method for getting help. Live assistance is available:

- Monday - Friday: 8:00 a.m. – 11:00 p.m. ET
- Saturday – Sunday: 11:30 a.m. – 11:00 p.m. ET

**You can also find video tutorials or create a technical ticket at**

<https://sagevantage.softwareassist.com>

**MCC Bookstore Website:** <http://www.mclennan.edu/bookstore/>

**Methods of Teaching and Learning:**

This course is based on readings, discussions, reflections, presentations, & research.

1. It is imperative that you read all assignments before you attend class in person or virtually. Since everyone will be responsible for the discussion of this information, it will be very important that everyone is informed and ready to participate.
2. Since this is an online class; most of the time, I will help manage online discussions using prompts. I expect discussion, questions, answers, and lots of participation. Join in the class discussions. Contribute to the success of the group. Ask questions; offer your relevant comments and ideas; however, remember that this is a leadership class. Your comments should be relevant and focused on leadership.

I expect everyone to participate in class. Participating gives you ownership in class, plus it will help you learn and remember the information. I will not ask a question, then turn around and answer it myself. Nor will I let one or two students in class answer all of the questions. The key is to read and attend all classes regularly, even virtually.

We will have guest speakers appear via Zoom and these speakers will be recorded for students who can't attend the Zoom session to view them online asynchronously. However, all students are encouraged to attend, especially the students who provide/introduce the speakers, lead the discussion, and the student hired to perform the End of Semester Party Planner/Timekeeper job will also be expected to attend the speakers' presentations via Zoom to help with Timekeeping duties.

3. There are several different opportunities to earn points in this class, and for the most part, it will be your choice in how to do so. There are a few required assignments, and the rest you will be able to decide on by yourself. It will be up to you to keep up with your points

LEADERSHIP  
BMGT 2309.O080

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and where you stand in class. I will assist you in doing this, but it is your responsibility. **It is imperative that you acquire points early in the class.** You do not want to be in the position at the end of the semester where you have to do everything offered in order to pass the course. **You will have a lot of FREEDOM and RESPONSIBILITY in this course.**

4. **There will be 3 “required” Zoom meetings for this course—once at the beginning of the semester, once in the middle, and once at the end—See Course Schedule.** You can still make an A in this class even if you don’t attend a single Zoom class; however, it is STRONGLY encouraged that you attend these classes for the best opportunity for success and to get out of it what it is designed to deliver! Please, please, please plan to attend these online Zoom meetings. **Some opportunities for points are only available if you attend...**
5. When you send an e-mail, ALWAYS begin the subject line with BMGT 2309.O080. If you respond to an e-mail, hit reply, and make sure BMGT 2309.O080 is present in the subject line.
6. I will not answer e-mails asking when something is due. You have a schedule both in the syllabus and in Brightspace which will tell you exactly when everything is due. As a college student, you are expected to be both responsible and accountable.
7. **You MUST complete the Orientation Quiz by clicking on CONTENT, then Course Orientation—Start Here. Scroll to the bottom and take the Orientation Quiz. Once you make a 100%, the course will then become available and you’ll see the Learning Modules listed by Week. You MUST complete the Orientation Quiz by the end of Week 2 or you will be dropped from this course.**

**Course Objectives and/or Competencies:**

Upon successful completion of this course, students will:

1. Determine individual leadership styles
2. Distinguish differences between leadership and management
3. Explain the effects of leadership style in various organizational environments
4. Apply principles of leadership
5. Be given the opportunity for each student to demonstrate leadership.
6. Learn more about your own beliefs, values, and goals.

LEADERSHIP  
BMGT 2309.0080

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7. Demonstrate the process by which leadership emerges and shifts as tasks are identified and assumed.
8. Demonstrate responsibility by taking control of assignments.
9. Learn various leadership styles through text material, presentations, guest speakers, and discussions.
10. Demonstrate your writing, speaking, and critical-thinking skills.

**Course Attendance/Participation Guidelines:**

If a student is not in attendance in accordance with the policies/guidelines of the class as outlined in the course syllabus as of the course census date, faculty are required to drop students from their class roster prior to certifying the respective class roster. A student's financial aid will be re-evaluated accordingly and the student will only receive funding for those courses attended as of the course census date.

**Definitions**

The terminology we use is important.

Drops occur BEFORE the census date and do not count against the student's maximum withdrawal count of 6 classes, as defined by state law.

Withdrawals occur AFTER the census date and count in the student's maximum withdrawal count of 6 classes.

**Online & Hyflex Course Attendance Policy (Business Division)**

To be counted as attending BEFORE the census date, a student must complete and submit at least ONE assignment. Discussion boards, syllabus quizzes, the first set of homework, etc. are considered as meeting the criteria for an assignment. An email to the instructor does NOT count. Logging into Brightspace and accessing content does NOT count. Any student who fails to complete and submit at least one assignment prior to the census date will be dropped from the course.

Past the census date, students who fail to submit two consecutive modules of work without notification of an excused absence as per MCC policy prior to the 60% point of the term will be withdrawn from the course. If a student completes any part of a work module, they have "attended" and will not be withdrawn. If a student fails to submit two consecutive modules of work without notification of an excused absence as per MCC policy and the class is past the 60%

point of the term, the instructor will NOT withdraw the student. The student will be assigned the grade earned at the end of the term.

**Course Outline or Schedule:**

See course schedule.

**Course Grading Information:**

**Assignment Opportunities and Points**—some of these are required, while most of these are optional. **ALL WRITTEN ASSIGNMENTS MUST BE TYPED (DOUBLE SPACED)—see example provided in Orientation section of Brightspace**—unless otherwise specified.

Almost all assignments will have a direct correlation to the 4 Orders found in your *ADHD Leadership* text. Assignments will be submitted via assignment links in Brightspace. You cannot complete part of the assignment, turn it in, and expect to turn in the second part of the assignment at a later date. **With ONE exception, anything not turned in by the required due date will not be accepted.** Brightspace will have Due Dates for all assignments.

**Be sure to access ALL assignments by clicking on Content and then the Week under Learning Modules. DO NOT access assignments directly through Assessments.**

**If you do a proposal, worth 10 points, then you do not do the assignment the proposal was written for, you will not receive the 10 proposal points.**

Everyone is required to do ONE ORAL ASSIGNMENT & ONE PRESENTATION. You get to select which oral assignment you do. I'm fairly flexible here. The required oral will come at the end of the semester (Week 14) and can be about any assignment that meant a great deal to you. Sharing your journals and the PowerPoint theory presentation obviously do not qualify. Students can use Yuja to record their oral presentations.

**When you click on an assignment in Brightspace, the rubric for each assignment will be identified so that you know exactly what is expected of you in order to earn the full points.**

**Early Points**

It is in your best interest to “get in” points early in the semester. The schedule is designed to be front-end loaded as much as possible. If you have accumulated 350 points by Sunday Oct. 1 at 11:59 p.m., you will receive 20 bonus points. If you have accumulated 650 points by Sunday Oct. 15 by 11:59 p.m., you will receive 20 points. If you have accumulated 950 points by Sunday Oct. 29 at 11:59 p.m., you will receive 20 points. So, you have the opportunity to receive 60 bonus points. No other bonus points will be given. No curve will be given. Keep in mind your speaker may cancel, and that could be the last 20 points you needed to get to 1500. Plan on earning more than you need to be safe. You may turn in assignments early; however, even if you

LEADERSHIP  
BMGT 2309.0080

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have turned in enough points to earn an A, you are expected to continue coming to class. Missing classes after you have obtained an A, will count against your attendance and can result in you being withdrawn from this class.

**Point Loss**

If you sign up for an opportunity, which is limited (provide speaker; lead discussion after speaker, leadership activities, etc.), and you do not complete the assignment, you will not receive those points. If you need to trade dates, you will need to see the person who is overseeing the schedule. If you let us know well ahead of the date, so that changes can be made, we can likely adjust our schedule. If you wait until the day of class (due date) and are not prepared, you will lose your ability to earn those points at a later date.

**If you miss turning in a required assignment, you will receive a zero. The required assignments are weighted more heavily to encourage you to complete them. If you miss a required assignment, then you must do more optional assignments to offset the lost points.**

**Point Structure**

There are LOTS of points available. You will not have to do all of the assignments. With the exception of the ones marked required, you will have a choice on what you do to earn the grade you want. **If you only do what is required, the most points you can accumulate is 1170, which is a low C.**

- A = 1500 points
- B = 1334-1499 points
- C = 1167-1333 points
- D = 1000-1166 points
- F = 0-999 points

**Please note that points will appear in the gradebook as a fraction. For example, you might see under Total Points Earned to Date: 1685/1785. The ONLY number that counts toward your grade is the first number. So, 1685 is more than 1500 so this student will earn an A in the class.**

Course assignments, activities, and discussion board participation will be graded and a grade released within two (2) calendar weeks of the assignment's due date. Any student without a submission on the due date will be assigned a zero (0) grade. The late work policy below establishes whether late work for unexcused absences will be accepted, any penalization that occurs due to the submission of late work, and how/when the grade will be updated.



**Late Work, Attendance, and Make Up Work Policies:**

Unforeseen events do come up; however, how often would your boss let you forget something for work, come late, leave early, not get something to him/her, before you are fired?

There will be a lot of work to turn in on different days. There will be some days everyone turns something in, and some days only a few people turn in work. You will have a detailed calendar which shows what is due on certain days. You will also have assignments in Brightspace with the Due Dates clearly identified. It will be up to you to keep up with your plans and schedule of what you are going to turn in. **Every week all work will be turned in no later than Sunday night. Since assignments and quizzes will be done in Brightspace, you have until 11:59 p.m. on Sunday evening to have all your week's assignments submitted. The Scarlet Letter must be presented during Zoom; however, the written portion can be submitted the Sunday after the Zoom session.**

**You will have ONE PASS to turn in assignments late without penalty.** Regardless of reason, you may turn in ONE WEEK'S WORK one week late and it will not be counted late. ONE TIME, ONE WEEK LATE. NOTHING ELSE WILL BE ACCEPTED LATE FOR ANY REASON. You will need to make a request to me via email to use your 1 Pass (1 oops) and I will inform you of how to submit your work late. Do not plan on "taking" this one time to turn in something late, because if something REALLY comes up later and you have something you need to turn in late, it will not be accepted. You will need to be very aware of the point value of all of the assignments. This 1 oops does NOT include your ADHD quizzes & discussions, Leadership tests, or self-assessments—only assignments.

**All work is due at 11:59 PM on the assigned Due Date, unless otherwise indicated.** There are too many assignments and too many people to accept late work. If you miss turning something in, you will need to "catch up" on those points with later assignments.

Keep in mind that some of the above opportunities have to be signed up for, and some of the above assignments require proposals. If you do not do the proposal, you will not be able to do an assignment requiring a proposal. If you don't turn in work at the beginning of the semester, because you are planning on "catching up" at the end of the semester, there may not be enough opportunities to catch up. Be very aware of the number of points you have. If you wait too long to do work, you might be in a hole you cannot get out of by the end of the semester. **DO NOT PROCRASTINATE!**

A grade of Incomplete (I) will only be issued for students who need only to take the final exam and have an extenuating circumstance that resulted in an excused absence (documentation must be provided) for the day of the final exam.

**Student Behavioral Expectations or Conduct Policy:**

Students are expected to maintain classroom decorum that includes respect for other students and the professor, prompt and regular attendance—even virtual, and an attitude that seeks to take full advantage of the educational opportunity. That means please demonstrate respect to all who participate in this learning environment at all times and in each interaction.

Please know that I read my email several times during the day; however, if you send me an email at 11 PM with a question you need answered before the class tomorrow I might not see it. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Additionally, although I provide you with my personal cell phone number, I am not always immediately able to respond. Please be kind and patient.

Lastly, integrity is critical in the business world and in academia. Cheating of any kind will not be tolerated. A zero will be given for the first instance of cheating; failure in the course will result from any additional instance. I will also escalate the matter on the second instance of cheating. This is particularly true with plagiarism. Plagiarism.org (2017) defined plagiarism this way:

1. turning in someone else's work as your own
2. copying words or ideas from someone else without giving credit
3. failing to put a quotation in quotation marks
4. giving incorrect information about the source of a quotation
5. changing words but copying the sentence structure of a source without giving credit
6. copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not

**Artificial Intelligence (AI) Statement:** Any work written, developed, produced, or created using artificial intelligence (AI) is considered plagiarism and is not tolerated. Certainly, there is a time and place for its use; however, in terms of learning and education it circumvents the learning process by artificially creating work that robs the learner from the opportunity to do so. If you have any questions as to what qualifies as artificial intelligence, then please direct your questions to your instructor. For this class, the use of AI is NOT permitted.

**Use of Turn-It-In for Ensuring Academic Integrity**

**Turnitin** (<https://www.turnitin.com/>): In order to help students learn proper composition skills and to promote academic honesty, this class may use the services provided by Turnitin (hereinafter, the "Service"). The above URL contains information about the capabilities, services, terms and conditions, and privacy policy of the Service. Faculty may use the Service to review all submitted assignments.

LEADERSHIP  
BMGT 2309.O080

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Students agree that by taking this course all required papers may be subject to submission for textual similarity review to Turnitin for the detection of plagiarism. All submitted papers will be included as source documents in the Turnitin reference database solely for the purpose of detecting plagiarism of such papers. Students further understand that if the results of the review support an allegation of academic dishonesty, the students' work will be investigated and the student is subject to discipline according to policy.

**[Click Here for the MCC Attendance/Absences Policy](https://www.mclennan.edu/highlander-guide/policies.html)**  
**(<https://www.mclennan.edu/highlander-guide/policies.html>)**

Click on the link above for the college policies on attendance and absences. Your instructor may have additional guidelines specific to this course.

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Updated 07/18/2023



## **ACADEMIC RESOURCES/POLICIES**

### **Accommodations/ADA Statement:**

Any student who is a qualified individual with a disability may request reasonable accommodations to assist with providing equal access to educational opportunities. Students should contact the Accommodations Coordinator as soon as possible to provide documentation and make necessary arrangements. Once that process is completed, appropriate verification will be provided to the student and instructor. Please note that instructors are not required to provide classroom accommodations to students until appropriate verification has been provided by the Accommodations Coordinator. For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability).

Students with questions or who require assistance with disabilities involving physical, classroom, or testing accommodations should contact:

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) 2542998122 Room  
319, Student Services Center

### **Title IX:**

We care about your safety, and value an environment where students and instructors can successfully teach and learn together. If you or someone you know experiences unwelcomed behavior, we are here to help. Individuals who would like to report an incident of sexual misconduct are encouraged to immediately contact the acting Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465. MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Individuals may also contact the MCC Police Department at (254) 299-8911 or the MCC Student Counseling Center at (254) 299-8210. The MCC Student Counseling Center is a

confidential resource for students. Any student or employee may report sexual harassment anonymously by visiting <http://www.lighthouse-services.com/mclennan/>. Go to McLennan's Title IX webpage at [www.mclennan.edu/titleix/](http://www.mclennan.edu/titleix/). It contains more information about definitions, reporting, confidentiality, resources, and what to do if you or someone you know is a victim of sexual misconduct, gender-based violence or the crimes of rape, acquaintance rape, sexual assault, sexual harassment, stalking, dating violence, or domestic violence.

### **Student Support/Resources:**

MCC provides a variety of services to support student success in the classroom and in your academic pursuits to include counseling, tutors, technology help desk, advising, financial aid, etc. A listing of these and the many other services available to our students is available at <http://www.mclennan.edu/campus-resource-guide/>

Academic Support and Tutoring is here to help students with all their course-related needs. Specializing in one-on-one tutoring, developing study skills, and effectively writing essays. Academic Support and Tutoring can be found in the Library and main floor of the Learning Commons. This service is available to students in person or through Zoom. You can contact the Academic Support and Tutoring team via Zoom or email ([ast@mclennan.edu](mailto:ast@mclennan.edu)) by going to our website (<https://www.mclennan.edu/academic-support-and-tutoring/>).

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources or want to explore strategies for balancing life and school, we encourage you to contact either MCC CREW – Campus Resources Education Web by calling (254) 299-8561 or by emailing [crew@mclennan.edu](mailto:crew@mclennan.edu) or a Success Coach by calling (254) 299-8226 or emailing [SuccessCoach@mclennan.edu](mailto:SuccessCoach@mclennan.edu). Both are located in the Completion Center located on the second floor of the Student Services Center (SSC) which is open Monday-Friday from 8 a.m.-5 p.m.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to [https://mclennan.co1.qualtrics.com/jfe/form/SV\\_07byXd7eB8iTqJg](https://mclennan.co1.qualtrics.com/jfe/form/SV_07byXd7eB8iTqJg). Both the Completion Center and Paulanne's Pantry are located on the second floor of the Student Services Center (SSC).

### **MCC Foundation Emergency Grant Fund:**

Unanticipated expenses, such as car repairs, medical bills, housing, or job loss can affect us all. Should an unexpected expense arise, the MCC Foundation has an emergency grant fund that may be able to assist you. Please go to

<https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>

to find out more about the emergency grant. The application can be found at

[https://www.mclennan.edu/foundation/docs/Emergency\\_Grant\\_Application.pdf](https://www.mclennan.edu/foundation/docs/Emergency_Grant_Application.pdf).

**MCC Academic Integrity Statement:**

Go to [www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity) for information about academic integrity, dishonesty, and cheating. The unauthorized use of artificial intelligence (AI) for classwork can be a violation of the College's General Conduct Policy. Whether AI is authorized in a course and the parameters in which AI can be used in a course will be outlined by each instructor.

**Minimum System Requirements to Utilize MCC's D2L|Brightspace:**

Go to <https://www.mclennan.edu/center-for-teachingandlearning/FacultyandStaffCommons/requirements.html> for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

**Minimum Technical Skills:**

Students should have basic computer skills, knowledge of word processing software, and a basic understanding of how to use search engines and common web browsers.

**Backup Plan for Technology:**

In the event MCC's technology systems are down, you will be notified via your MCC student email address. Please note that all assignments and activities will be due on the date specified in the Instructor Plan, unless otherwise noted by the instructor.

**Email Policy:**

McLennan Community College would like to remind you of the policy (<http://www.mclennan.edu/employees/policy-manual/docs/E-XXXI-B.pdf>) regarding college email. All students, faculty, and staff are encouraged to use their McLennan email addresses when conducting college business.

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are

expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication method is to be used and of any special or unusual expectations for electronic communications.

If a faculty member prefers not to communicate by email with their students, it should be reflected in the course syllabus and information should be provided for the preferred form of communication.

**Email on Mobile Devices:**

The College recommends that you set up your mobile device to receive McLennan emails. If you need assistance with set-up, you may email [Helpdesk@mclennan.edu](mailto:Helpdesk@mclennan.edu) for help.

You can find help on the McLennan website about connecting your McLennan email account to your mobile device:

- [Email Setup for iPhones and iPads](#)
- [Email Setup for Androids](#)

**Forwarding Emails:**

You may forward emails that come to your McLennan address to alternate email addresses; however, the College will not be held responsible for emails forwarded to an alternate address that may be lost or placed in junk or spam filters.

For more helpful information about technology at MCC, go to [MCC's Tech Support Cheat Sheet](#) or email [helpdesk@mclennan.edu](mailto:helpdesk@mclennan.edu).

**Disclaimer:**

The resources and policies listed above are merely for informational purposes and are subject to change without notice or obligation. The College reserves the right to change policies and other requirements in compliance with State and Federal laws. The provisions of this document do not constitute a contract.