



**Leadership Theory and Practice**  
**MGMT 4325 Section 120 Online**  
**Spring 2021**

**INSTRUCTOR AND CONTACT INFORMATION**

**Instructor:** Dr. Barbara Altman

**Office:** Founders Hall 217P

**E-mail:** via Canvas messaging system; if system is down use [altman@tamuct.edu](mailto:altman@tamuct.edu)

**Office Hours:** W 2:30 – 4:30 p.m. virtual (Altman Zoom) or by appointment  
Wednesday office hours will begin on January 27th

**Mode of instruction and course access:**

This course is a 100% online course utilizing the A&M-Central Texas Canvas Learning Management System (<https://tamuct.instructure.com>) for class communications, content distribution, and assessments. Students will access all course materials (except textbook), assignments, student-instructor and student-student communication, activities, quizzes, and resource links via the Course web site. For information on how to access Canvas, please refer to section “Technology Requirements and Support” in this syllabus.

**Student-instructor interaction:**

I am readily accessible through the Canvas email function in the course web site. I check messages often and will get back to you within 24 hours during the week and within 36 hours on the weekend. The “Course Q&A” Discussion Forum is a tool for students to post questions about the class that all students would most likely be interested in the response (within 24 hours). I hold open virtual office hours via my personal Zoom link Wednesday afternoons. I encourage students to interact with me to ask questions about upcoming assignments, get clarity on course concepts, and/or review your grading status in the course during office hours, you do not need to make an appointment. If you wish to meet with me outside of Wednesday office hours, message me with three possible dates/times and I will confirm one of them. *Occasionally, a University meeting or Conference attendance will preempt office hours; should this happen, the change will be posted via an Instructor Announcement.*

**Emergency Warning System for Texas A&M University-Central Texas**

Warrior Shield is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in Warrior Shield through their myCT email account.

Connect to Warrior Shield by [911Cellular](https://portal.publicsafetycloud.net/Account/Login) [<https://portal.publicsafetycloud.net/Account/Login>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location

## **COURSE INFORMATION**

### **Course Overview and description:**

This course covers a survey of leadership theories and issues, with the emphasis on practical application of newer leadership models in contemporary organizations. Students will explore facets of both leadership and followership, along with the impact of the particular organizational setting and situation. Students will be challenged to explore their own leader, follower, situation analysis skills, and team building skills through online discussions, analysis, reflective journals and popular business treatment of leadership situations.

### **Course Objective:**

The overarching objective of this course is for each student to apply leadership skills through exercises, reflection journals, readings, case studies, and review of leaders in action in order to help students apply these skills in their real-life experiences. Students must “stretch” in this class to further enhance their understanding and application of leadership skills. Strategies for working with others around interpersonal behavioral issues are also developed. Throughout the course experiential exercises and activities are used to show students how to work with others to achieve goals, objectives and learn. Leadership development involves reflecting on one’s own experiences and applying the skills throughout the course.

### **Student Learning Outcomes:**

Upon completion of this course the student will have an understanding of leadership theory and competencies that contribute to results in productive organizations and social / community environment organizations. Core competencies achieved at the conclusion of this semester include:

- LO 1: Ability to explain and apply all aspects of the “Interactional Framework” of leadership.
  - LO 2: Clear understanding of the roles the leader, follower, and situation play in the leadership process.
  - LO 3: Ability to use the action-observation-reflection model to analyze personal skills for leadership and followership.
  - LO 4: Ability to engage in double-loop learning to analyze leadership situations and frame situations from multiple perspectives.
  - LO 5: Ability to analyze practical organizational circumstances and the appropriate role and actions of leaders in “real-world” situations.
  - LO 6: Ability to discuss, with an knowledgeable lens, the circumstances and factors influencing current business leaders’ actions as reported in current business press.
  - LO 7: Competency in analyzing the skills and effectiveness of a current business leader in the news.
- The assessments and assignments associated with each learning outcome (LO) are noted in the course requirements described on pages 3-4.

**Required Reading and Textbook(s):**

R. Hughes, R. Ginnett & G. Curphy. (2019) *Leadership: Enhancing the Lessons of Experience*, 9<sup>th</sup> Edition. McGraw-Hill. ISBN 9781260675658 (custom package with loose leaf version and Connect available via Bookstore). Students MUST purchase the 9<sup>th</sup> edition and the LearnSmart/Connect resources.

For options to purchase the book directly through McGraw-Hill:

<https://www.mheducation.com/highered/product/leadership-enhancing-lessons-experience-hughes-ginnett/M9781259963261.html> (choose digital option since Connect is required).

If you buy the package from the bookstore, the Connect access is included. If you purchase the text from another source or a used text, you will need to buy the Connect access directly. The McGraw-Hill link above has the eBook, which includes Connect.

Students are required to read the Wall Street Journal during the semester. Students can choose to either 1) access the digital version of the print paper via the Campus library; or 2) purchase a subscription to the *Wall Street Journal* at a greatly discounted student price. Link to [WSJ student subscriptions](#) if you choose to purchase.

**COURSE REQUIREMENTS**

Course Requirements: (includes point values for each, final course grade is based on the accumulation of grading points)

**a. Student Profile and Course Agreement:** Students should review this Syllabus in depth and be sure they are willing to comply with all assignments, and deadlines in this course. If you have questions, post them to the “Course Q&A” Discussion Forum. The course agreement requires Students to agree to this Syllabi’s expectations, and commit that they have the computer set-up and self-discipline needed for a fully online course. This profile/agreement is due the end of the second week of class as a Canvas assignment and is worth 10 grading points.

**b. Introductory Discussion Forum:** During Weeks 1-2 of the semester, each student must post to a Discussion Forum introducing themselves to the class and demonstrating knowledge of a Ch. 1 framework. This discussion forum is worth 15 grading points (based on included all elements requested).

**c. Connect/LearnSmart Chapter Self-Study Guides (LO1&2):** These exercises walk you through and test you on your knowledge of the major terms and important concepts in each chapter. These assignments are encouraged but voluntary – they show as worth 2 points however these points are not in the grading point totals. These are there to help you learn and prepare for the Chapter Quizzes. They are also the only “extra credit” opportunities in the course.

**d. Connect Quizzes/Exams (LO1&2):** There is an online Chapter Quiz/Exam assigned weekly for each of the concept chapters in the text, 13 quizzes. For each Quiz/Exam there are 20 questions and each question is worth 1 point. These Exams are available the last three days of the module; you are to take them when you are ready (studied the chapter fully). You will have 40 minutes to complete the Quiz, it must be done in one sitting. Be sure your internet connection is strong before starting the Exam!

**e. Connect Role Play Exercises (LO5):** The third type of Connect activity is a role play. These automated role play exercises, assigned in conjunction with 3 chapters, are a “fun” way to make sure you can apply what you are reading and learning to real-world situations. Each role play is worth 20 points.

**f. Journal Entries (LO's 3 & 4):** Four chapters in the text are devoted to skills building for each part of the Interactional framework of leadership. Students will prepare a Journal entry in conjunction with each of these chapters. These entries will require students to learn and apply the “Action-Observation-Reflection” model, and “double loop learning” presented in Chapter 2 of the text. The ability to engage in reflective thinking and frame leader situations from multiple perspectives is a key learning objective in this class. Detailed instructions for preparing these Journal Entries is provided in module 3 of class in conjunction with the first assigned Journal entry. Each Journal entry is worth 30 grading points.

**g. Case Study Assignments (LO's 2 & 5):** Each chapter in the assigned text ends with a short case describing a leadership or followership situation. Three of these case studies are assigned throughout the semester as an individual written exercise. Students will be required to read and analyze these cases, using concepts learned in the text. Additional information, including a sample case analysis, will be provided on Canvas in Module 1 when the first case study is assigned. Each case study assignment is worth 30 grading points.

**h. WSJ Current Leader Events Discussion Forums (LO's 5 & 6):** Business students should be knowledgeable “consumers” of business press articles. Students in this class are required to find and read articles about leaders in the *Wall Street Journal*. In conjunction with five modules, there is an assigned WSJ Discussion Forum. Students will report on a current article as Post 1 and then will be required to read and respond to at least one colleague’s post as a required Post 2. Further instructions about these forums will be provided on the course web site. Each Forum’s postings are worth 25 grading points – 15 points for each first posting and 10 points for second posting.

**i. Current Business Leader in the Newspaper (LO's 6 & 7):** As you read the Wall Street Journal this semester take note of a business leader that you find particularly interesting. Midway through the semester, you must identify three choices for a

leader to analyze in more depth for your final paper. Your “choice memo” is worth 20 grading points based on initial research and thoughtful rationale for choosing that leader. For this individual leader you will be doing in-depth research from other credible business press sources beyond the WSJ, and applying the frameworks learned in this class on their handling of organizational situations and analyzing their effectiveness. Detailed instructions for the paper will be posted on Canvas. The final paper will be worth 100 grading points, and is in lieu of a final exam in this class.

**Grading Criteria Rubric and Conversion**

Course Element	Grading Points	Total
Student Profile/Course Agreement	10 points	10 points
Introductory Discussion Forum	15 points	15 points
Journal Entries	4 @ 30 points each	120 points
Case Study Assignments	3 @ 30 points each	90 points
WSJ Discussion Forums	5 4@ 25 points each	100 points
Leader in the News Project Choice Memo	1 @ 20 points	20 points
Leader in the News Project Final Paper	1 @ 100 points	100 points
LearnSmart Role Play exercises	2 @ 20 points	40 points
Chapter Quizzes	13 @ 20 points	260 points
	Point reconciliation	45
		800 points

Grade Equivalents:		
If Grade is Computed Numerically	If Grade is Computed by Letter	Grade is computed by Points
90.0 - 100 %	= A	720-800
80.0 - 89.9%	= B	640-719
70.0 – 79.9%	= C	560-639
60.0 – 69.9%	= D	480-559
0 – 59.9%	= F	0 - 479

**Late Submissions:** Late submissions and exam extensions are not allowed in this course unless you or a family member in your immediate care experiences a medical emergency. You must communicate this information to Dr. Altman at the soonest available time **PRIOR to or on the day of the deadline**; the request for deadline extension must be accompanied with a doctor or hospital note as back-up.

**Posting of Grades**

Upon receipt of the class assignments, turn-around time for grades will be one week. Grades will be posted on the Canvas Grade book where students can monitor their status. Grading rubrics are provided for all assignments in the class, be sure to consult them to understand the grading criteria, feedback on assignments will be via these grading rubrics.

**COURSE OUTLINE AND CALENDAR**

- *Modules in this class begin on a Monday and end on a Sunday*
- *All assignments are due 11:59 p.m. Sunday night date in bold except for Discussion Forums which has an interim deadline of Friday night 11:59p.m.*
- *Grading points available for each assignment are in ( )*
- *Assignments with grading points noted in bold*

Module	Dates	Topic	Readings & Assignments
1	Jan 19 - 31	<b>Unit 1: Leadership is a Process, Not a Position</b>  Course Introduction Chapter 1: What Do We Mean by Leadership?	1. Navigate course web site and view course introduction video 2. Read Chapter 1 and listen to PPT video lecture 3. <b>Complete Ch. 1 Quiz in Connect, open 1/29, due 1/31 (20)</b> 4. Begin reading <i>Wall Street Journal</i> (WSJ) leader articles 5. <b>Post to Introductory Discussion Forum, due 1/31 (15)</b> 6. <b>Complete Student profile, due 1/31 (15)</b>
2	Feb 1 - 7	<b>Unit 1: Leadership Is a Process, Not a Position</b>  Chapter 2: Leader Development	1. Read Chapter 2, view PPT lecture 2. <b>Complete Ch. 2 quiz in Connect, open 2/5, due 2/7 (20)</b> 3. <b>Case Study #1 – Ch. 2, <i>Developing Leaders at UPS</i>, due 2/7 (30).</b>

3	Feb 8 - 14	<p><b>Part 1: Leadership Is a Process, Not a Position</b></p> <p>Chapter 3: Skills for Developing Yourself as a Leader</p>	<ol style="list-style-type: none"> <li>1. Read Chapter: 3 Watch video on Ch. 3 and Journal instructions</li> <li>2. <b>Journal Entry #1 due 2/14 (30)</b></li> <li>3. <b>WSJ #1 Discussion Forum, 1<sup>st</sup> post due 2/12 (15), 2<sup>nd</sup> post due 2/14 (10)</b></li> </ol>
4 -5	Feb 15 - 28	<p><b>Part 2: Focus on the Leader</b></p> <p>Chapter 4: Power and Influence Chapter 5: Values, Ethics, &amp; Character</p>	<ol style="list-style-type: none"> <li>1. Read Chapters 4 &amp; 5, view PPT lectures</li> <li>2. <b>Complete Ch. 4 &amp; 5 quizzes in Connect, open 2/19, due 2/28 (20 each)</b></li> <li>3. <b>Complete Connect Role Play Exercise for Ch. 4, Power &amp; Influence, due 2/28 (20)</b></li> </ol>
6	Mar 1 - 7	<p><b>Part 2: Focus on the Leader</b></p> <p>Chapter 6: Leadership Attributes Chapter 7: Leadership Behavior</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 6 &amp; 7, view PPT lectures</li> <li>2. <b>Complete Ch. 6 &amp; 7 quizzes in Connect, open 3/5, due 3/7 (20 each)</b></li> <li>3. <b>Complete Case Study #2, Ch. 7 – Paying Attention Pays Off for Andra Rush, due 3/7 (30)</b></li> </ol>
7	Mar 8 - 14	<p><b>Part 2: Focus on the Leader</b></p> <p>Chapter 8: Skills for Building Personal Credibility and Influencing Others</p>	<ol style="list-style-type: none"> <li>1. Read Chapter 8, read Dr. Altman's "Perspectives" narrative</li> <li>2. <b>Journal Entry #2 Due 3/14 (30)</b></li> <li>3. <b>Leader Choice Memo Due 3/14 (20)</b></li> </ol>
	Mar 15 - 21	<b>SPRING BREAK</b>	
8	Mar 22 - 28	<p><b>Part 3: Focus on the Followers</b></p> <p>Chapter 9: Motivation, Performance, and Effectiveness Chapter 10: Satisfaction, Engagement, and Potential</p>	<ol style="list-style-type: none"> <li>1. Read Intro to Followership, Chapter 9 &amp; 10, View PPT lectures</li> <li>2. <b>Complete Ch. 9 &amp; 10 quizzes in Connect, open 3/26, due 3/28 (20 each)</b></li> <li>3. <b>WSJ #2 Discussion Forum, 1<sup>st</sup> post due 3/26 (15), 2<sup>nd</sup> post due 3/28 (10)</b></li> </ol>

9	Mar 29 – April 5 (Mon.)	<b>Part 3: Focus on the Followers</b> Chapter 11: Groups, Teams, and Their Leadership	<ol style="list-style-type: none"> <li>1. Read Chapter 11, view PPT lecture</li> <li>2. <b>Complete Ch. 11 quiz in Connect, open 4/2, due 4/5 (20)</b></li> <li>3. <b>Connect Teams Role play exercise due 4/5 (20)</b> <b>(note Monday deadlines due to Easter)</b></li> </ol>
10	Apr 5 - 11	<b>Part 3: Focus on the Followers</b> Chapter 12: Skills for Developing Others  <b>Part 4: Focus on the Situation</b> Chapter 13: The Situation	<ol style="list-style-type: none"> <li>1. Read Ch. 12, Read Dr. Altman “perspectives”</li> <li>2. <b>Journal Entry #3 due 4/11 (30)</b></li> <li>3. Read Ch. 13, View PPT lecture</li> <li>4. <b>Complete Ch. 13 Quiz in Connect, open 4/9, due 4/11 (20)</b></li> </ol>
11	Apr 12 - 18	<b>Part 4: Focus on the Situation</b> Chapter 14: Contingency Theories  Chapter 15: Leadership and Change	<ol style="list-style-type: none"> <li>1. Read Ch. 14 &amp; 15, view PPT lectures</li> <li>2. <b>Complete Ch. 14 &amp; 15 quizzes in Connect, open 4/16, due 4/18 (20 each)</b></li> <li>3. <b>WSJ #3 Discussion Forum, 1<sup>st</sup> post due 4/16 (15), 2<sup>nd</sup> post due 4/18 (10)</b></li> </ol>
12	Apr 19 - 25	<b>Part 4: Focus on the Situation</b> Chapter 16: The Dark Side of Leadership	<ol style="list-style-type: none"> <li>1. Read Chapter 16 , view PPT lecture</li> <li>2. <b>Complete Ch. 16 quiz in Connect, open 4/16, due 4/18 (20)</b></li> <li>3. <b>Case Study #3, Ch.16 - You Can't Make Stuff Like This Up due 4/25 (30)</b></li> </ol>
13	April 26 – May 2	<b>Part 4: Focus on the Situation</b> Ch. 17 Skills for Optimizing Leadership as Situations Change	<ol style="list-style-type: none"> <li>1. Read Chapter 17, Read Dr. Altman’s “Perspectives” narrative</li> <li>2. <b>Prepare Journal #4 due 5/2 (30)</b></li> <li>3. <b>WSJ #4 Discussion Forum, 1<sup>st</sup> post due 4/30 (15), 2<sup>nd</sup> post due 5/2 (10) (will be</b></li> </ol>



			<b>about the leader you are profiling in your Leader in the News Project)</b>
14	May 3 - 9	Leader in the News Project Due  Course Wrap-Up	<b>Leader in the News Paper due 5/9 (100)</b>  View Course Wrap-Up Video Presentation

**Import University Dates:**

- Jan. 18, MLK Day (University Closed)
- Jan. 19, Classes Begins
- Feb. 3, Deadline to drop 16-week classes with no record
- Mar. 15-19, Spring Break
- Mar. 26, Deadline for Graduation Application for Spring Ceremony Participation
- May 14, Spring Semester Ends
- May 11, Commencement Ceremony Bell County Expo Center 7:00 p.m.

**TECHNOLOGY REQUIREMENTS AND SUPPORT**

**Technology Requirements**

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email address. Password: Your MyCT password

**Canvas Support**

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select “Chat with Canvas Support,” submit a support request through “Report a Problem,” or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor. A “Course Q&A” Discussion Forum is provided for course questions. Individual issues use Canvas messages.

## Other Technology Support

For log-in problems, students should contact Help Desk Central

24 hours a day, 7 days a week

Email: [helpdesk@tamu.edu](mailto:helpdesk@tamu.edu)

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

*Please let the support technician know you are an A&M-Central Texas student.*

Be sure you have the proper technology/computer set-up to participate in this 100% online class. Technology issues are not an excuse for missing an assignment. Verifying you have the proper technology configuration is something students must agree to in their course agreement.

## UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

### Drop Policy

If you discover that you need to drop this class, you must complete the [Drop Request](#) Dynamic Form through Warrior Web.

Faculty cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed. Once you submit the completed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

### Academic Integrity

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, working with others in an unauthorized manner, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be referred to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before

taking a course of action.

For more [information regarding the Student Conduct process](https://www.tamuct.edu/student-affairs/student-conduct.html),  
[https://www.tamuct.edu/student-affairs/student-conduct.html].

If you know of potential honor violations by other students, you may [submit a report](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0),  
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=0].

### **Academic Accommodations**

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://tamuct.instructure.com/courses/717) Canvas page (log-in required)  
[https://tamuct.instructure.com/courses/717]

Any student requesting accommodations in this course must submit their approved paperwork from the Office of Access & Inclusion within the first two weeks of class.

Dr. Altman will accept and provide for accommodations as approved.

### **Important information for Pregnant and/or Parenting Students**

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit [Student Affairs](https://www.tamuct.edu/student-affairs/index.html)  
[https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf) online, please visit the website  
[http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

### **Tutoring**

Tutoring is available to all A&M-Central Texas students, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology,

Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing [studentsuccess@tamuct.edu](mailto:studentsuccess@tamuct.edu).

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

### **University Writing Center**

The University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free service open to all TAMUCT students. For the Spring 2021 semester, all services will be online as a result of the COVID-19 pandemic. The hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours Monday thru Thursday from 6:00-9:00 p.m. The UWC is also offering hours from 12:00-3:00 p.m. on Saturdays.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WOnline](https://tamuct.mywconline.com/) [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at [bruce.bowles@tamuct.edu](mailto:bruce.bowles@tamuct.edu) if you have any questions about the UWC and/or need any assistance with scheduling.

Professional, full proofread and grammatically correct writing is a requirement in this class. Should you need assistance, make use of the Writing Center's resources.

### **University Library**

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

For Spring 2021, all reference service will be conducted virtually. Please go to our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index] to access our virtual reference help and our current hours. The Management study guide on the library web site is very helpful for finding resources for your Leader in the News project. If you have difficulty finding resources, online appointments are available with the business librarian.

### **A Note about Sexual Violence at A&M-Central Texas**

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

### **Behavioral Intervention**

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout\_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/student-affairs/bat.html) website for more information [https://www.tamuct.edu/student-affairs/bat.html]. If a

person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

### **INSTRUCTOR POLICIES**

**What You Can Expect of Me:** You can expect that I will be an active participant in the online course. I will be prepared and ready to engage in active learning. I will work to create a respectful learning environment where all of us can express our thoughts and ask questions. While we do not have to agree with each other, we will do so in respectful ways. I expect to learn from you as we spend the next 16 weeks together! I will be available to answer your questions and help you be successful in this course. If you experience issues in the class I expect you to schedule a meeting with me and express those issues early on. When we meet, I commit to listening respectfully and strategizing how to keep you on target.

**What I Expect of You:** Being successful in an online class requires self-discipline to keep up with the readings and assignments. This is a fast paced class, be sure to set aside adequate time to complete all assignments each week, do not get behind. Use the course calendar as a tool for time management. Make sure to check Canvas often in case of any course announcements or messages. Contact Dr. Altman if you experience any issues or challenges that are hampering your full engagement in the class. Contact her as soon as you experience issues, waiting and getting behind will hamper your successful completion of the course.

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*Dr. Altman reserves the right to make changes to this Syllabus should circumstances during the semester cause revision. Note the date below of this Syllabus. Should changes be necessary a revised Syllabus will be posted on the Course web site, an announcement posted to that effect, and the new version will have a different date in the footer.*