McLennan COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

LEADERSHIP

BMGT - 2309 - 01

DR. TOMMY "T-LOW" LOWRANCE

NOTE: This is a 16-week course.

COVID 19 Notice:

McLennan Community College is committed to providing you with every resource you need to reach your academic goals including your safety. We will continue to monitor the evolving situation with COVID 19 and adjust our safety guidelines to make sure we offer a safe environment for you and our faculty. Please make sure to consult your faculty and the MCC website at https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html on any changes to these guidelines.

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 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; 254-744-1873 Cell
Office Location: BT 210
Office/Teacher Conference Hours:

Face-to-Face Hours	T/TH 8:30 am – 9:30 am
Online Hours	M/W 9:00 am – 12:00 pm

Other Instruction Information:

Advising on Campus:	T/TH 1:00 pm – 2:30 pm
Remote Advising	M/W 1:00 pm – 2:30 pm

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

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. See **Course Orientation—Start Here**. **Please DO NOT register for SAGE Vantage until you either attend the first class meeting!**

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. Most of the time, I will help manage discussions using prompts. I expect discussions, 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.

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 RESPONSBILITY 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, presentations, guest speakers, and discussions.
6. Demonstrate your writing, speaking, and critical-thinking skills.

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 ASSIGMENTS MUST BE TYPED (DOUBLE SPACED)—see example provided in Orienatation 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 assignements.

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 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. There is a date set aside near the end of the semester for students to share their 1 required oral presentation—see schedule.

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 February 20th at 11:59 p.m., you will receive 20 bonus points. If you have accumulated 650 points by Sunday March 6th by 11:59 p.m., you will receive 20 points. If you have accumulated 950 points by Sunday March 27th 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 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 dropped from this class.

Point Loss

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, 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 schudule. If you wait until the day of class 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

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 assigments 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. NOTE: The assignments where students present AND those involving speakers, will take place during our class times and not online—see class scheduler to coordinate.**

You will have ONE PASS to turn in assignments late without penalty. Regardless of reason, you may turn in ONE DAY'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 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 ooops does NOT include your ADHD quizzes, 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!

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.

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

Click Here for the MCC Attendance/Absences Policy

(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.

McLennan COMMUNITY COLLEGE

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.

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

disabilities@mclennan.edu
254-299-8122
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 Title IX Coordinator at titleix@mclennan.edu or by calling Dr. Drew Canham (Chief of Staff for Diversity, Equity & Inclusion/Title IX) at (254) 299-8645. Individuals also may contact the MCC Police Department at 299-8911 or the MCC Student Counseling Center at MCC 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/. 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/

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 a Success Coach by calling (254) 299-8226 or emailing SuccessCoach@mclennan.edu. Students may visit the Completion Center Monday-Friday from 8 a.m.-5 p.m. to schedule a meeting with a Success Coach and receive additional resources and support to help reach academic and personal goals. Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff based on household size. Text (254) 870-7573 to schedule a pantry appointment. The Completion Center and 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.

MCC Academic Integrity Statement:
Go to www.mclennan.edu/academic-integrity for information about academic integrity, dishonesty, and cheating.

Minimum System Requirements to Utilize MCC's D2L|Brightspace:
Go to https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/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.

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 for help.

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.

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.