SYLLABUS

LTEC 3200: Leadership and Ethical Practices for STEM Professionals

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Email: Karen.Johnson@unt.edu
Tel: (940) 565-3174
Virtual Office Hours: By appointment

COURSE INFORMATION

- LTEC 3200 – Leadership and Ethical Practices for STEM Professionals (3 credit hours)
- 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.

Course Pre-requisites, Co-requisites, and/or Other Restrictions
None.

Materials – Text, Readings, and Supplemental Readings

Course Description/Purpose
This course provides a framework for students to design their own leadership using the design thinking approach. Emphasis in the course is on the practice of leadership. The course will examine topics such as: design leadership self, design leadership, relationships, design others success, design culture and community, and design the future. Integrated into the course is ethical leadership practices and the impact of technology on leadership.

Format
The course will be offered 100% online in 16-week format using Canvas accessed through standard web browsers. Each week will be scheduled with a beginning and ending date, with multiple activities assigned and due within each week. All students will participate, collaborate and progress together within each scheduled week.

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.

Goals and Objectives
- At the end of this course students will:
- Identify as a mindful designer of their own leadership
- Create their leadership development goals
- Formulate a leadership style to reflect personal strengths and skills
- Examine and assess ethical challenges of leadership
- Formulate an iterative, integrative plan to sustain leader-follower relationships
- Understand the impact of change on leadership
- Explain leaders’ role in culture
• Develop an awareness of how technology affects leadership.

ASSESSMENT & GRADING
In most cases, students will receive feedback on their course projects and assignments within one week 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. Grades will be determined as follows:

<table>
<thead>
<tr>
<th>Points</th>
<th>Assignments</th>
<th>Grading Scale</th>
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<tbody>
<tr>
<td>40</td>
<td>Reflection 2 @ 20 points each</td>
<td>90-100 (198 - 220 pts)</td>
</tr>
<tr>
<td>80</td>
<td>Discussions 4 @ 20 points each</td>
<td>80-89 (176 - 197)</td>
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<tr>
<td>40</td>
<td>Case Study 2 @ 20 points each</td>
<td>70-79 (154 - 175)</td>
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<tr>
<td>150</td>
<td>Design Leadership 5 @ 30 points</td>
<td>60-69 (132 - 153)</td>
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<tr>
<td></td>
<td>Total Points = 310</td>
<td>Below 60 (131 and below)</td>
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Assignments

Reflection: In total, there are two (2) reflection assignments worth 40 points each. This assignment allows you to reflect and think critically on course content, as well as provides the opportunity to apply your new learning. See scoring guide for detailed information on this assignment.

Discussions: In total, there are four (4) discussion assignments worth 20 points each. To receive the maximum of 20 points for each of the two discussions, your participation must reflect.

1. Preparedness with assigned readings and task assignment(s) for the module under study and earlier modules (knowledge),
2. Positive, proactive attitude (dispositions), and
3. Professionalism (performance).

See scoring guide, which further expands on the details for discussion board participation. This document serves as a guide for requirements and contribution to the discussions. Points will be awarded based on the quality (most important) of your participation as posted on the discussion board. For each discussion you are required to post your response before reading that of your classmates. Then, respond to at least two (2) of your classmates’ postings. Please do not wait until the last day to post your response or you may lose points. Responses must be substantive. Be engaged in the discussion as much as possible. This assignment should not be taken lightly as all the points together contribute substantially to your final grade. You are encouraged to converse and learn from and with one another in this format. These points cannot be made up.

Case Study: There are two case study assignments worth 20 points each. Your case study assignment allows you the opportunity to connect with real workplace related issues. You will identify key issues and brainstorm possible leadership related solutions and interventions. See scoring guide for detailed information on this assignment.

Design Leadership Assignment
This assignment will be completed throughout the semester. There are five parts to the assignment, worth 30 points each. This design leadership assignment is designed to help you critically and creatively analyze and synthesize your experience and learning in the course to encourage your growth as a leader. This assignment should be completed throughout the semester as you work through each module. For this assignment, you will apply the leadership by design model.
Expectations for Appointments or Office Hours
Instructor Contact and Reply Policy
If you need to reach me I would prefer to be contacted via the course message option in Canvas or email at karen.johnson@unt.edu. If the matter demands communication other that email, I will be happy to meet with you via a convenient and appropriate mode of contact whether phone (940-565-3174 - Office) or Zoom. If I do not respond to you within two-three business days, please resend your message. Your email might have been unintentionally overlooked or was not received at all. I will try my best to respond to any queries/concerns you may have within 2-3 business days. All assignments are due on a Monday. Assignments will be graded and returned to you within approximately seven business days. There will be a 15% reduction in final grade received for late assignment unless in extreme cases and with instructor permission.

Students are encouraged to develop communication networks with other class members via electronic communication vehicles such as email via Canvas. Students should consider the communication parameters with regard to assignment due dates. Please do not wait until the “last minute” for clarification on assignments. I might not be able to respond to you in such quick turn-around before the assignment becomes due. Also keep in mind that you can encounter unforeseen problems with your Internet provider, software, or hardware. Pace yourself well as you work on assignments.

Late Work Information
All course-related assignments are expected to be submitted on time. Any assignments not turned in by the stated deadline may be assigned a grade of zero unless the student has made prior arrangements with the instructor. If there are any questions concerning a late policy, please contact your instructor.

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
- Microsoft Access

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.

Canvas is fully supported for both computers using Windows and Apple computers. This includes the programs noted above. Purchase and installation of the programs in a current and compatible version is the responsibility of the student. For personally owned computers, the UNT bookstore offers software for both systems with student pricing.

In addition, upon starting this or any LTEC Canvas course, students should review the “Check Browser” link in Canvas and install the appropriate browser and plug-ins and update their browser to the appropriate settings.

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 Canvas 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.
- Provide instructor with access to your UNT email account (EagleConnect).
- 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)
- 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”

MEDICAL EMERGENCIES

NOTE ABOUT 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 INC or to drop the course must come at the time of the medical emergency and must be supported by a letter from your physician indicating that your medical situation will NOT permit you to work at your computer in order to submit your assignments as scheduled. Requests for an INC 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.

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.
Late assignments will not be accepted, except in extreme circumstances and in consultation with the instructor. You will lose 10% on grade earned for late assignments.

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<thead>
<tr>
<th>Module</th>
<th>Week</th>
<th>Required Readings</th>
<th>Assignments</th>
<th>Possible Points</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Course Overview</td>
<td>Welcome &amp; Introduction</td>
<td>5 (bonus pts)</td>
<td>Aug 31</td>
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<tr>
<td></td>
<td>Week 1</td>
<td>Read Introduction and Foundations in your text (pp. 1-10)</td>
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<tr>
<td></td>
<td>Week 2</td>
<td>Introduction and Foundations (pp. 1-10)</td>
<td>Reflection 1</td>
<td>20</td>
<td>Sept 7</td>
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<tr>
<td>1</td>
<td>Weeks 3-5</td>
<td>Chapter 1: A Framework for Leadership Success</td>
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<td></td>
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<td><strong>Design Leadership Self</strong></td>
<td>Discussion 1</td>
<td>20</td>
<td>Sept 14</td>
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<td></td>
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<td>Chapter 2: Designing Your Perceptions of Leaders and Leadership</td>
<td>Case Study 1</td>
<td>20</td>
<td>Sept 21</td>
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<td></td>
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<td>Chapter 3: Designing Your Leadership Capacity</td>
<td>Design Leadership 1</td>
<td>30</td>
<td>Sept 28</td>
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<td>Chapter 4: Your Values and Ethical Actions</td>
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<td>2</td>
<td>Weeks 6-8</td>
<td><strong>Design Leadership Relationships</strong></td>
<td>Discussion 2</td>
<td>20</td>
<td>Oct 5</td>
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<td>Chapter 5: Design Thinking and Brain Leading</td>
<td>Reflection 2</td>
<td>20</td>
<td>Oct 12</td>
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<td>Chapter 6: Decision-Making</td>
<td>Design Leadership 2</td>
<td>30</td>
<td>Oct 19</td>
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<td>Chapter 7: Influence, Power, and Motivation</td>
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<td>3</td>
<td>Weeks 9-10</td>
<td><strong>Design Others’ Success</strong></td>
<td>Discussion 3</td>
<td>20</td>
<td>Oct 26</td>
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<td></td>
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<td>Chapter 8: Creativity, Problem-Solving, and Idea-Generating</td>
<td>Design Leadership 3</td>
<td>30</td>
<td>Nov 2</td>
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<td></td>
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<td>Chapter 9: Effective Practices for Leading Others to Success</td>
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<td>Chapter 10: Utilizing Change Processes Effectively</td>
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|   | Weeks | **Design Culture and Community**  | Case Study 2  | 20 | Nov 9  
|---|-------|----------------------------------|----------------|----|-------  
| 4 | 11-13 | Chapter 11: Culture  
Chapter 12: Leading a Team  
Chapter 13: Designing a Culture that Cares | Design Leadership 4 | 30 | Nov 16  

|   | Weeks | **Design the Future**  | Discussion 4  | 20 | Nov 23  
|---|-------|----------------------|----------------|----|-------  
| 5 | 13-15 | Chapter 14: Creating a Culture of Innovation  
Chapter 15: Entrepreneurial Leadership  
Chapter 16: Systems and Sustainability | Design Leadership | 30 | Nov 30  

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<tr>
<th></th>
<th>Week 16</th>
<th><strong>Wrap-up</strong></th>
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| **Total Possible Points** | 310 |

*Assignments are always due on Monday following the module. This schedule is tentative to change. If there are changes, you will be notified in a timely manner.*