School of Human Sciences  
HMS 300.501: PROFESSIONAL LEADERSHIP IN HUMAN SCIENCES  
Fall 2019

Instructor: Jamie Cupit, M.S.  
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Office Phone: 468-2238  
Other Contact Information: D2L course email  
Email: jrcupit@sfasu.edu  

Course Time & Location: 100% online delivery  
Office Hours: MW 11-1, TR 9-10  
Credits: 3

Prerequisites: Junior standing

I. Course Description:

This course will encompass the study of professional leadership philosophy through the study of leadership theory in relation to practices within human sciences. The student will develop a comprehensive understanding of one’s self as a leader through critical reflective thought in bridging personal and professional development. The topics covered in this course related to professional leadership functions are life skills development, business protocol and etiquette, and professional development. HMS 300 Professional Leadership in Human Sciences is a 3 credit course. This course typically meets on line for 15 weeks and culminates with a final exam week 16. The course involves written content that includes the same information students in a face-to-face lecture course receive, requiring students to engage in online modules through assignments such as case studies, discussions, and video summary. Two significant assignments involve work over the course of the semester. At the end of each module is a quiz, along with 2 exams, a midterm exam and an final exam. For every hour a student spends engaging with the content, he/she spends at least two hours completing associated activities and assessments.

II. Intended Learning Outcomes/Goals/Objectives (Program/Student Learning Outcomes):

The complete listing of the standards associated with the PLOs, SLOs, assignments, and assessments are located on the PCOE website.

The conceptual framework and the vision, mission, and goals of the James I. Perkins College of Education describe a shared vision and purpose for the SFASU College of Education. It provides coherence for our curriculum, clinical experiences, and assessments. It is linked to the university vision and values and describes how those values translate into knowledge, skills, and dispositions in the College of Education. It is this philosophy and vision that helps to distinguish our graduates from those of other institutions.

This course supports the vision, mission, and core values of the James I. Perkins College of Education whose mission is to prepare competent, successful, caring, and enthusiastic professionals dedicated to responsible service, leadership, and continued professional intellectual development.

Program Learning Outcomes:

“This is a general education core curriculum course and no specific program learning outcomes for this major are addressed in this course.”

This course supports the School of Human Sciences through the program learning outcomes listed below:

1. The student will display the professional dispositions (academic excellence, life-long learning, collaboration, openness, integrity and service) relative to the field of Human Science.

2. The student will exhibit the professional behavior (strong communication skills, a professional image, a good work ethic and adequate preparation for employment in his/her specific discipline) expected in the field of Human Sciences.

3. The student will demonstrate competence in his/her specific discipline using oral and written forms.
Student Learning Outcomes:
Upon successful completion of this course, the student will:
1. Clarify the distinctions between leadership philosophies in relation to professional practice.
2. Analyze leadership theories in identifying best practices to promote success.
3. Develop individual professional goals and a leadership mission statement in investigating one's leadership growth.
4. Grow strategies for assuming leadership roles through work, organizations, and community service.
5. Analyze ethical codes and behaviors that impact leaders in professions and professional organizations.
6. Develop written communication skills through the development of professional documents, such as a resume and cover letter.

III. Course Assignments, Activities, Instructional Strategies, use of Technology:
This course is entirely online and will be coordinated through the D2L platform. It is imperative that you check D2L multiple times throughout the week to stay informed with any course updates. Additionally, students should check their grade points in D2L and any discrepancies in points must be resolved within one week after the assignment grades have been posted. Otherwise, the posted grade points are considered final and will not be reviewed at a later date. Students are required to complete a total of six hours of community service documented by the facility at which the hours are completed. The six hours of service will count for each course the student is enrolled during the current academic semester…not six hours per course enrolled.

If you ever experience technical difficulties, please use the contact information listed here: D2L technical support (936) 468-1919; General computer support (936) 468-4357. Please note the D2L technical support is not available on weekends.

a. Discussions 70 points
Throughout the course the student will engage in seven online discussions as a way to critically evaluate and analyze learned material. Each student will post one response to each discussion, in addition to commenting on a minimum of two other classmates’ posts. If a student fails to engage in the discussion by commenting on classmates’ responses, the student will not earn full credit for the discussion. Each discussion is worth 10 points each.

b. Case Studies 40 points
Periodically, each student will be required to read a case study and answer questions regarding the case in relation to the material learned through the course. There will be four case studies throughout the semester, and each case study will be worth ten points.

c. Quizzes 70 points
The student will complete a quiz at the end of each module in order to show understanding of the material for that week. There will be seven quizzes worth ten points each throughout the semester.

d. Leadership Profiles 100 points
Each student will complete a leadership timeline at the beginning of the course outlining their current experiences and responsibilities that have helped shape their understanding of leadership. At the end of the course, each student will submit a leadership profile providing in depth insight to their views relating to leadership theories and styles now that they have completed the course. These are two separate submissions and will be worth 50 points each.

e. Puzzle of Motivation 20 points
The student will watch a video discussing motivation and how traditional rewards used by managers and leaders are not always as effective as they think. After watching the video, the student will write a short summative response of the video and how the information can be used in leading others.

f. Resume and Cover letter 100 points
As part of developing into a professional leader, each student will submit a resume and cover letter through a Jobs4Jacks account to be critiqued by the Center for Career and Professional Development. The resume and cover letter submission are worth 50 points each.

g. **Exams** 200 points
There will be two exams given throughout the semester that will cover the material in the modules and textbook. They are designed to gauge your progress toward mastering the assigned material. Exams are to be taken during the assigned time frame. There are no make-up exams. Therefore, if a student misses the exam, the

**h. Service Learning Log (6 hours per semester)** 60 points
Students are required to complete a total of six hours of community service documented by the facility at which the hours were completed. The six hours of service will count for each course the student is enrolled during the current academic semester…not six hours per course enrolled. It is the student’s responsibility to complete the hours, fill in the service learning log, and submit it to the D2L Dropbox.

IV. Evaluation and Assessments (Grading):

There is a total of 660 possible points to be earned from course assignments, discussions, exams, and projects. YOU impact your grade. The grade you receive is the grade you have earned. This course is entirely online and will be coordinated through the D2L platform. It is imperative that you check D2L multiple times throughout the week to stay informed with any course updates. Additionally, students should check their grade points in D2L and any discrepancies in points must be resolved within one week after the assignment grades have been posted. Otherwise, the posted grade points are considered final and will not be reviewed at a later date.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Points</th>
<th>Average</th>
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<tbody>
<tr>
<td>A</td>
<td>660-594</td>
<td>100-90%</td>
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<tr>
<td>B</td>
<td>593-528</td>
<td>89-80%</td>
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<tr>
<td>C</td>
<td>527-462</td>
<td>79-70%</td>
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<tr>
<td>D</td>
<td>461-396</td>
<td>69-60%</td>
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<tr>
<td>F</td>
<td>395-0</td>
<td>Below 60%</td>
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</tbody>
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V. Tentative Course Outline/Calendar:

<table>
<thead>
<tr>
<th>Weeks</th>
<th>Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>WEEK 1</td>
<td><strong>Introduction Module</strong></td>
</tr>
<tr>
<td>August 26 – August 30</td>
<td>• Who are you discussion due August 30, 12:00 pm</td>
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<td></td>
<td>• Leadership Timeline due August 30, 12:00 pm</td>
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<tr>
<td>WEEK 2</td>
<td><strong>Module 1: Leadership Preferences</strong></td>
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<tr>
<td>September 2 – September 6</td>
<td>• Myers-Briggs Code discussion due September 6, 12:00 pm</td>
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<td></td>
<td>• Case Study: The Politically Correct Candidate due September 6, 12:00 pm</td>
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<tr>
<td></td>
<td>• Quiz 1 due September 6, 12:00 pm</td>
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<tr>
<td>WEEK 3</td>
<td><strong>Module 2: Foundations of Leadership</strong></td>
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<tr>
<td>September 9 – September 13</td>
<td>• Everyday Leadership discussion due September 13, 12:00 pm</td>
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<tr>
<td></td>
<td>• Case Study: New Directions due September 13, 12:00 pm</td>
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<tr>
<td></td>
<td>• Quiz 2 due September 13, 12:00 pm</td>
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<tr>
<td>WEEK 4</td>
<td><strong>Module 3: Leadership Theories</strong></td>
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<tr>
<td>September 16 – September 20</td>
<td>• Trait Theory discussion due September 20, 12:00 pm</td>
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<td></td>
<td>• Quiz 3 due September 20, 12:00 pm</td>
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<tr>
<td>WEEKS 5 &amp; 6</td>
<td><strong>Module 4: Communication, Change, &amp; Motivation</strong></td>
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<tr>
<td>Week</td>
<td>Assignments</td>
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<td>-----------------------------------------------------------------------------</td>
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| September 23 – October 4 | • How well do you listen discussion due October 4, 12:00 pm  
• Case Study: Staffing a Planning Committee due October 4, 12:00 pm  
• The Puzzle of Motivation paper due October 4, 12:00 pm  
• Quiz 4 due October 4, 12:00 pm |
| WEEK 7   | Midterm Exam: Covers Modules 1-4  
Open from October 7 @ 8:00 am until October 11 @ 11:30 pm |
| WEEKS 8 & 9 | Module 5: Corporate Culture & Ethics  
• Ethics discussion due October 25, 12:00 pm  
• Case Study: Which Side Are You On? due October 25, 12:00 pm  
• Quiz 5 due October 25, 12:00 pm |
| WEEK 10  | Module 6: Professionalism & Self-presentation  
• Seven Work Sins discussion due November 1, 12:00 pm  
• Quiz 6 due November 1, 12:00 pm |
| WEEKS 11 & 12 | Module 7: Career Preparation  
• Resume submission due November 15, 12:00 pm  
• Cover Letter submission due November 15, 12:00 pm  
• Quiz 7 due November 15, 12:00 pm |
| WEEK 13  | Module 8: Leadership Profile  
Leadership Profile due November 22, 12:00 pm |
| WEEK 14  | THANKSGIVING BREAK!!! |
| WEEK 15  | Final Exam Review  
• Review open modules for final exam  
Service Learning Log due December 6, 12:00 pm |
| WEEK 16  | Final Exam: Comprehensive exam covering Modules 1-7  
Open from December 9 @ 8:00 am until December 11 @ 11:30 pm |

VI. Readings (Required and recommended—including texts, websites, articles, etc.):

There is no required textbook for this course. All readings will be provided to the student from the instructor through the D2L system.

VII. Course Evaluations:

“Near the conclusion of each semester, students in the Perkins College of Education electronically evaluate courses taken within the PCOE. Evaluation data is used for a variety of important purposes including:  
1. Course and program improvement, planning, and accreditation;  
2. Instruction evaluation purposes; and  
3. Making decisions on faculty tenure, promotion, pay, and retention.

As you evaluate this course, please be thoughtful, thorough, and accurate in completing the evaluation. Please know that the PCOE faculty is committed to excellence in teaching and continued improvement. Therefore, your response is critical!”
In the Perkins College of Education, the course evaluation process has been simplified and is completed electronically through MySFA. Although the instructor will be able to view the names of students who complete the survey, all ratings and comments are confidential and anonymous, and will not be available to the instructor until after final grades are posted.

VIII. Student Ethics and Other Policy Information: Found at http://www.sfasu.edu/policies/

Class Attendance and Excused Absence: Policy 6.7
Regular, punctual attendance, documented participation, and, if indicated in the syllabus, submission of completed assignments are expected at all classes, laboratories, and other activities for which the student is registered. Based on university policy, failure of students to adhere to these requirements shall influence the course grade, financial assistance, and/or enrollment status. The instructor shall maintain an accurate record of each student’s attendance and participation as well as note this information in required reports (including the first 12 day attendance report) and in determining final grades. Students may be excused from attendance for reasons such as health, family emergencies, or student participation in approved university-sponsored events. However, students are responsible for notifying their instructors in advance, when possible, for excusable absences. Whether absences are excused or unexcused, a student is still responsible for all course content and assignments. Students with accepted excuses may be permitted to make up work for up to three weeks of absences during a semester or one week of a summer term, depending on the nature of the missed work. Make-up work must be completed as soon as possible after returning from an absence.

Academic Accommodation for Students with Disabilities: Policy 6.1 and 6.6
To obtain disability related accommodations, alternate formats and/or auxiliary aids, students with disabilities must contact the Office of Disability Services (ODS), Human Services Building, and Room 325, 936-468-3004 as early as possible in the semester. Once verified, ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be provided. Failure to request services in a timely manner may delay your accommodations. For additional information, go to http://www.sfasu.edu/disabilityservices/.

Student Academic Dishonesty: Policy 4.1
Abiding by university policy on academic integrity is a responsibility of all university faculty and students. Faculty members must promote the components of academic integrity in their instruction, and course syllabi are required to provide information about penalties for cheating and plagiarism, as well as the appeal process.

Definition of Academic Dishonesty
Academic dishonesty includes both cheating and plagiarism. Cheating includes, but is not limited to:
- using or attempting to use unauthorized materials on any class assignment or exam;
- falsifying or inventing of any information, including citations, on an assignment;
- helping or attempting to help another in an act of cheating or plagiarism.

Plagiarism is presenting the words or ideas of another person as if they were one’s own. Examples of plagiarism include, but are not limited to:
- submitting an assignment as one's own work when it is at least partly the work of another person;
- submitting a work that has been purchased or otherwise obtained from the Internet or another source;
- incorporating the words or ideas of an author into one’s paper or presentation without giving the author credit.
Penalties for Academic Dishonesty
Penalties may include, but are not limited to, reprimand, no credit for the assignment or exam, re-submission of the work, make-up exam, failure of the course, or expulsion from the university.

Student Appeals
A student who wishes to appeal decisions related to academic dishonesty should follow procedures outlined in Academic Appeals by Students (6.3).

Withheld Grades: Policy 5.5
At the discretion of the instructor of record and with the approval of the academic unit head, a grade of WH will be assigned only if the student cannot complete the course work because of unavoidable circumstances. Students must complete the work within one calendar year from the end of the semester in which they receive a WH, or the grade automatically becomes an F, except as allowed through policy (i.e., Active Military Service (6.14)). If students register for the same course in future semesters, the WH will automatically become an F and will be counted as a repeated course for the purpose of computing the grade point average.

Student Code of Conduct: Policy 10.4
Classroom behavior should not interfere with the instructor’s ability to conduct the class or the ability of other students to learn from the instructional program. Unacceptable or disruptive behavior will not be tolerated. Students who disrupt the learning environment may be asked to leave class and may be subject to judicial, academic or other penalties. This policy applies to all instructional forums, including electronic, classroom, labs, discussion groups, field trips, etc. The instructor shall have full discretion over what behavior is appropriate/inappropriate in the classroom. Students who do not attend class regularly or who perform poorly on class projects/exams may be referred to the Early Alert Program at SFA.

IX. Other Relevant Course Information:

University Policies and Information---This class will adhere to all applicable university policies. Students should read and be familiar with policies in the General Bulletin.

Course Participation/Attendance---Attendance (logging in to D2L regularly) is critical for success in a face-to-face or hybrid/online course. Students are expected to login to D2L frequently to participate in course activities and receive course announcements and/or email. Do not wait until the deadline to submit course activities...if students experience any difficulty, waiting until the last minute to submit the assignment could result in a missed deadline and a grade of “0” for the assignment. All assignments must be submitted as directed in the course syllabus, whether during class (F2F) or in the D2L DropBox. It is the student’s responsibility to check the D2L course for any announcements regarding necessary changes in due dates, assignment instructions/updates, class meetings, etc. Please do not wait until the last minute to ask questions about assignments that are due...emailing the instructor questions about an assignment at 8:00 pm for an 11:30 pm deadline will not result in having your questions answered. Self-discipline is a requirement and critical for success in an online/hybrid course. Students in an online course should take the initiative to check the course calendar regularly for due dates and should always email the instructor if there are any personal issues that are affecting course participation. Students experiencing technical difficulty should contact SFA’s Office of Instructional Technology (OIT) immediately at 468-1919...computer issues are not an excuse for the failure to submit course assignments and activities, especially when you have a large window of time to complete them.

Assignments---To receive points for an assignment, it must be submitted AS INSTRUCTED, through the D2L DropBox or in class. To receive credit, any work must have the student name prominently displayed on the first page, or if in a folder or notebook, on the outside as well. Any work submitted to the instructor for grading must be neat and professional. Late work will automatically be penalized 5 points, even if it is
only minutes late. It is your responsibility to submit your assignments on time. MISSING WORK SUBMITTED MORE THAN ONE WEEK AFTER ITS DUE DATE OR DURING DEAD WEEK WILL ONLY BE ELIGIBLE FOR HALF CREDIT. ABSOLUTELY NO STUDENT WORK WILL BE ACCEPTED AFTER THE LAST SCHEDULED MEETING TIME. In other words…no work may be submitted during finals exam week or thereafter.

**Exams**—Students are expected to be on-time to begin each exam. Those arriving late will not be granted additional exam-taking time. Those arriving after any other students have completed the exam and left the room will not be allowed to take the exam and will receive zero points for the exam. To begin the exam and during the exam period, the student work area must be cleared of all materials except the scantron answer sheet and/or instructor provided answer sheet and pencil or pen. All books and papers must be closed and stored out of sight beneath the seat or table. Cell phones must be turned off and stored out of sight during exams. No caps or sunglasses should be worn during exams. No electronic listening devices of any kind may be used during exams. Students may not leave the room then return again to finish an exam. If a student must leave the room, the exam must be turned in prior to exiting. Students must read and follow directions in filling in the scantron answer sheet correctly. Failure to fill out the form correctly may result in a penalty of up to 10 points. *For exams taken electronically in D2L—you must complete the exam/quiz during the time which it is available in D2L. Please note that all exams/quizzes in D2L are timed and once the time expires, you will not be allowed to finish the exam or make any changes. Once the exam/quiz closes, you will no longer have access to it. If you fail to complete the exam during that window of time, you will receive a “0” for the exam/quiz grade.*

**Missing an Exam**—According to university policy, serious personal illness or death in one’s immediate family are acceptable reasons for an exam to be missed. Zero points will be recorded for an exam when missed for unacceptable reasons. When an acceptable reason arises, to receive points, the student must notify the instructor PRIOR TO THE EXAM and provide written documentation/proof for the reason upon returning to class. Only if these two requirements are met, the grade earned on the final exam will be counted twice to replace the missed exam grade. This procedure applies to missing one exam only. All students must take the final exam at the official university-scheduled final exam time. Any requests for other times for the final exam must be for legitimate reason and must be submitted in writing at least two weeks in advance to allow approval through appropriate university channels. NO MAKE-UP UNIT EXAMS ARE OFFERED. Any extenuating circumstances must be discussed individually with the instructor during office hours or by appointment.

**Use of Electronics (Cell Phones, Laptops, Tablets)**—Cell phone use is not allowed during class or exam time, unless otherwise instructed. Cell phones must be turned off and stored out of sight when class begins and remain off and out of sight until class is dismisses at each class meeting. Cell phones are a distraction to the instructor and to other students in the course…please be mindful of that! Laptops and tablets may be used in class for class purposes ONLY, except during exams. There may be times during which you are instructed to utilize laptops or tablets for in-class activities in order to enrich learning. However, the instructor has the right to ban computers for the remainder of the semester in the class if students are observed during any class meeting to be using devices for inappropriate purposes unrelated to class.

**Honors Contracts**—Any requests for honors contracts must be presented to the instructor, discussed, approved and submitted to the Honors office before the end of the third week of classes. This is the student’s responsibility, not the instructor’s.