Course Syllabus *(With Revisions for COVID19)*

**GBU 550 Executive Leadership/Spring 2020**

**Online**

**Professor:** Lucia S. Sigmar, Ph.D.

**Office:** MBB 229-F, Business Communication and Legal Studies Department

**Phone:** 936-468-1747

**E-mail:** Lucia.Sigmar@sfasu.edu

As usual, Dr. Sigmar will hold office hours online at the times below from 3/17/2020 – 5/7/2020) unless otherwise notified. No F2F office hours will be held.

**Office Hours:**

<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
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<tbody>
<tr>
<td>9:00 a.m. - Noon.</td>
<td>2:30 p.m. - 3:30 p.m.</td>
<td>9:00 a.m. - Noon</td>
<td>2:30 p.m. - 3:30 p.m.</td>
<td>10:00 a.m. - Noon.</td>
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**Spring 2020 Classes:**

- GBU 550.500 Executive Leadership Online
- BCM 450 Leadership Communication F2F
- BCM 247.007 Business Communication F2F

NOTE: Other times by appointment. Allow 24 hours in advance to schedule hours other than those listed.

**Required Texts/Other Materials:**


**Required Supplies:**

- Student (SFASU) email account and reliable Internet access
- Proficiency in MS Word
- Proficiency in D2L online learning system (BRIGHTSPACE)

**Course Description:** This course introduces students to leadership theory and principles and the application of leadership concepts in business organizations, towards the development of their personal leadership style. 3 Credit Hours.

**Course Methodologies:** Teaching/learning strategies will include individual assignments, individual and team projects, and video recordings. This course is an online class, and students will
need to visit D2L. Brightspace daily to keep up with assignments, contact the professor, and receive supplemental information for success in the course. All materials will be posted in D2L.

(Note: In this three-credit hour course and depending on your skill level, you can anticipate spending at least 9 actual hours per week reading assigned chapters, completing assignments, and completing the final project. Some weeks may require more preparation time than others.)

**Program Learning Outcomes:** Program learning outcomes define the knowledge, skills, and abilities that students are expected to demonstrate upon completion of an academic program. These learning outcomes are regularly assessed to determine the extent of student learning and to evaluate overall program effectiveness. You may access the program learning outcomes for your major and particular courses in the Curriculum Management Handbook at [http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources](http://www.sfasu.edu/academics/colleges/business/welcome/faculty-resources)

**Course Assignments:** All assignments with instructions and due dates can be found in the Tentative Course Timeline and in D2L Brightspace.

**Grading (Tentative):**

<table>
<thead>
<tr>
<th>Item*</th>
<th>Point Value</th>
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<tbody>
<tr>
<td>Assessments</td>
<td>350</td>
</tr>
<tr>
<td>Chapter Discussions</td>
<td>140</td>
</tr>
<tr>
<td>Leadership Journaling (10 entries)</td>
<td>100</td>
</tr>
<tr>
<td>Case Study</td>
<td>100</td>
</tr>
<tr>
<td>Personal Best Leadership Project: Proposal (100) Report (100) Reflection (100)</td>
<td>300</td>
</tr>
<tr>
<td>Video Introduction</td>
<td>10</td>
</tr>
<tr>
<td><strong>Total Course Points</strong></td>
<td><strong>1000</strong></td>
</tr>
</tbody>
</table>
Grade Distribution:

- 900-1000 points = A
- 800-899 points = B
- 700-799 points = C
- 600-699 points = D
- 599 points or below = F

*The time to challenge a grade is within a week after you have received it, not at the end of the semester.

Grades are based on points only. All point values are firm. Bonus points may be available at the discretion of the instructor.

General Student Policies:

1. **Communication.** In online courses, I communicate with students primarily via email and news in Brightspace. Check your email account daily.

2. **Technical Issues.** In the event of an extended “hardware crisis,” you have the option of accessing course resources from another computer or contacting Tech Support for help in resolving your issue before the deadline (the latter works only if you have not waited until the last minute to complete your assignment). In the event you have technical problems, contact Tech Support and copy me via email at least six hours before the scheduled deadline.

   Don't wait until the last minute. Again, late assignments are not accepted.

3. **Student Conduct (University Policy 10.4)**

   This class will be conducted in a professional manner. This means 1) submit work on time 2) avoid profanity and/or offensive language in your communication, 3) participate fully and courteously with your classmates and team members

   Classroom behavior should not interfere with an 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 prohibition applies to all instructional forums, including electronic, classroom, lab, 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. This program provides students with recommendations for resources or other assistance that is available to help SFA students succeed. For more information, see [http://www.sfasu.edu/judicial/earlyalert.asp](http://www.sfasu.edu/judicial/earlyalert.asp)
4. **Student Academic Dishonesty (University Policy 4.1)**

   An act of academic dishonesty, even a first offense, places you in jeopardy of severe forms of disciplinary action, including dismissal from the university. **The work you submit for evaluation in this course must be your own.** Academic dishonesty includes cheating, falsification of information/citations, plagiarism, interference (with another student’s work), and aiding others to commit an act of academic dishonesty. Avoid even the appearance of cheating. If you are discovered in an act of dishonesty, penalties will be at the discretion of the instructor, up to and including an “F” for the course. In this course, emphasis is placed on the following: behaving ethically, conveying honest and accurate information, showing equal treatment through non-sexist and nondiscriminatory writing, exhibiting fairness-mindedness, showing sensitivity to the feelings of others, and respecting human rights.

5. **Students with Disabilities.**
   [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

   Individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Disability Services located in the Human Services Building, Room 325, or call 936-468-3004 or 936-468-1004. They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

   If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SFASU Office for Disability Services and talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. (Note: No accommodation can be made until you register with the Office of Disability Services.)

6. **Student Absences on Religious Holy Days Policy.**

   Section 51.911(b) of the Texas Education Code requires that an institution excuse a student from attending classes or other required activities, including examinations, for the observance of a religious holy day, including travel for that purpose, without penalty. If you must miss class due to a religious holy day, please notify me by email within the first two weeks of class so that I can make arrangements for you to complete the coursework ahead of the date.

   **This Course Syllabus along with the COVID19 changes are valid for SP2020 only.**