

Updated 08/03/2023



WACO, TEXAS

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**COURSE SYLLABUS**

**AND**

**INSTRUCTOR PLAN**

**LEADERSHIP**

**BMGT – 2309 – A001**

**DR. STACI TAYLOR**

**DR. TOMMY LOWRANCE**

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

**NOTE: This is a Blended/Hybrid course.**

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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:**

T-Low has been teaching this course longer than any other at MCC, and the one thing he hears 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 we 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 12:30 p.m. – 1:30 p.m. Online Hours: Monday/Wednesday 1:00 p.m. – 3:00 p.m. Tuesday Evening 5:30 – 6:30 p.m.	Tuesday, Wednesday & Thursday 12:00 p.m. – 1:00 p.m.  Any weekday by appointment.

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**Correspondence Policy:**

Emails are returned within 24 hours of receipt except when received over the weekend or during holidays. Those will be returned the first business day the College is open. Please email both professors when emailing to ask questions.

**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 from 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.

**Required Text & Materials:**

No textbook required.

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

**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 is 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.

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**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 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.

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

Students enrolled in face-to-face courses are expected to attend class. We will take attendance every class period. You are expected to be here every class period, unless there are extremely extenuating circumstances.

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

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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.

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. 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.

**Course Outline or Schedule:**

See course schedule in Brightspace. The following are meeting dates that take place on Fridays from 9:00 a.m. until 12:00 p.m.:

August 29<sup>th</sup>

September 12<sup>th</sup>

October 3<sup>rd</sup> (Two days after T-Low's birthday...just an FYI)

October 24<sup>th</sup>

November 7<sup>th</sup>

**NYC Trip November 19<sup>th</sup> -November 24<sup>th</sup>**

**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.

**Daily Work—52%**

Students will complete a number of assignments both before and during our classroom meetings to prepare them for leadership. Students will be expected to reflect on their leadership by completing assignments that challenge them in way that they've not been challenged. These assignments will all be submitted in Brightspace through either file submissions, discussions, or by in-person evaluation. All daily work combined constitutes 52% of their overall grade. No assignments will be dropped.

**Group Leadership Theory Presentation—12%**

Working in groups, students will present over a leadership theory. These presentations are expected to teach fellow students about the theory, its relevance to today, and leaders who embody their assigned theory. Each presentation should last approximately 10-15 minutes.

**Scarlet Letter activity—12%**

Students will be asked to share with the class 3-5 things that they're displeased with about themselves. This exercise is one of vulnerability and transparency. We will be sharing things that are personal about ourselves that we're not fond of, but by addressing them or changing them we become better versions of ourselves and improve our leadership. You control your narrative, but we challenge you to dig deep. Also, please know that as leaders, your professors won't ask you to do anything that we ourselves wouldn't do first. As such, your professors will begin the activity by going first.

**Trip Participation—12%**

During the trip, students will often be assigned small activities. Their ability to follow the requests of their professors, follow all safety protocols, and carry themselves as professionals and scholars is critical. Failure to do so will result in reduced participation points.

**Reflective Paper—12%**

Upon the conclusion of the trip, students are expected to answer a series of questions to not only assist the professors in improving the course going forward, but to also measure the overall efficacy of the course. This will be submitted upon returning from the NYC trip.

**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

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

**Late Work 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.**

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:**

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/>.

**Behavioral Expectations (Mine):**

During the travel portion of this course, students are expected to conduct themselves as Presidential Scholars/Board Liaisons in the way they act and treat others. Students should follow all travel policies, procedures, and instructions given by their professors. Should a student commit an egregious offense, it may lead to your dismissal from the trip. Should this occur, you will be responsible for any expenses associated with your return. Additionally, such dismissal will result in the automatic failure of the course.

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

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

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

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

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

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

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## 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 Accommodations (Disability Services) as soon as possible to begin the steps for requesting accommodations. 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 Accommodations (Disability Services). For additional information, please visit [www.mclennan.edu/disability](http://www.mclennan.edu/disability)

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

[disabilities@mclennan.edu](mailto:disabilities@mclennan.edu) (254)299-8122  
Room 319, Student Services

### **Title IX:**

Title IX of the Education Amendments of 1972 is a Federal civil rights law that prohibits discrimination on the basis of sex in educational programs and activities that receive Federal funds. 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 a Title IX incident are encouraged to immediately contact the Title IX Coordinator at [titleix@mclennan.edu](mailto:titleix@mclennan.edu) or by calling, Dr. Claudette Jackson, (Accommodations/Title IX) at (254) 299-8465.

Additionally, Title IX provides rights and protections for pregnant and newly parenting students which can include educational accommodations such as excused absences

and the opportunity to make up assignments and tests. Lactation spaces are also available on campus. Please email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) for more information.

MCC employees are mandatory reporters and must report incidents immediately to the Title IX Coordinator. Faculty and Staff may email [titleix@mclennan.edu](mailto:titleix@mclennan.edu) to submit a report.

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 <https://www.lighthouse-services.com>

Visit McLennan's Title IX webpage at <https://www.mclennan.edu/titleix/> to learn more about Title IX protections, reporting, and resources.

### **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/>

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>.

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

### **Success Coaching Services is here for you.**

We know life can be overwhelming sometimes—and that challenges outside the classroom can impact your success inside it. That's why our Success Coaches provide personalized support to help you navigate it all.

Success Coaching is available to every MCC student, no matter where you're starting from. Whether you're looking for direction, need quick advice, or just want someone to talk to, our coaches are here to listen, celebrate your strengths, and help you move forward with confidence. At Success Coaching Services, your voice is heard, your goals matter, and your future is our focus.

To learn more or schedule an appointment, visit [www.mclennan.edu/successcoaching](http://www.mclennan.edu/successcoaching), call 254-299-8226, or email [success@mclennan.edu](mailto:success@mclennan.edu).

College personnel also recognize that food, housing, and transportation are essential for student success. If you are having trouble securing these resources and other essential resources, we encourage you to contact the CREW - Campus Resources Education Web by calling 254-299-8561 or emailing [crew@mclennan.edu](mailto:crew@mclennan.edu).

Success Coaching Services, the CREW, and Paulanne's Pantry are located on the second floor of the Student Services building in Success Coaching Services, suite 249.

The Student Counseling Center offers confidential mental health counseling to currently enrolled students at no charge. Counselors are trained to help students with problems related to personal, social, and emotional concerns. Sessions focus on short-term goals in order to facilitate students college success and adjustment. This service is available to students in person or through Zoom.

Make an appointment to meet with a counselor by visiting the center in the Wellness & Fitness building, room 101, calling 254-299-8210, or emailing [counseling@mclennan.edu](mailto:counseling@mclennan.edu).

### **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/scholarships-and-resources/emergencygrant.html>

### **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:**

For online and blended/hybrid courses, students must have access to a reliable computer and internet. For more information on the minimum system requirements needed to reliably access your courses in MCC's D2L|Brightspace learning management system go to: <https://www.mclennan.edu/center-for-teaching-and-learning/Faculty-and-StaffCommons/requirements.html>

**Minimum Technical Skills:**

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

**Backup Plan for Technology:**

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

**Email Policy:**

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

A student's McLennan email address is the preferred email address that college employees should use for official college information or business. Students are expected to read and, if needed, respond in a timely manner to college emails. For more information about your student email account, go to [www.mclennan.edu/studentemail](http://www.mclennan.edu/studentemail).

**Instructional Uses of Email:**

Faculty members can determine classroom use of email or electronic communications. Faculty should expect and encourage students to check the college email on a regular basis. Faculty should inform students in the course syllabus if another communication

method is to be used and of any special or unusual expectations for electronic communications.

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

**Email on Mobile Devices:**

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

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

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

**Forwarding Emails:**

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

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

**Disclaimer:**

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