



WACO, TEXAS

**COURSE SYLLABUS
AND
INSTRUCTOR PLAN**

LEADERSHIP

BMGT - 2309 – F1

DR. TOMMY “T-LOW” LOWRANCE

DR. STACI TAYLOR

NOTE: This is an 8-week course.

NOTE: This is a Blended 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.

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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)	Staci L. Taylor
MCC E-mail:	tlowrance@mclennan.edu	staylor@mclennan.edu
Office Location:	BTB 210	LTC 218B
Classroom Location:	BTB 233	
Class Time:	9:00 a.m. – 12:00 p.m.	
Office/Teacher Conference Hours:	Face-to-Face Hours: Tuesday/Thursday 8:30 a.m. – 9:30 a.m. Online Hours: Monday/Wednesday 9:00 a.m. – 12:00 p.m.	Tuesday/Thursday 11:00 a.m. – 12:00 p.m. Any weekday by appointment.

Required Text & Material:

No textbook required.

Instructional Uses of Email:

We both read email several times a day during the week; however, if you send us an email at 11 p.m. with a question you need answered before the class tomorrow, we probably will not read it before class. We do not always read email on the weekends. Do not expect instantaneous responses from us via email. Please plan ahead!

If we need to get information to the class, we will email you at your official MCC email address. You need to email us 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.

Email on Mobile Devices:

The College recommends that you set up your mobile device to receive McLennan emails.

Forwarding Emails:

You may forward the 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 become lost or placed in junk or spam filters.

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 attend 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 we will lecture; most of the time, we will help manage class discussions. We 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.

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

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. Also, ask good questions.

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 discussion.
6. Demonstrate your writing, speaking, and critical-thinking skills.

Course Outline or Schedule:

See course schedule in Brightspace.

Course Grading Information:

Assignment Opportunities and Points—All written assignments must be typed (double spaced), unless otherwise specified. 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. Brightspace will have Due Dates for all assignments.

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.

Point Structure

A =	90-100
B =	80-89
C =	70-79
D =	60-69
F =	0-59

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?

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. **All work will be turned in on Sunday night at 11:59 p.m.**

Attendance

We 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, we will drop you. (If you miss 2 classes, we 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.

Do not plan on leaving early as you are allowed to do in other classes. Attendance is expected throughout the whole semester. 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:

Plagiarism is defined as “an act or instance of using or closely imitating the language and thoughts of another author without authorization and the representation of that author’s work as one’s own, as by not crediting the original author.” Plagiarism includes, but is not limited to, copying someone else’s work that they created and/or copying and pasting directly from a website or book without proper citation. If you are believed to be or found plagiarizing or cheating in any way, you will be given one written warning on the first offense and will receive a zero on the assignment. We reserve the right to regrade any work that has been submitted up to the point of alleged plagiarism, and this regrade will result in a failing grade. You will be allowed to resubmit any work I find on the first instance of plagiarism, but will not receive a grade higher than 50% of the assignment’s total possible points. If you are found to be cheating or plagiarizing a second time, you will automatically be given an “F” for the course, without the option to drop the course for the grade of a “W”. For more information on plagiarism, we recommend visiting <http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/>.

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

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However, courses dropped after this date will count against your six-course drop limit and will factor into your completion percentage when calculating your Satisfactory Academic Progress for financial aid purposes. You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. You are expected to participate throughout the entire semester. Please contact us if you have extenuating circumstances.

McLennan

C O M M U N I T Y

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.

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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.