Stephen F. Austin State University  
Nelson Rusche College of Business  
Department of Business Communication and Legal Studies  
GBU 550. Executive Leadership (Online Summer 2020)

Professor:  
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NOTE: Due to the recent rise in COVID19 cases in Texas, I am working remotely this summer and am not in the office. Please contact me on our D2L course site for questions. Zoom meetings are also available upon request.

Required Texts/Other Materials:


Technical Requirements:

MS Word, PowerPoint, and Zoom proficiency; reliable access to the Internet; and a computer Webcam. (The Internet will be used for library research, D2L access, and for submitting assignments. NOTE: Assignments must be completed using Microsoft Word for the PC. Other formats are not accepted and will receive zero credit. Some assignments may require Microsoft Powerpoint or Zoom as audio-visual accompaniment to presentations."

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 meetings and/or 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

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>
</tr>
</thead>
<tbody>
<tr>
<td>Assessments</td>
<td>350</td>
</tr>
<tr>
<td>Chapter Discussions</td>
<td>140</td>
</tr>
<tr>
<td>Case Studies (3)</td>
<td>150</td>
</tr>
<tr>
<td>Team Leadership Report</td>
<td>200</td>
</tr>
<tr>
<td>Video Introduction (Animoto)</td>
<td>20</td>
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<tr>
<td><strong>Total Course Points</strong></td>
<td><strong>860</strong></td>
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Grade Distribution:

- 774-860 points = A
- 688-773 points = B
- 602-687 points = C
- 516-601 points = D
- 515 points or below = F

*The time to challenge a grade is 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. **Stay on schedule** with the assigned material every week (in other words, do not work ahead or lag behind) and check D2L daily for announcements, etc. The learning modules begin and end on the dates indicated in your Course Timeline and on D2L. Assignment due dates are indicated in your Course Timeline and on Blackboard and will not be extended for any reason in this compressed class.

2. **Participate** in all class discussions and activities. Class activities provide opportunities to practice your communication skills. Discussions facilitate learning from your fellow students.

3. In the event of **technical issues** or 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.

4. **Submit all course assignments on time.** To receive credit for the course, **every** gradable assignment must be completed. All assignments must be submitted through the D2L link by the deadline date indicated on the Course Timeline and on Blackboard. In this compressed class, **late assignments will not be accepted.** Do not wait until the last minute to submit your assignments – technology has been known to fail. Assignments will be evaluated electronically within D2L.

5. **Work collaboratively.** During this course, you will work collaboratively with each other to produce certain assignments. As a team, you must agree on a particular channel for your communication such as GroupMe, Google Hangouts, or Zoom for example, and a document-sharing repository such as Google Docs. When it comes to producing and sharing your work, don’t make your team members (and instructor) chase you down. It is your responsibility to keep up with the team about your activities. You are accountable to each other.

   **Note:** Any team member who is not performing effectively with the team may be fired by the team after consultation with me. To institute a firing, team members must write a brief memo-style email to the instructor detailing their rationale for the firing with any supporting documentation. I will then make a final decision based on the rationale provided in the memo and/or observation of inappropriate levels of participation or behaviors. A fired team member will have the option to complete the assignment(s) alone, or to receive no credit for the team assignment(s); in addition, the fired team member will not be permitted to earn a higher grade than his/her team on the assignment(s).

6. **Expectations on writing quality in this course.** Your business communication reflects your professionalism, intelligence, and business acumen, as well as your attention to detail. These documents also reflect the care that your employer or organization takes in its interactions with its customers, shareholders, suppliers, and regulators. As such, your writing must be free of obvious or surface errors such as spelling, grammar, punctuation, pronoun usage, word choice, etc. Moreover, you must use Standard American English (SAE) in your
writing. In this graduate course, and in the final documents that you upload for grading, exceeding a three-error limit per document will insure a grade of C or below on your assignment(s). If writing is still a challenge for you at this stage in your academic career, take steps now to get help from AARC (see below), proofread out loud, and/or use the Microsoft tools or Grammarly to find and correct these credibility-killing errors before you submit your work.

Student Conduct (University Policy 10.4):
http://www.sfasu.edu/policies/student-code-of-conduct10.4.pdf

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

Student Academic Dishonesty (University Policy 4.1):
http://www.sfasu.edu/policies/4.1-student-academic-dishonesty.pdf

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 fair-mindedness, showing sensitivity to the feelings of others, and respecting human rights.

Students with Disabilities:

To obtain disability-related accommodations, students with disabilities must contact the Office of Disability Services (ODS), Room 325 in the Human Services Building at (468) 3004 or (468) 1004 (TDD) as early as possible in the semester. Upon approval, the ODS will notify the course instructor and outline the accommodation and/or auxiliary aids to be
provided. Failure to request services may delay your accommodations. For additional information, go to: [http://www.sfasu.edu/disabilityservices/](http://www.sfasu.edu/disabilityservices/)

**Academic Assistance and Resource Center (AARC):**

AARC tutors will help you generate, organize, revise or edit a draft of any assignment. The center is located in Steen Library. To arrange an appointment, contact them at (936) 468-3401 or at arccdesk@sfasu.edu (Note: Working with the AARC staff does not guarantee a satisfactory grade on any assignment in this course.)

**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.