Course Syllabus

HRD 5350: Leadership & Ethics in HRD
Rochell McWhorter, PhD

Preferred Contact by Email: rmcwhorter@uttyler.edu
Office Hours: Tues 1-5pm
Virtual Office Hours: By appointment

Course Description:
Students will gain an understanding of the leadership process and leadership models relative to helping people and organizations adjust to and accept strategic leadership approaches. This course is delivered in an online environment utilizing various forms of technology.

Required Textbook/Materials:

Course Learning Objectives:
- Provide various definitions for leadership including ethical leadership
- Describe the importance of business ethics to leadership within the organizational setting
- Identify personal moral philosophies and values related to ethical leadership
- Create a theory-based ethical development project
- Engage in scholarly writing
- Demonstrate understanding of global awareness as it relates to leadership and ethics
- Apply concepts of Virtual HRD in a social media setting

Course Competencies
1. Computer-Based Skills – the student will complete written assignments using the word processor as well as periodic Blackboard assignments via Internet connectivity; will login in utilizing asynchronous platforms.
2. Communication Skills – the student will exhibit a mastery of written skills in completion of an assigned project and also asynchronous communication with classmates.
3. Interpersonal Skills – the student will interact in class discussions to clarify thinking regarding ethics and leadership topics.
4. Problem Solving [Critical Thinking] – the student will use conceptual thinking to analyze and make determinations for the semester project.
5. Ethical Issues in Decision Making and Behavior— the student will gain an appreciation of the ethics of leadership. They will also learn the basics of APA, 6th Edition when citing and referencing the ideas of others.
6. Personal Accountability for Achievement – the student will complete their project and activities at the time designated by the instructor and will enter into class discussions.
7. Competence in Technology Principles-The student will gain an appreciation of the benefits of social media and asynchronous technologies.
Grading:  

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<tr>
<td>A</td>
<td>90-100</td>
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**Grading Policy for HRD 5350:**

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<th>Component</th>
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<tr>
<td>Online Quizzes and Online Discussions</td>
<td>20%</td>
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<tr>
<td>Semester Project</td>
<td>20%</td>
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<tr>
<td>Service Learning Assignment</td>
<td>20%</td>
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<tr>
<td>Social Media Assignment</td>
<td>20%</td>
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<td>Final Exam (Objective and Essay)</td>
<td>20%</td>
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**Online Quizzes and Online Discussions** – As part of students’ online instruction, there will be several quizzes to check for understanding of the topics covered. These quizzes are open note/open book and will have a short time limit to enhance academic honesty. Quizzes will not be reset if they “stall” so students are strongly encouraged to have a reliable Internet connection or take the Quiz on one of the UT Campuses (Tyler, Longview or Palestine). Online discussions involve reading, studying and posting a well-written comment as assigned. (20%)

**Semester Project** – Each student will choose a suitable topic involving leadership and ethical behavior and will thoroughly research their chosen topic and will contract with the Instructor as to the deliverable such as: Written Research Paper, Written Business Report, Video Presentation, Recorded Original Webinar, Original Musical Score, Social Media (Blog, Pinterest, Facebook, Twitter, ePortfolio or similar devoted to a suitable topic and used in a professional manner), and so forth. (20%)

**Service Learning Assignment** – Many non-profit organizations rely heavily on service work from volunteers. Also, many companies value social responsibility initiatives. In this course, each student will choose and gain approval for performing at least 30 hours of service in their community. Before actual service is performed, student will do “pre-work” including thoroughly researching the organization, their past and current needs for volunteers and then student will complete the “preliminary service learning report” for approval prior to any service performed. Once approved by instructor, students will be given designated release time for performing their service learning experience. Afterward, they will have the organization where they performed service to give them a written documentation of their service learning opportunity. The documentation and a final report will be uploaded into Blackboard (20%)

**Social Media Assignments** – Students will be assigned social media activities during various times of the semester to demonstrate how social media can allow professionals to network and collaborate around classroom topics. The Pinterest (pinterest.com) web-based platform will be the primary social media site utilized for gathering resources around leadership and ethics as well as other selected topics. Students will not be expected to make their own online account but will be given the login information to a group site with a number of established categories where they will add additional resources and must post with a unique code to get credit for their postings (20%). Note: students will be asked to complete an online survey before and following their social media assignments and the data from these surveys is intended for compilation into an ongoing UT Tyler research study on visual social media. Students may choose to decline to allow their data on their surveys to be used in the study without any grade penalty.
**Make-Up Work and Late Work**
Make-Up work will be allowed with a doctor/official university business excuse without proper documentation. Otherwise, there will be a **20% per calendar day penalty** (includes weekends) for all late work not otherwise authorized. Please email instructor ahead of time if you have extenuating circumstances.

**Writing Expectations**
This is a graduate-level university course and has numerous written assignments that should be free of spelling and grammatical errors and should include sufficient organization, demonstrate critical thinking, and the proper citing of sources and references according to APA 6 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan in advance for them to look over your paper and offer advice. If you need further tutoring, you should plan for at least two hour-long tutorials per assignment. Contact info: Tyler Writing Center, BUS 202, (903) 565-5995, email: utwritingcenter@gmail.com

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<th>Important Dates:</th>
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<td>Census Date = September 9, 2013</td>
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<td>Last Day to Withdraw from Classes = October 28, 2013</td>
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**College of Business Statement of Ethics:**
The ethical problems facing local, national and global business communities are an ever-increasing challenge. It is essential the College of Business and Technology help students prepare for lives of personal integrity, responsible citizenship, and public service. In order to accomplish these goals, both students and faculty of the College of Business and Technology at The University of Texas at Tyler will:

- Ensure honesty in all behavior, never cheating or knowingly giving false information.
- Create an atmosphere of mutual respect for all students and faculty regardless of race, creed, gender, age or religion.
- Develop an environment conducive to learning.
- Encourage and support student organizations and activities.
- Protect property and personal information from theft, damage and misuse.
- Conduct yourself in a professional manner both on and off campus.

**COLLEGE OF BUSINESS & TECHNOLOGY CORE VALUES**
- PROFESSIONAL PROFICIENCY
- TECHNOLOGICAL COMPETENCE
- GLOBAL AWARENESS
- SOCIAL RESPONSIBILITY
- ETHICAL COURAGE

**Academic Dishonesty Statement**
The faculty expects from its students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student for that degree, it is imperative that a student demonstrates a high standard of individual honor in his or her scholastic work.
Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment of the award of a degree, and/or the submission, as one’s own work of material that is not one’s own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records. Students suspected of academic dishonesty are subject to disciplinary proceedings.

University regulations require the instructor to report all suspected cases of academic dishonesty to the Dean of Students for disciplinary action. In the event disciplinary measures are imposed on the student, it becomes part of the students’ official school records. Also, please note that the handbook obligates you to report all observed cases of academic dishonesty to the instructor. See: http://www.uttyler.edu/catalog/12-14/ http://www.uttyler.edu/judicialaffairs/scholasticdishonesty.php

PLEASE NOTE: Academic honesty is expected in all work submitted in the course. Plagiarism and dishonesty will not be tolerated and learners should be aware that all work is subject to full investigation by instructor including the examination of computer reports for suspicious patterns and the use of plagiarism detection software.

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.uttyler.edu/wellness/rightsresponsibilities.php

Grade Replacement/Forgiveness and Census Date Policies
Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar

Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid
State-Mandated Course Drop Policy
Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services
In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance
Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.

Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services.

Rev. 06/2012