

**McLennan**  
C O M M U N I T Y  
**COLLEGE**

WACO, TEXAS

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**COURSE SYLLABUS**  
**AND**  
**INSTRUCTOR PLAN**

**LEADERSHIP**  
**BMGT 2309.01**

**Tommy “T-Low” Lowrance**

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

# LEADERSHIP

BMGT 2309.01

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## **Course Description:**

Concepts of leadership and its relationship to management. Prepares the student with leadership and communication skills needed to inspire and influence. This is a capstone course that integrates knowledge from previous courses and provides the opportunity to apply management and leadership principles to real-world situations.

## **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: Thomas L. Lowrance (T-Low)  
MCC E-mail: [tlowrance@mclennan.edu](mailto:tlowrance@mclennan.edu)  
Office Phone Number: 254-299-8059; Cell Number: 254-744-1873  
Office Location: MAC 218  
Classroom Location: MAC 241  
Class Time: T/TH 11:10 am-12:30 pm  
Office/Teacher Conference Hours:  
M/W: 8:30 am – 9:30 am  
M: 3:30 pm – 5:30 pm  
W: 2:30 pm – 3:30 pm  
T: 5:30 pm – 6:30 pm

Email: I read my email several times a day during the week; however, if you send me an email at 11 pm with a question you need answered before the class tomorrow, I probably will not read it before class. I do not always read email on the weekends. Do not expect instantaneous responses from me via email. Please plan ahead!

If I need to get information to the class, I will email you at your official MCC email address. You need to email me from your official MCC email address, as well. Sometimes the MCC spam blocker captures students' emails from other providers. It is very important that you read your MCC email.

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### **Required Text & Material:**

Lowrance, T. L. (2015). *ADHD Leadership*. Manuscript in preparation.

Northouse, P. (2016). *Leadership: Theory and practice*. 7<sup>th</sup> Ed. Sage Publications.  
ISBN: 9781483317533 (or more recent editions are acceptable).

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

### **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/>

College personnel recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources, we encourage you to contact a success coach by calling (254) 299-8226. Students can visit the Completion Center Monday-Friday from 8:00 a.m.-5:00 p.m. to meet with a success coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) is open 12:00 p.m.-1:00 p.m., Monday-Friday, without an appointment. The Completion Center and pantry are located on the Second Floor of the Student Services Center (SSC).

### **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 contacted/notified through 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.

\* [Click Here for the Minimum System Requirements to Utilize MCC's D2L|Brightspace](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements)  
([www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements](http://www.mclennan.edu/center-for-teaching-and-learning/teaching-commons/requirements))

Click on the link above for information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system.

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## Methods of Teaching and Learning:

This course is based on reading, discussion, lecture, presentations, & research.

1. It is imperative that you read all assignments before you come to class. 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. There are very few times where I will lecture; most of the time, I will help manage class discussions. 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 the topic.

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.

We will have guest speakers in class. Obviously, you are expected to be on time, be attentive and polite, and stay the whole class period.

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 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.**

## Course Objectives and/or Competencies:

The objectives of this course are that you:

1. Be given the opportunity for each student to demonstrate leadership.
  2. Learn more about your own beliefs, values, and goals.
  3. Demonstrate the process by which leadership emerges and shifts as tasks are identified and assumed.
  4. Demonstrate responsibility by taking control of assignments.
  5. Learn various leadership styles through text material, guest speakers and discussion of class processes.
  6. Demonstrate your writing, speaking, and critical-thinking skills.
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### **Course Outline or Schedule:**

We will start the semester with a very detailed schedule; however, it seldom stays the same because of the speakers. If a speaker cancels and a backup cannot be found, we will rearrange the schedule to make the best use of our time. As you are planning your points, keep in mind that the speaker you signed up to summarize might not come, and it is very hard to reschedule a speaker once they have missed their date. You would have the opportunity to choose from assignments due the rest of the semester; however, some of those assignments have proposals, and the due date for the proposal may have already passed. Keep this in mind as you are planning your points. ***Plan for more points than you think you need!!!***

**Be ready to be flexible with the schedule. See the Class Schedule in Brightspace.**

### **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)**, unless otherwise specified. Almost all assignments will have a direct correlation to the 4 Orders. Assignments, which are turned in not typed, will be returned and not accepted at a later date. Complete assignments are to be turned in at the beginning of class. 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 at the beginning of class will be considered late and not accepted.** All assignments must be turned in, stapled and with two holes punched in the top. If you miss turning in or doing a required assignment, these points will be deducted from your total points.

**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. **If you do not do one of the oral assignments, 50 points will be deducted from your total points. If you do not do your presentation, 100 points will be deducted from your total points.** You get to select which oral assignment you do. Sharing your journal does not qualify.

**The rubrics for all assignments are on a separate document in Brightspace.**

### **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 250 points at the beginning of class on 02/20/20, you will receive 20 bonus points. If you have accumulated 300 points at the beginning of class on 03/05/20, you will receive 20 points. If you have accumulated 400 points at the beginning of class on 03/26/20, 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 701. Plan on earning more than you need to be safe.

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You may turn in assignments early, as long as they are marked with a label in some way to indicate that it is something that is turned in early. You may have turned in enough points to earn an A, but you are expected to continue coming to class. Missing classes after you have obtained an A, will result in a loss of points.

### **Deducted Points**

If you sign up for an opportunity, which is limited (provide speaker; lead discussion after speaker, summary of speaker evaluations), and you do not complete the assignment, the number of possible points will be deducted from your total 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, you will not lose points. If you wait until the day of class and are not prepared, points will be deducted.

**If you miss turning in a required assignment, those points will be deducted from your total points. For example, if you do not turn in your plan of points, you won't make a 0, you'll make a (-10). These assignments are required, so your opting out of them, makes them optional to you. They are not optional.**

### **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 480, which is an F.

A=701 points

B=700-639 points

C=638-577 points

D=576-515 points

F=0-514 points

In order to earn all of your points, you must come to class. You cannot earn 577 points by the middle of the semester and quit coming to class.

### **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 which day. It will be up to you to keep up with your plans and schedule of what you are going to turn in. You will have one week from the original due date in order to turn in one day's work late. **Every week all work will be turned in on Thursdays or our last meeting that week!**

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**You will have ONE PASS to turn in work late without penalty.** So, if you forget your job shadow proposal in your car, your printer ran out of ink, you emailed yourself your work and you cannot get into your email, you do not have money on your ID card to print your work...for whatever reason, you may turn in ONE DAY'S WORK at the beginning of the next class period and it will not be counted late. **ONE TIME, ONE WEEK LATE. NOTHING ELSE WILL BE ACCEPTED LATE FOR ANY REASON.** 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.

**All work is due at the first of the class period, unless otherwise indicated.** Any work turned in after the first of the class period will be considered late and will not be accepted, after the ONE LATE ITEM(S). 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.

**If you are running late to class or know that you will miss class, you can email your assignment to a classmate to print for you and place in your folder. I won't print for you.** By doing so, you are agreeing to allow a classmate to ask for your folder and place your assignments into your folder.

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 any 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!**

### **Attendance**

I will take attendance every class period. You are expected to be here every class period, unless there are extreme extenuating circumstances.

MCC has a 25% drop policy. (See below) If you miss 25% of your classes (8 classes for a twice a week class) before the student-initiated drop deadline for any reason, I will drop you. (If you miss 8 classes, I will drop you.) If you come to class late, it is your responsibility to check with me after class to make sure you are marked late, rather than absent.

This is a three hour credit course, and we will meet the entire three hours each week. Do not plan on leaving early as you are allowed to do in other classes.

Attendance is expected throughout the whole semester. Do not skip classes when we have guest speakers or on the last class day. These absences could result in loss of points.

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If you are a student involved in MCC activities, which will require that you are absent some class periods, please see me the first week of the semester. Everyone gets sick at some time; but it should not be a continuing problem. Hopefully, NO ONE will have to miss class because of a death or serious illness of an immediate family member. If work begins to interfere with school, please discuss the problem with your boss. If your boss will not accommodate your school schedule, you need to realize that missing class WILL adversely affect the grade you make in this course. An absence is a missed opportunity to learn, regardless of the reason.

#### **Student Behavioral Expectations or Conduct Policy:**

The Center for Academic Integrity, defines ACADEMIC INTEGRITY as a "commitment, even in the face of adversity, to five fundamental values: **honesty, trust, fairness, respect and responsibility**; from these values flow principles of behavior that enable academic communities to translate ideas into action." Individual faculty members determine their class policies and behavioral expectations for students. Students who commit violations of academic integrity should expect serious consequences. Offenses will be tracked so that appropriate sanctions can be applied.

With regard to cheating, plagiarism or other forms of academic dishonesty, the term "**cheating**" **includes, but is not limited to:** (1) use of any unauthorized assistance in taking quizzes, tests or examinations; (2) dependence upon the aid of sources beyond those authorized by the professor in writing papers, preparing reports, solving problems or carrying out other assignments; or (3) the acquisition, without permission, of tests or other academic material belonging to a member of the MCC faculty or staff. **The term "plagiarism" includes, but is not limited to,** the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

#### **Cell Phones**

You cannot make or receive calls or text messages during class. If your job requires that you be on 24 hour call, please see me at the beginning of the semester. If you set your phone on vibrate and receive a call during class, and you want to take the call, you must take your books with you in the hall to take the call. You will not be allowed back into the classroom. If you leave the classroom for any reason, take your belongings; you will not be allowed back into the classroom. This is a classroom, not a reception where you can come and go.

**If your phone rings during class, I will deduct 25 points from your grade. If my phone rings in class, I will give everyone present 25 points.**



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\* [Click Here for the MCC Academic Integrity Statement](#)

([www.mclennan.edu/academic-integrity](http://www.mclennan.edu/academic-integrity))

The link above will provide you with information about academic integrity, dishonesty, and cheating.

\* [Click Here for the MCC Attendance/Absences Policy](#)

([www.mclennan.edu/highlander-guide/policies](http://www.mclennan.edu/highlander-guide/policies))

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

### *Other Information*

At the end of the semester, grades will not fall like manna from the sky. You EARN your grade. The time to be concerned with your grade is all during the semester, not the day the grades are posted. No extra credit will be given during the semester or at the end of the semester. The time to visit with me to express interest in the course, to ask for assistance, or to discuss your grade is WELL BEFORE THE END OF THE SEMESTER. Please ask questions; please let me know how I can help you.

### **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. Instructors should not provide accommodations unless approved by the Accommodations Coordinator. For additional information, please visit [mclennan.edu/disability](http://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)

254-299-8122

Room 319, Student Services Center

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\* **[Click Here for more information about Title IX](#)**

([www.mclennan.edu/titleix](http://www.mclennan.edu/titleix))

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 Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling Dr. Drew Canham (Vice President for Student Success) at 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC by calling 299-8210. The MCC Student Counseling Center is a confidential resource for students.

McLennan's Title IX webpage (<http://www.mclennan.edu/titleix/>) 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.

\* *You will need to access each link separately through your Web browser (for example: Internet Explorer, Mozilla, Chrome, or Safari) to print each link's information.*