

LTEC 3200

Leadership and Ethical Practices for STEM Professionals

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Textbook/Required Reading:

No textbook is required for this course.

Course Description:

This course is a study of contemporary leadership practices, ethical issues, and team dynamics related to STEM occupations. It focuses on evidence-based leadership practices while addressing ethical practices that future leaders in STEM occupations might face along with best practices on how to manage in multidisciplinary group environments.

Goals and Objectives

After completing this course, the learner should be able to:

- Define leadership
- Define power
- Define empowerment
- Define self-leadership
- Understand different leadership theories and their applications
- Students will associate different leadership theories at different levels of analysis (individual, team, organizational/executive)
- Students will become familiar with different leadership development techniques
- Differentiate between leadership, shared leadership, and functional leadership
- Students will understand what it takes to be an effective team member
- Understand the positive and negative characteristics of a leader

Course Overview

There will be NO face-to-face campus meetings for this course. Communication will consist primarily of asynchronous discussion postings. Some online synchronous meetings might be scheduled at specific times/dates with student input.

Format

The course will be offered 100% online using Canvas accessed through standard web browsers.

Writing Skills

Students will compose grammatically correct sentences, write well-developed paragraphs, and express ideas in a well-organized, coherent matter. This is a writing intensive course, students should prepare accordingly. Submissions must have complete sentences, correct punctuation and capitalization. Avoid using abbreviations and acronyms.

Incomplete Grade Information

The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see <http://essc.unt.edu/registrar/academic-record/incomplete.html> for information. Per UNT policy, a grade of Incomplete can only be awarded during the last quarter of a class to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

Medical Emergencies

If you have a medical emergency that will prevent you from completing the course as scheduled, you **MUST** notify your instructor at the time of your medical problem. Requests for an Incomplete or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician and must specifically state that your medical situation will **NOT** permit you to work at your computer in order to submit your assignments as scheduled. Requests for an Incomplete or to **DROP** this course based on a medical emergency **CAN NOT** be granted after the medical emergency. Of course all requests must meet standard university policy. Doctor's notes must be received during week 1 or 2 of the medical emergency.

Learning Expectations

In order to learn the important concepts, theories and people, the students will be asked to be active learners and take initiative to conduct research and share resources. Students will also be asked to examine their readings and resources critically.

Assessment and Grading:

In most cases, students will receive feedback on their course projects and assignments within 7 business days of the posted due date. If feedback cannot be provided within this timeframe, the instructor will notify students when they should expect to see feedback.

The total point value for all assignments in this course is 225 points.

Therefore, you need at least 202 points for an A; 180 points for a B; 157 points for a C and 135 points for a D. Anything less than 135 points will result in an F for the course.

Course Evaluation Scale:

A = 90% - 100%

B = 80% - 89%

C = 70% - 79%

D = 60% - 69%

F = 59% or below

Reviewing Submissions in Canvas

I encourage all students to review their submissions in Canvas upon upload to ensure it's the version they are wanting to submit. **Submissions provided after the deadline to provide a better version of assignment will not be accepted and I will only grade the submission that was uploaded in Canvas prior to the expiration of the deadline.**

Late Work/Submissions

This course is designed for continuous improvement. As a result, that will require a student to continuously complete assignments by the stated deadline in order to obtain timely feedback.

Late work will not be accepted regardless of excuse. In saying this, a medical emergency will be the only scenario in which additional consideration will be given. **For this consideration to happen, your doctor will need to confirm that you were physically unable to turn in the assignments via Canvas on the date it was due. Please provide this documentation within a week of the due date of the assignment.**

Students are expected to read all materials assigned in order to successfully complete the course assignments. The due date for each assignment has been announced on this syllabus so that you are in position to complete these assignments ahead of time. In addition, each assignment is to be completed via Canvas. **Please keep in mind, the longer a student waits to complete an assignment, the more they place themselves at risk of unexpected situations that can interfere with them submitting the assignment by the deadline. As a result, I encourage all students to do their best to submit assignments sooner than the minute the assignment is due as computer/internet issues could potentially cause a delay and it's the responsibility of the student account for this as well as any other unexpected issues when submitting assignments as the deadline approaches.**

Assignments recorded in Canvas after 11:59PM will be considered late and zero will be given **(even if it is one minute late)**. I understand that students normally have other personal and professional obligations outside of this course. Ultimately, it is the responsibility of the student to align their time and responsibilities accordingly so that all assignments can be completed by the stated deadlines.

I encourage students to review the University Policy of Disability Accommodation section in this syllabus if they have medical condition or disability that would necessitate an accommodation.

Computer Issues

If your internet connection is working, but there appears to be an issue with Canvas which is preventing you from submit as assignment on time, please immediately contact UNT Canvas support to report any issues you are having and send me an email regarding this issue as well so I can confirm your issue with Canvas. You can reach the Canvas helpdesk via phone at (940) 369-7394, email at clearhelp@unt.edu.

Assignments

The assignments in this course will either be written assignments or discussion assignments that are related to the objectives of the course. The details for each of these assignments in listed in its designated module.

Incomplete Grade Information

The department complies with university policy regarding the assignment of an Incomplete Grade in any course. Please see <http://registrar.unt.edu/grades/incompletes> for information. Per UNT policy, a grade of Incomplete can only be awarded to a student who is 1) passing the course and 2) has a justifiable and documented reason, beyond the control of the student, for not completing the course work on schedule. Notification and submission of documentation must be provided to the instructor at the time of the emergency.

Turnitin Notice

Students may be required to submit written assignments for this class to Turnitin, a web-based plagiarism detection service. If your instructor requires you to use this service, please remove your title page and other personal information prior to submitting your assignment to Turnitin.

COURSE COMMUNICATIONS

In this class, we will use online discussions to discuss concepts and topics found in the coursework. Remember to use the proper rules of netiquette when on the forum. There is a real

person reading your posts on the other end of the Internet connection, so please be respectful in your responses even when you disagree.

Resources regarding netiquette:

- http://www.ic.sunysb.edu/Class/che326ff/discussion_board/etiquette.pdf.
- <http://online.uwc.edu/technology/etiquette>.

Course Evaluation

Students will be asked to complete the SPOT evaluation found at my.unt.edu at the end of the semester.

Scholarly Expectations Student Conduct and Academic Integrity

All works submitted for credit must be original works created by the scholar uniquely for the class. It is considered inappropriate and unethical to make duplicate submissions of a single work for credit in multiple classes, unless specifically requested by the instructor. You are encouraged to become familiar with the university's Student Standards of Academic Integrity policy: http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf Of particular interest are the following terms:

- **Cheating** – intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise. The term academic exercise includes all forms of work submitted for credit or hours.
- **Plagiarism** – the deliberate adoption or reproduction of ideas, words, or statements of another person as one's own without acknowledgement.
- **Fabrication** – intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic dishonesty** – intentionally or knowingly helping or attempting to help another to violate a provision of the institutional code of academic integrity.

Copyright Notice

Some or all of the materials on this course Web site may be protected by copyright. Federal copyright law prohibits the reproduction, distribution, public performance, or public display of copyrighted materials without the express and written permission of the copyright owner, unless fair use or another exemption under copyright law applies. Additional copyright information may be located at: <http://copyright.unt.edu/>.

Information for LTEC Web-based Courses Required Software and Hardware Required:

Knowledge of personal computer operation is prerequisite to registering for and successfully completing this online course. Students taking the course should be proficient in the following software as well:

- Microsoft Word
- Microsoft Excel

The acquisition of these skills is the responsibility of student and can be obtained through prior coursework and/or personal experience. A student who is not proficient in these programs should not register for this course.

Communication Parameters:

Students should contact the instructor via the instructor's preferred communication. Instructors will attempt to respond to student emails within five business days. Business days do not include weekends or holidays. Students should not expect the communication parameters in a web-based class to significantly differ from the parameters in traditional campus-based classes. Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as Blackboard email, bulletin board, and/or chat. Students should consider the communication parameters with regard to assignment due dates. Please be aware that instructors will not be able to respond to "last minute" requests for assignment clarification, and students may encounter unforeseen problems with their Internet provider, software, or hardware.

Student Responsibilities for Distributed Learning Courses:

- Access course web page and initiate contact with instructor within the first week of the semester.
- Be able to work independently on course objectives, given the format for interaction with faculty and students will be non traditional.
- Verify appropriate hardware and software as described in the course description.
- Contact instructor or instructor's assistant within two days if any problems develop with regard to accessing the course.
- Adhere to communication parameters of course (i.e., email, discussion, chat)
- Complete [UNT Student Tutorial](#) prior to taking the first Blackboard course • Adhere to communication parameters of course (i.e., email, discussion, chat)
- Comply with appropriate electronic etiquette and abbreviations.
- Acquire all necessary software and books.
- Complete all course requirements by posted deadlines.

Students should maintain electronic copies in chronological order of ALL journal entries, bulletin board responses, lesson plans, and other assignments listed within the "Sequence of Tests, Papers, and Activities" section of this syllabus. It is the responsibility of the student to verify that all messages AND attachments are sent to the course instructor. See "Course Attendance and Participation" section for more information. **"All students should activate and regularly check their Eagle Mail (e-mail) account. Eagle**

Mail is used for official communication from the University to students. Many important announcements for the University and College are sent to students via Eagle Mail. For information about Eagle Mail, including how to activate an account and how to have Eagle Mail forwarded to another e-mail address, visit <https://eaglemail.unt.edu>

Information for ALL LTEC Courses Attendance and Participation

The instructor reserves the right to request of the Registrar that a student be dropped from the course (W or WF) due to unsatisfactory progress. All students are expected to fully participate in all class activities. Full participation includes web-based activities.

University Policy of Absence for Religious Holidays

In accordance with state law, students absent due to the observance of a religious holiday may take examinations or complete assignments scheduled for the day missed within a reasonable time after the absence if the student has notified the instructor of each class of the date of the absence within the first 15 days of the semester. Notification must be in writing, either personally delivered with receipt of the notification acknowledged and dated by the instructor, or by certified mail, return receipt requested.

Only holidays or holy days observed by a religion whose place of worship is exempt from property taxation under Section 11.20 of the Tax Code may be included. A student who is excused under this provision may not be penalized for the absence, but the instructor may appropriately respond if the student fails to satisfactorily complete the assignment or examination.

Professionalism

At all times, students are expected to conduct themselves in a professional manner. This includes being prepared for all class assignments, and being flexible to unforeseen changes in schedules and assignments.

Honesty and Integrity

The UNT Code of Student Conduct and Discipline provides penalties for misconduct by students, including academic dishonesty. Academic dishonesty includes cheating and plagiarism. The term “cheating” includes, but is not limited to, (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; and (3) the acquisition, without permission, of tests or academic material belonging to a faculty or staff member of the university. The term “plagiarism” includes, but is not limited to, the use of the published or unpublished work of another person, by paraphrase or direct quotation, without full and clear acknowledgement. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials. If a student engages in academic dishonesty related

to this class, the student will receive a failing grade on the test or assignment and a failing grade in the course. In addition, the case will be referred to the Dean of Students for appropriate disciplinary action.

University Policy of Disability Accommodations

In accordance with Section 504 of the federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, the University of North Texas endeavors to make reasonable adjustments in its policies, practices, services and facilities to ensure equal opportunity for qualified persons with disabilities to participate in all educational programs and activities. Whenever a special accommodation or auxiliary aid is necessary in order to ensure access to and full participation by students with disabilities in University programs or services, the department or agency responsible for the program or service to which the individual requires access will work with the Office of Disability Accommodation and appropriate federal and state agencies to ensure that reasonable accommodations are made.

The student requiring special accommodation or auxiliary aids must make application for such assistance through the Office of Disability Accommodation. Proof of disability from a competent authority will be required, as well as information regarding specific limitations for which accommodation is requested.

The University assumes no responsibility for personal assistance necessary for independent living nor for specialized medical care. Students requiring personal attendants or mobility assistants must employ such persons at their own expense before completion of registration. Students requiring specialized medical care above and beyond that ordinarily offered through the Student Health Center should be prepared to bear the expense of this care through a general hospital or a private physician/clinic of their choice.

Changes may be made as long as it does not compromise the quality of education. Cooperation of faculty, staff, and students is needed to help with physical access and to meet academic requirements. For example, giving extra time on tests or assignments, substituting courses, or adapting classroom presentations (like allowing tape recorders, note takers, or asking a professor to face the class when speaking to allow students to lip read) may be done. Questions or concerns about discrimination on the basis of disability or about equal educational opportunities for persons with disabilities should be directed to Equal Opportunity Office, Room 203, Administration Building, 940.565.2456. Information concerning specific accommodations to provide equal opportunities is available through the Office of Disability Accommodation, Suite 324, Union, 940.565.4323.

Bureau of Citizenship and Immigration Services Regulations for F1 Visa Holders To read INS regulations for F-1 students taking online courses, please go to this website <http://www.immigration.gov/graphics/services/visas.htm> and select the link to "8 CFR 214.2(f)"

in the table next to "F- 1." Paragraph (f)(6)(i)(G)

A Final Rule with clarifications on the restriction can be found in a pdf file located at <http://www.immigration.gov/graphics/lawsregs/fr121102.pdf>

Within this document, refer to Section IX on page 9 with the subject header "Online and Distance Education Courses."

To comply with immigration regulations, an F-1 visa holder within the United States may need to engage in an on- campus experiential component for this course. This component (which must be approved in advance by the instructor) can include activities such as taking an on campus exam, participating in an on-campus lecture or lab activity, or other on-campus experience integral to the completion of this course. If such an on-campus activity is required, it is the student's responsibility to do the following:

- (1) Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
- (2) Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Advising Office. The UNT International Advising Office has a form available that you may use for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Advising Office (telephone 940-565-2195 or email international@unt.edu) to get clarification before the one-week deadline.

Important Due Dates

Course Summary:

Date	Details	Due
Tue Aug 26, 2025	 Module 1 - Introduce Yourself	due by 11:59pm
Tue Sep 2, 2025	 Module 1 - Assignment - Leadership Archetypes	due by 11:59pm
Tue Sep 9, 2025	 Module 2 - Assignment - Evaluate a Historical Leader?	due by 11:59pm
	 Module 2 - Discussion - What is Leadership to You?	due by 11:59pm
Tue Sep 16, 2025	 Module 3 - Assignment - Evaluating your action logic transformation	due by 11:59pm
	 Module 3 - Discussion - What are action logics?	due by 11:59pm
Tue Sep 23, 2025	 Module 4 - Assignment - Infographic Contrasting Leadership and Management	due by 11:59pm
	 Module 4 - Discussion - Example of leader and manager	due by 11:59pm
Tue Sep 30, 2025	 Hierarchical Taxonomy of Leadership Behavior	due by 11:59pm
	 Task and Relationship Questionnaire	due by 11:59pm
Tue Oct 7, 2025	 Module 6 - Assignment - Leadership Skills	due by 11:59pm
	 Module 6 - Discussion - Leadership Skills	due by 11:59pm
Tue Oct 14, 2025	 Module 7 - Assignment - Leadership Presentation	due by 11:59pm
	 Module 7 - Discussion - Path-Goal Theory	due by 11:59pm
Tue Oct 21, 2025	 Module 8 - Assignment - Leadership Presentation	due by 11:59pm
	 Module 8 - Discussion - Transformational Leadership Theory	due by 11:59pm
Tue Oct 28, 2025	 Module 9 - Assignment - Instrumental Leadership	due by 11:59pm
	 Module 9 - Discussion - Strategy/Global Leadership	due by 11:59pm
Tue Nov 4, 2025	 Module 10 - Assignment - Share Leadership Concept Map	due by 11:59pm
	 Module 10 - Discussion - Shared Leadership Theory	due by 11:59pm
Tue Nov 11, 2025	 Module 11 - Discussion - Influencing Conditions / Core Processes	due by 11:59pm
	 Module 11 - Teamwork Concept Map	due by 11:59pm
Tue Nov 18, 2025	 Module 12 - Assignment - Characteristics of a Team Player Infographic	due by 11:59pm
	 Module 12 - Discussion - Team Player Characteristics	due by 11:59pm
Tue Nov 25, 2025	 Module 13 - Assignment - Team Effectiveness Concept Map	due by 11:59pm
	 Module 13 - Discussion - Team Effectiveness/Team Performance	due by 11:59pm

Tue Dec 2, 2025	 Module 14 - Assignment - Teamwork 1	due by 11:59pm
	 Module 14 - Discussion - Teamwork	due by 11:59pm
Tue Dec 9, 2025	 Module 15 - Assignment - Teamwork 2	due by 11:59pm
	 Module 15 - Reflection	due by 11:59pm