McLENNAN COMMUNITY COLLEGE

WACO, TEXAS

COURSE SYLLABUS

AND

INSTRUCTOR PLAN

PRINCIPLES OF MANAGEMENT

BMGT 1327.001

M. Boyce Wilson

NOTE: This is a 16-week Face-to-Face course.

Course Description:

This course introduces management through a study of the functions of management, the principles of management, historical models, business ethics, and the management environment. It employs case studies, lectures, and projects for practical application of management.

Prerequisites and/or Corequisites:

None

Course Notes and Instructor Recommendations:

For business majors, this is a required course, so you don't have much choice! However, this is a very practical course which will help you in the future, as well as on your current job. You will have the opportunity to apply what you have learned on your present and past jobs and in your other courses. You will also be introduced to areas of management that you knew affected you on your job, but you may not have understood why. Even if you are not interested in working as a manager, you will be affected by every aspect of management as an employee! And, we will have lots of fun!

The Brightspace online learning environment and McGraw-Hill's Connect platform play an integral role throughout this course. Most coursework will be submitted in McGraw-Hill Connect. The course syllabus, instructor information, and general gradebook will be provided in Brightspace. All research paper activities will be submitted directly in Brightspace. Individual activities are directly linked in Brightspace as well so that the course follows a linear approach.

Essential business skills will be reinforced throughout this semester. These are skills necessary to achieve success in the workplace and in life. Your instructors' course policies are designed to enforce such skills as timeliness, accountability, responsibility, effective communication, professionalism, and integrity. Each of these policies are defined within the course syllabus.

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Instructor Information:

Instructor Name:	M. Boyce Wilson
MCC Email:	mwilson@mclennan.edu
Office Phone Number:	(254) 299-8688
SMS/Test Message Number:	(254) 300-7991
Office Location:	BTB 209
Office/Teacher Conference Hours:	M 1:00 PM – 2:00 PM
	T/TH 12:00 PM – 2:00 PM

Zoom Meeting ID (by appointment): 254-299-8688

Correspondence Policy:

Email is the preferred method of communication. Emails are returned within 24 hours of receipt except when receiver over the weekend or during holidays. Emails received during weekends or holidays will be returned the first business day that the College is open. Students are to include the course and section number in the subject of their emails. Failure to include the course and section number in the email's subject line will result in a delay in response. Students must use their student email account (*@students.mclennan.edu) in accordance with College policy. Failure to utilize a student email account to contact the instructor may result in the message being blocked by our firewall or SPAM filter.

IMPORTANT

Brightspace offers the ability to send an "instant message" to me from within the course. Please do not use this feature if you need to contact us and receive a response quickly. The instant message (IM) feature does not alert my cell phone or email, both of which I monitor closely. Additionally, even though I may appear to be online, I may be actively teaching other courses and unable to respond. Email is the preferred method of communication. Zoom meetings are available upon request and must be scheduled in advance of the meeting.

When contacting me by email for this course, you must follow these rules:

1. Write using formal English only (as if to the president of the company where you work) – professionalism matters. If you are unfamiliar with how to send a professional email, review this article: https://www.indeed.com/career-advice/career-development/how-to-write-a-professional-email
2. Always begin your subject line with "BMGT 1327.001" (the class' email will be sorted into a specific file).

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3. Use your MCC student email address – this is a requirement of MCC policy. Emails sent from other email addresses and relating to the course may not be answered as they commonly are caught by the college's SPAM filter.

4. Attach documents using Microsoft Office formats (doc, docx, xls, xlsx, ppt, and pptx). <u>Do not</u> share documents with me through OneDrive, Google Drive, or Dropbox unless absolutely necessary, as I may be unable to access your files. Work will not be accepted by email unless I specifically authorize you to email your work to me.

Failure to do any of the above may result in me not seeing or reading your email. I read my e-mail at least twice a day during the week; however, if you send an e-mail at 11 PM with a question you need answered before tomorrow, I likely will not read it before you need a response. I do not always read e-mails on the weekends. Do not expect instantaneous responses from me. Instructors are not 24/7 call centers, and many students need assistance, therefore you must plan ahead. Remember, poor planning on your part does not constitute an emergency for anyone else.

I do not answer e-mails asking when something is due. You have a schedule both here 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. Take responsibility for your education – it will pay dividends as you progress!

<u>Required Text & Materials:</u>
Title: Management (e-book)
Author: Kinicki
Edition: 10th
Publisher: McGraw-Hill
ISBN: 9781264385928

> *****IMPORTANT*****
>
> This course is an inclusive access course. This means that the cost of your digital textbook and access to the McGraw-Hill Connect platform has been included in your tuition. You will receive Orientation Video instructions on how to access your textbook and other materials in the Course Orientation & Week 1 content topics as well as your syllabus. Please follow these instructions closely to access your materials. Your course text utilizes McGraw-Hill Connect, which is an interactive tool linked to your Brightspace shell.
>
> If you would like to rent or purchase a printed copy of the textbook for use in the class, you can do so within McGraw-Hill Connect by clicking the "Connect Access" link within Brightspace. The number of textbooks available for rent are limited, so act quickly if you desire to rent a copy!

PLEASE WATCH THIS VIDEO BEFORE REGISTERING FOR CONNECT!
Student Connect Registration Instructions:
https://video.mhhe.com/watch/dgiVkPnwz63U77eeq6MhqT

McGraw-Hill Customer Experience (Technical Support):
Phone: 1-800-331-5094
Live chat/email: https://mhedu.force.com/CXG/s/ContactUs
Mon-Thu: 24 Hours, Fri: 12AM-9PM, Sat: 10AM-8PM, Sun: 12PM-12AM (All Times Eastern USA)

> *****IMPORTANT*****
>
> Should you encounter issues with McGraw-Hill's Connect platform, your first contact should be to McGraw-Hill's Customer Experience division. They are instrumental in resolving any issues that you face!

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

Required Software:
Microsoft Office – available at no cost to students. Download for free at https://www.mclennan.edu/tech-support/software.html.

Recommended Software:
Grammarly – free accounts available. Premium features are not needed for this course. Register for a free account and gain access to the downloadable Grammarly plugin at
https://www.grammarly.com/signup

Acceptable File Formats for Assignment Submission:
Microsoft Office file formats: *.docx, *.doc
Portable Document Format: *.pdf

> *****IMPORTANT*****
> Do not submit work in any format not listed above unless you have discussed the format with the instructor. If you submit a file that cannot be opened by the instructor, you will be given a zero (0) for your submission and will not be allowed to resubmit the assignment or activity. Most assignments limit the file types that can be submitted so that you can only submit the appropriate file type for grading.

Required Hardware:
Students must utilize a desktop or laptop computer that meets the minimum system requirements as defined by McLennan Community College. You may review these system requirements here:
https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-Staff-Commons/requirements.html

Students must have access to a webcam and microphone in order to complete the Oral Manager Interview Presnetation. The video will be recorded in Connect, but students may opt to use other software to record their videos. Students without access to a webcam and microphone may utilize the computers located in the MCC Library.

> *****IMPORTANT*****
> Personal computer failure or failure of home internet access will not be accepted as a justifiable reason for late work.

Minimum Technical Skills:

Students should have a basic understanding of how to navigate web pages and utilize hyperlinks within website content.

Students should be able to provide a basic oral summary of an experience.

Students should be able to create basic documents within Microsoft Word.

Methods of Teaching and Learning:

1. This course will require a lot of self-discipline! You are expected to log into Brightspace each day to check the course and to check your student email every day as well in the event that important announcements are released. You will be expected to read the required chapters and complete the required assignments on time. I am here to make sure you understand and are learning the objectives set in this course. Students are expected to be self-disciplined, use time management skills effectively, and be accountable for their actions in this course.

2. This course utilizes textbook reading, online quizzes and assignments, written exercises, and exams to teach toward the course objectives. This class requires that you think critically and in a far different way than you are likely used to. Be prepared to put in the necessary time and effort into this course!

3. Time is NOT your friend! For today's college student (and today's business professional), time is our most limited commodity. You must manage your time effectively to ensure that you complete all course requirements while maintaining your responsibilities at home, work, and in society. Learning to say "no" to things of lesser importance and managing your time well are practical skills that are beneficial in life and in your future profession! You do not want to fall behind!

Course Objectives and/or Competencies:

Upon successful completion of this course, students will:

1. Explain various theories, processes, and functions of management;
2. Apply theories to a business environment; identify leadership roles in organizations; and
3. Describe elements of the communication process.

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.

Faculty/Instructors process instructor-led class drops and withdrawals for their classes. Students who desire to be reinstated into a course must contact the course instructor to determine whether the student is eligible for reinstatement. The decision of the course instructor regarding whether or not a student will be reinstated is final.

Face-to-Face Course Attendance Policy (Business Division)

Students enrolled in face-to-face courses are expected to attend class.

The instructor will use a method of their choice for routine recording of student attendance. The official record for student attendance is Brightspace. Instructors must update the official record within 24 hours of a class meeting in the days prior to the census date. After the census date, instructors must update the official record within 48 hours of a class meeting.

If a student fails to appear for face-to-face sessions in the period prior to the census date, the instructor will drop the student for failure to attend even if they complete accessible assignments in Brightspace.

Past census date, for a student to remain in a face-to-face course, they must regularly attend class. Attendance in class is defined as being physically present and attentive in the classroom for 75% or more of the time per scheduled class meeting. If a student misses more than 25% of class meetings prior to the 60% point of the term, the instructor will withdraw the student from the course. If a student misses more than 25% of class meetings and the class is past the 60%

point for the term, the instructor will NOT withdraw the student. The student is assigned the grade earned for the course.

If a student attends class meetings but does not complete assignments, they remain in the course and are awarded the grade earned at the end of the term.

Absences are excused in accordance with MCC policy which includes (1) authorized participation in official College functions, (2) personal illness, (3) an illness or a death in the immediate family, (4) Pregnant or Parenting Protections under Title IX and/or Texas State Education Code Chapter 51, Subchapter Z, Section 51.982 or (5) any excused absences as outlined in Section IV of this policy: https://www.mclennan.edu/employees/policy-manual/docs/B-II.pdf

Students are required to file a written or electronic request with each instructor for an excused absence in a timely manner.

IMPORTANT

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- Supporting documentation, such as a doctor's note specifically stating the days and timeframe in which the student was unable to complete coursework, is required when filing a request with the instructor.
- Excused absences only cover the specific dates defined in the supporting documentation submitted. An unexcused absence for a period of time less than 5 days of the week in which an assignment is due is NOT grounds for an extension for coursework.

Course Outline or Schedule:
In the event that a schedule change is necessary, students will be notified by course announcement in Brightspace and the information changed on the course calendar located in Brightspace. All assignments must be submitted by 11:59 PM on the specified due date.

The course calendar is provided on the following pages.

McLennan Community College

Course #: **BMGT 1327.001**

Course Title: **Principles of Management**

Tentative Schedule

Semester: **2024/SP**

Week	Lecture/Assignment Details	Due Date	Weekly Lec Hours	Weekly Lab Hours
1	[READING] Syllabus [READING] Chapter 1: The Exceptional Manager: What You Do, How You Do It **[ORIENTATION ACTIVITY] Connect Orientation Videos** **[ORIENTATION ACTIVITY] SmartBook 2.0 – Student Orientation** **[ORIENTATION ACTIVITY] Application-Based Activity Orientation Video** **[SMARTBOOK] Chapter 1 SmartBook** **[ABA] Self-Assessment: How Strong is My Motivation to Lead?** **[QUIZ] Chapter 1 Assessment**	1/14/2024 11:59 PM	3.00	-
2	[READING] Chapter 2: Management Theory: Essential Background for the Successful Manager **[SMARTBOOK] Chapter 2 SmartBook** **[ABA] Self-Assessment: What is Your Orientation Toward Theory X & Theory Y?** **[QUIZ] Chapter 2 Assessment**	1/21/2024 11:59 PM	3.00	-
3	[READING] Chapter 3: The Manager's Changing Work Environment and Ethical Responsibilities **[SMARTBOOK] Chapter 3 SmartBook** **[ABA] Activity-Based Assessment: Ethical Approaches** **[QUIZ] Chapter 3 Assessment** **[EXAM] Test 1 (Chapters 1-3)** **[RESEARCH PAPER] Part 1: Review & Analysis of Research Paper Samples**	1/28/2024 11:59 PM	3.00	-

4	[READING] Chapter 4: Global Management: Managing Across Borders [READING] Globalization at Monotype **[SMARTBOOK] Chapter 4 SmartBook** **[ABA] Activity-Based Assessment: Ethical Approaches** **[QUIZ] Chapter 4 Assessment** **[RESEARCH PAPER] Part 2: Topic Selection**	2/4/2024 11:59 PM	3.00	-
5	[READING] Chapter 5: Planning: The Foundation of Successful Management **[SMARTBOOK] Chapter 5 SmartBook** **[INTERVIEW] Oral Manager Interview Presentation** **[QUIZ] Chapter 5 Assessment** **[RESEARCH PAPER] Part 3: Brainstorming**	2/11/2024 11:59 PM	3.00	-
6	[READING] Chapter 6: Strategic Management: How Exceptional Managers Realize a Grand Design **[SMARTBOOK] Chapter 6 SmartBook** **[INTERVIEW] Oral Manager Interview Presentation** **[QUIZ] Chapter 6 Assessment**	2/18/2024 11:59 PM	3.00	-
7	[READING] Chapter 7: Individual & Group Decision Making: How Managers Make Things Happen **[SMARTBOOK] Chapter 7 SmartBook** **[QUIZ] Chapter 7 Assessment** **[EXAM] Test 2 (Chapters 4-7)** **[RESEARCH PAPER] Part 4: Collecting Research**	2/25/2024 11:59 PM	3.00	-
8	[READING] Chapter 8: Organizational Culture and Structure: Drivers of Strategic Implementation **[SMARTBOOK] Chapter 8 SmartBook** **[ABA] Self-Assessment: Assessing Your Preferrred Type of Organizational Culture** **[QUIZ] Chapter 8 Assessment**	3/3/2024 11:59 PM	3.00	-
9	[READING] Chapter 9: Human Resources Management: Getting the Right People for Managerial Success **[SMARTBOOK] Chapter 9 SmartBook** **[QUIZ] Chapter 9 Assessment** **[RESEARCH PAPER] Part 5: Creating an Outline**	3/17/2024 11:59 PM	3.00	-
10	[READING] Chapter 10: Organizational Change & Innovation: Lifelong Challenges for the Expectional Manager **[SMARTBOOK] Chapter 10 SmartBook** **[ABA] Self-Assessment: How Adaptable Are You?** **[QUIZ] Chapter 10 Assessment**	3/24/2024 11:59 PM	3.00	-

11	[READING] Chapter 11: Managing Individual Differences and Behavior: Supervising People as People **[SMARTBOOK] Chapter 11 SmartBook** **[ABA] Self-Assessment: What is Your Level of Emotional Intelligence?** **[QUIZ] Chapter 11 Assessment** **[EXAM] Test 3 (Chapters 8-11)** **[RESEARCH PAPER] Part 6: Writing the Rough Draft**	3/31/2024 11:59 PM	3.00	-
12	[READING] Chapter 12: Motivating Employees: Achieving Superior Performance in the Workplace **[SMARTBOOK] Chapter 12 SmartBook** **[ABA] Self-Assessment: Assessing Your Needs for Self-Determination** **[QUIZ] Chapter 12 Assessment** **[RESEARCH PAPER] Part 7: Revising the Rough Draft**	4/7/2024 11:59 PM	3.00	-
13	[READING] Chapter 13: Groups and Teams: Increasing Cooperation, Reducing Conflict **[SMARTBOOK] Chapter 13 SmartBook** **[QUIZ] Chapter 13 Assessment**	4/14/2024 11:59 PM	3.00	-
14	[READING] Chapter 14: Power, Influence, and Leadership: From Becoming a Manager to Becoming a Leader **[SMARTBOOK] Chapter 14 SmartBook** **[ABA] Self-Assessment: Assessing Your Task- and Relationship-Oriented Leader Behavior** **[QUIZ] Chapter 14 Assessment** **[RESEARCH PAPER] Part 8: Final Research Paper**	4/21/2024 11:59 PM	3.00	-
15	[READING] Chapter 15: Interpersonal and Organizational Communication **[SMARTBOOK] Chapter 15 SmartBook** **[QUIZ] Chapter 15 Assessment** **[EXAM] Test 4 (Chapters 12-15)**	4/28/2024 11:59 PM	3.00	-
16	**[EXAM] Comprehensive Final Exam**	4/30/2024 11:59 PM	3.00	
	Totals		48.00	0.00

Course Grading Information:

Grade categories will be weighted as follows:

Orientation Activities (3)	x	5%	=	_____
SmartBook Assignments (15)	x	10%	=	_____
Activity-Based Assessments (9)	x	10%	=	_____
Chapter Quizzes (15)	x	10%	=	_____
Semester Exams (4)	x	15%	=	_____
Manager Interview Presentation	x	10%	=	_____
Research Paper Activities (8)	x	30%	=	_____
Comprehensive Final Exam	x	10%	=	_____
Total		**100%**	**=**	_____

90-100%	A
80-89.999%	B
70-79.999%	C
60-69.999%	D
0-59.999%	F

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.

Orientation Activities – 5%

This course is designed in a manner that maximizes the use of our time together. To accomplish this, all course assignments, quizzes, and exams will be completed in McGraw-Hill's Connect platform. To ensure that you are familiar with the Connect platform, there are several short assignments that require you to view videos (for the entirety of the video) and answer some basic questions on the navigation of Connect, the completion of assignments in Connect, and the submission of quizzes and exams in Connect. Each of these activities are worth 1.7 points toward your final course grade. These activities cannot be submitted late.

SmartBook Assignments – 10%

In this course, we utilize a digital textbook that has been included in Brightspace and Connect (although you can rent or purchase a hard-copy through Connect should you desire). However, not everyone enjoys reading and far fewer students enjoy reading textbooks! Each week, you will have a SmartBook assignment that covers the week's chapter. The assignment provides you with direct access to the textbook and utilizes a quiz-like format to evaluate your understanding of the material covered. It is recommended that you read the chapter in its entirety before attempting to answer the questions. Each SmartBook activity should last between 45-90 minutes, although attempting to answer questions without reading the text will cause the activity to go much longer. Also, there are two types of questions utilized in SmartBook activities. Rote memorization questions are the questions you are likely most familiar with – they require you to recall information from the text, such as a definition. Practical application questions are more challenging – they require you to apply what you have learned to a given situation or scenario.

SmartBook assignments are graded based on complete (100%) or not complete (0%). Each SmartBook assignment is worth 0.7 points toward your final course grade. <u>These activities cannot be submitted late.</u> Your 3 lowest SmartBook grades will be dropped from the gradebook.

Activity-Based Assessments – 10%

Each student will be required to complete a series of practical application and self-assessment activities using Connect during the course. These exercises will typically be either Self-Assessments (SA) where the student can learn about themselves by assessing how they would behave under certain situations or activity-based exercises (ABA) where students will have to utilize what they've learned to demonstrate their ability to make decisions based on various situations. These assignments often employ videos or simulations.

Each activity-based assessment is worth 1.1 points toward your final course grade. I will drop the lowest activity-based assessment grade from the gradebook.

Chapter Quizzes – 10%

For every chapter covered, students are required to complete a short quiz over the material. Each quiz is comprised of 20 multiple-choice questions. Students will be given 3 attempts to take each quiz and the highest score will be recorded in the gradebook. Each quiz will have a 40 minute time limit (2 minutes per question). Students will have access to both the eBook and the "Check My Work" feature. The use of these features will result in a 20% penalty (1 point) per question. Check My Work may be used 1 time per question. Stopping and starting is not allowed—if the

quiz is interrupted for whatever reason, it will count as an attempt. I will drop your 3 lowest quiz grades.

If you have accommodations on file with MCC, those accommodations will be made accordingly.

Semester Exams – 15%

Periodically, you will be required to complete an exam that covers several chapters. Each exam is comprised of 50 multiple-choice questions. Students will be given 2 attempts to take each exam and the highest score will be recorded in the gradebook. Each quiz will have a 100 minute time limit (2 minutes per question). Students will have access to the "Check My Work" feature. The use of these features will result in a 25% penalty (0.5 points) per question. Check My Work may be used 1 time per question. Stopping and starting is not allowed—if the quiz is interrupted for whatever reason, it will count as an attempt. No exam grades will be dropped from the gradebook.

If you have accommodations on file with MCC, those accommodations will be made accordingly.

Manager Interview Presentation – 10%

This assignment will be submitted in Week 6 but will require that you work on it earlier so that you have time to locate a manager, interview them, and synthesize your interview findings. Students will be required to interview a business manager and ask questions that will be provided by the instructor. Students will then record their findings and what they've learned from the interview. This will provide students with insight into what it takes to become a manager and what managers identify as their greatest hurdles in managing today's diverse workforce. Questions and an outline of this individual assignment are provided in Connect and are accessible through Brightspace by clicking on the assignment link. Students must identify their manager's name and the name of their business when doing this project. I do not expect this to be you recording yourself reading the question and then simply stating what they said. I expect this to be professionally done. Discuss your findings—DO NOT READ THEM! Demonstrate critical thinking by comparing the manager's responses to what you have learned in the course. This assignment cannot be submitted late and will not be dropped from the gradebook.

Research Paper Activities – 30%

Students will be required to write a research paper addressing a major management topic. The students can locate the information in Brightspace that will identify all the requirements of the assignment. The research paper should be approximately 5-7 double-spaced pages, not counting references or cover page. Proper grammar and writing will be assessed in this report (proper grammar and writing are skills in demand by industry and therefore will be assessed) — so, take your time! All students must follow APA 7th edition style – writing resources are provided within the course. If you do not have a good understanding of how to write a research paper, then try learning by using resources available online or asking for assistance from MCC's writing center or our library staff.

Rather than assigning the research paper as a single assignment, the project will be "chunked" – we will step through the entire writing process in small steps to help you be successful and create a strong research paper. Grading for each research paper activity is as follows (presented as number of points toward your final course grade):

Part 1: Review & Analysis of Research Paper Samples	3 points
Part 2: Topic Selection	3 points
Part 3: Brainstorming	3 points
Part 4: Collecting Research	3 points
Part 5: Creating an Outline	3 points
Part 6: Writing the Rough Draft	3 points
Part 7: Revising the Rough Draft	4.5 points
Part 8: Final Research Paper	7.5 points

Comprehensive Final Exam – 10%

A 100-question comprehensive final exam is required. Students will be given 2 hours to complete the final and only 1 attempt will be given. Students cannot stop during this test. Please know that stopping for any reason will count as your attempt. Secondary attempts will not be awarded for computer issues, internet failures, or interruptions. Plan ahead when attempting your final exam and do not wait until the last minute to complete it. The Check My Work feature will be available to students and may be used 1 time per question. For each question that Check My Work is used, a 50% penalty (0.5 points) will be applied to the question. The final exam cannot be submitted late and will not be dropped from the gradebook.

If you have accommodations on file with MCC, those accommodations will be made accordingly.

Cheating & Plagiarism

Cheating is defined as "acting dishonestly or unfairly in order to gain an advantage." Any form of plagiarism, the use of anyone else's work, the completion of someone's work for them, or the use of artificial intelligence to complete coursework beyond the allowed use of AI as defined below **are** considered cheating for the purposes of this class.

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, be reported to the Conduct Officer, and will receive a zero on the assignment for the first offense. 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," and will be reported to the Conduct Officer with the possibility of academic suspension. For more information on plagiarism, visit http://www.plagiarism.org/plagiarism-101/what-is-plagiarism/.

Use of Artificial Intelligence (AI) in the Course

In this course, students may utilize AI writing aids only to generate ideas, provide feedback on written work, or to assist in refining a near-complete draft of a written assignment. How AI may be utilized in this course is specifically stated for each assignment. To align with the principles of academic integrity, the use of AI tools must be clearly and explicitly cited in APA 7th edition format and the student must include the exact prompts utilized in any interactions with the AI tool. Failure to clearly and explicitly cite the use of AI tools within student submissions will be considered plagiarism and a breach of MCC's academic integrity policy.

Use of Turn-It-In for Ensuring Academic Integrity

Turnitin (https://www.turnitin.com/): 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.

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 and the unauthorized or uncited use of AI. 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.

IMPORTANT

Deviation from any of the aforementioned course policies, will result in the following penalties:

1st Offense: Written warning from the instructors, a zero grade issued for the activity in which the offense occurred, and a report made to the Conduct Officer. Conduct issues not involving a graded activity will be addressed by written warning from the instructor and a report made to the Conduct Officer.

2nd Offense: Report made to Conduct Officer and immediate removal from the course with an "F" grade given for the course.

Late Work and Make Up Work Policies:

Assignment Due Dates can be found on your schedule, within this syllabus, and associated with each assignment and exam on Brightspace. **All work is due on or before the assigned Due Date and time!** If you miss the assigned Due Date for assignments that allow a late submission, you receive a 10-point deduction for each day late up to 1 week late. Late work will NOT be accepted beyond the End Date. **Students will __NOT__ be allowed to make up missed coursework unless there is a documented qualifying reason (family death/significant medical reason) as to why the work was missed.** I understand mistakes happen, but that's why this course is open to you completely on day one. Work ahead so that if you want or need to miss, you can. I provide you with multiple drops so that if you have one bad week and aren't able to get things done, you still have the opportunity to pass this class.

During the semester, students think they have plenty of time to work on their assignments, and you do, but do not procrastinate. **All work must be submitted by SUNDAY at 11:59 PM of the DUE DATE specified in Brightspace for each week.** Please plan and work ahead. Some of the work in each Week may require significant time to complete. Plan ahead for this!

IMPORTANT

I understand that people get sick. I understand that family events occur, work requires attendance, and many other things can temporarily disrupt a student's academic experience. However, less than 20% of students receiving extensions on their work actually complete the work within the extended timeframe.

All coursework is available from the first day of the module. While an absence in class may be excused in accordance with the policy provided in this syllabus, you have ample time to complete course activities prior to the due date. As such, there are very few justified reasons why coursework will be allowed to be submitted following the due date. The attendance policy requires only that coursework missed during a scheduled class meeting be allowed to be submitted in the event of an excused absence. **As all coursework is approached as homework that is submitted in Brightspace, no late work will be accepted without the occurrence of a significant issue lasting more than 5 days and is reflected in written documentation from a physician, the Title IX office at MCC, or other appropriate source.**

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:
This is a business course in which you are learning the skills necessary to succeed as a professional in today's workforce. As such, you are expected to behave as a professional in all aspects of the course. Use this opportunity to emulate the behaviors expected of a professional. Yes, you are a college student, but you aspire to be something more – something greater…so start 'walking the talk' today!

Timeliness:
In business, you are expected to manage your time appropriately. It is highly unlikely that you will work for someone that allows you to arrive late, not show up, or complete your tasks late. In this course, time management will be emphasized. The late work policy above is designed to ensure that you adhere to course timelines. I understand that "life happens," but it will continue to happen, even when you are at work. It is your responsibility to ensure that you plan accordingly and manage your time in a manner that allows you to complete all coursework

within the defined timeframes. If you procrastinate, you will find that when "life happens," you will be caught off-guard and may not be able to submit work on time.

Responsibility:
Whether you are a high school student, 100 years old, or anywhere in between, you will be expected to be responsible for your participation, work, and college experience. Essentially, you must assume responsibility for your education. If there is assigned work, it is your responsibility to complete it on time while meeting or surpassing the quality of work expected of a college student. If you don't understand something or need additional assistance, it is your responsibility to seek help from one of the many resources MCC offers to its students. You are responsible for reading all course materials, assignment instructions, and information provided by the me or within your textbooks/course resources. Failure to follow instructions will result in a loss of points on your assignments and course activities.

Accountability:
Just as in the professional world, you will be held accountable for your actions or inactions in this course. You will be rewarded for your efforts provided those efforts meet or exceed the requirements of the course. You will be penalized for incomplete work, work not submitted, work that does not adhere to the instructions provided, and any lack of participation in the course. Plan accordingly and pay attention to detail and you will surely find success!

Effective Communication:
You will be expected to communicate with me just as you would communicate with senior management at a company. You should be respectful of the instructor and your fellow classmates at all times. You are expected to maintain a professional tone in your communication with all the people associated with this class or college. Do not expect an immediate response to emails or telephone calls, especially if you attempt to contact me or one of your peers late in the evening or the middle of the night. Late night telephone calls or text messages are not acceptable. Lastly, be respectful of others' time. Be concise in your communications so that both your time and others' is maximized.

When communicating with your instructors or classmates by email, be sure to include the course and section number in your email's subject line. With the amount of emails that each person in the class receives, including the course number lets the recipient know that they need to read the email and to which class the email pertains.

Professionalism:
You are expected to be professional at all times throughout this semester. Professionalism is defined as the conduct, behavior, and attitude of a person within a work or business environment. Professionalism directly relates to the policies described above. How we choose to communicate with one another, whether we submit work on time, and the quality of the work we produce all relate to professionalism. Additionally, the attitude you choose to take also relates to being professional. I understand that this may not be your favorite course. I understand that there are assignments that you may not like. That is okay; however, you will still be expected to approach this course and its activities with a positive attitude. Lastly, being professional means appearing professional. It has been said many times that you should dress for the job that you want. Do not come to class or an appointment with me (including a Zoom teleconference) wearing pajamas or anything that would be deemed inappropriate in the business world.

Integrity:
Integrity is defined by Merriam-Webster as "a firm adherence to a code of especially moral value." A person with integrity is incorruptible. Each of us come from a different background – our stories differ – but we each share one common trait: we are each born with integrity. Our integrity cannot be taken away by anyone or anything unless we choose to sacrifice it. In this course, you are expected to be honest. Own your mistakes, seek ways to improve, and you will find success. Cheating will not be tolerated, nor will plagiarism.

[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.

Extenuating Circumstances and Title IX

> ***IMPORTANT***
> You need to be concerned about your scholarship, grants, and graduation all during the semester, NOT after you earned an F or a W. Do not participate when the mood strikes you; you are expected to participate throughout the entire semester. Please contact me if you have extenuating circumstances. If you extenuating circumstances involve pregnancy or parenting, please contact MCC's Title IX office at titleix@mclennan.edu. Exclusions to the policies defined in this course syllabus may apply in instances involving Title IX protections. Such situations must be addressed by the Title IX office before accommodations in the course can be made.

Please understand that I care for each of my students, especially when it comes to their safety and well-being. If during the course of our discussions, an issue arises that I believe warrants a referral for Title IX or to our success coaches, I will not hesitate to make the referral. I will do my best to notify you in advance of the referral and will stand by your side as part of your circle of care for as long as you and the college will allow. Should these circumstances arise, please understand that the referral is not disciplinary, but rather an opportunity to intervene early and identify all resources that can help you find academic and personal success.

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. 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 may report sexual harassment anonymously by visiting http://www.lighthouse-services.com/mclennan/

Additionally, Title IX provides rights and protections for pregnant and newly parenting students. 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/

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) 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 or a Success Coach by calling (254) 299-8226 or emailing success@mclennan.edu.

Paulanne's Pantry (MCC's food pantry) provides free food by appointment to students, faculty and staff. To schedule an appointment, go to https://calendly.com/paulannespantry-mcc/15min.

The CREW, Success Coaches, and Paulanne's Pantry are all located on the second floor of the Student Services building in Success Coaching Services.

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:
Please view our Academic integrity statement for more 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-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. For more
information about your student email account, go to 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 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 or email 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.