Course Syllabus for HRD 5350: Leadership & Ethics in HRD
Summer Semester 2024

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Course Overview:
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.

Student Learning Outcomes:
- 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
- Engage in scholarly writing and conceptualization of an ethical leadership topic
- Demonstrate understanding of service learning as it relates to leadership and ethics
- Apply concepts of ethical leadership to a service-learning project.

Required Textbook/Materials:
1. Ferrell, O. C., Fraedrich, J., & Ferrell, L. (2019). *Business Ethics: Ethical Decision Making and Cases, 12th Edition*. ISBN-13: 978-1337614436, ISBN-10: 1337614432 (Available in Paperback or EBook; Rental or Purchase)
2. Gerwig, K. & Johnson, G. (2018). *WONTUOTEG* (3rd ed). Lulu.com ISBN: 9781387727865
3. American Psychological Association (2019). APA Publication Manual, 7th edition. Washington, DC. **OR** Access the Purdue Owl Website: https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html
4. Various Readings and Videos provided by Instructor

Grading Scale:

A	90-100	B	80-89	C	70-79
D	60-69	F	< - 59		

Assignments and Percentages for HRD 5350:	
Online Quizzes & Discussions/Postings	20%
Service-Learning Assignments (Proposal, Final Report, Poster)	40%
Research Paper with embedded Infographic	20%
Pre and Post Experience Surveys	10%
Final Exam (Reflective Essay)	10%

See Graph below for a visual of these percentages:
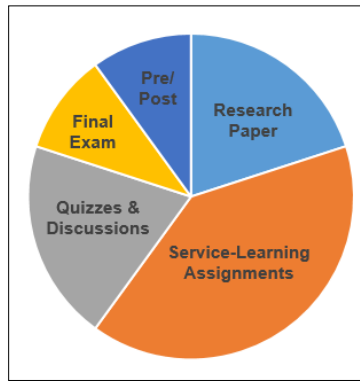
Online Quizzes and Online Discussions – As part of students' online instruction, there will be frequent quizzes and online discussions to demonstrate understanding of the topics covered in the readings as well as indicating how technology can allow professionals to network and collaborate to promote learning around various topics. The quizzes are open note/open book so please read the information and have your resources ready before you begin. 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, Houston, Palestine). Online discussions involve reading, studying, and posting a well-written comment/reply as assigned. Collegiality is expected. All written assignments should demonstrate college-level work, properly cited and referenced as needed per APA 7 requirements, and free from grammar and spelling errors. (**20% of course grade**).

Service-Learning Assignments – Many non-profit organizations rely heavily on service work from volunteers. Also, many companies value social responsibility initiatives. This assignment provides one way for UT Tyler students to "give back" to the community while students gain valuable hands-on experiences connecting textbook learning to real-life. Service-learning also provides opportunities for students to network in their communities. Students will gain approval for performing at least **20 hours** (total) of service to earn an "A" (90%). See required form including background on a nonprofit 501(c)(3) organization, completing information from the organization based on a conference with an organizational representative and their volunteer needs, then, the student will complete a service-learning proposal and accompanying indemnification (release) form for approval prior to any service performed (if the service learning is done face-to-face). Dr. McWhorter is affiliated with several online nonprofit 501(c)(3) organizations and students may choose a face-to-face option (such as a foodbank, i.e. East Texas Foodbank, a helping organization such as the Salvation Army or or other 501(c)(3) organization that benefits people. Also, an online option (i.e., FamilySearch and the Smithsonian Institution) will also be available. If serving online, a release form is not necessary.

Once approved by Dr. McWhorter (including an email to the volunteer coordinator/director of their chosen nonprofit), students can begin their volunteer service-learning hours. If a student's proposal is submitted and approved earlier than the proposal due date, the student can begin as soon as approval is obtained from instructor and subsequent email sent to their nonprofit organization to help those students with heavy courseload/workloads or those wanting to work ahead. After service-learning hours are performed, the student is required to have a supervisor at the nonprofit sign their completed reflection time log provided by the instructor for written documentation of their service-learning. The documentation and a final report will be uploaded into Canvas. Additionally, students will complete a poster template. From time-to-time, Dr. McWhorter is asked to display student work and will choose among posters that are submitted. Note: If students chose FamilySearch, Dr. McWhorter will sig their completed time log while grading the project (**40% of course grade**)

Research Paper with embedded Infographic – Each student will choose a suitable topic from their textbook (involving leadership and ethical behavior) and will thoroughly research their chosen topic and will write an original written research paper (6-8 page research paper including Cover Page and Reference Page with at least six scholarly sources including: the Ferrell et al., (2019) textbook, minimum

of 3-peer reviewed journal articles, and a relevant business article. Then, each student will create an original Infographic that depicts the primary themes of their paper, and will embed the infographic using one of the wrap-around features of their word processor. A template will be provided and must be utilized by students for this paper. All sources must be cited and referenced according to APA 7 standards. (**20% of course grade**)

Pre and Post Experience Surveys students will be asked to complete brief anonymous online surveys before and following their assignments and are asked to give permission for their data from these surveys to be compiled and aggregated into an ongoing UT Tyler research study by multiple instructors examining social media trends and effective learning strategies. Each survey should take about 10-15 minutes. Note: Students may choose to be exempted from taking the survey and instead complete an alternate assignment. **(10% of course grade)**

Final Exam – **(10% of course grade**). A study guide will be provided ahead of time, so students have time to prepare for this reflective essay exam.

Make-Up Work and Late Work
Make-Up work is allowed with a medical/official university business excuse with proper documentation. Otherwise, there will be a **50% per calendar day penalty (including weekends)** for all late work not otherwise pre-authorized. Email instructor ahead of time if you will not meet the deadline. Also, email for special cases (such as military duty/training, health, or family emergencies; Dr. McWhorter will ask for documentation for these situations).

Writing Expectations
This is a graduate-level university course with numerous written assignments that should be free of spelling and grammatical errors and should include appropriate organizational structure, demonstrate critical thinking, and the proper citing of sources and references according to APA 7 guidelines. If you seek assistance from the UT Tyler Writing Center, you should plan well in advance for them to look over your paper and offer advice. If you need further tutoring, Contact info: UTTyler Writing Center, to schedule an appointment.

Important Dates:

Census Date = **May 28, 2024**
Last Day to Withdraw from Classes = **July 12, 2024**

University Policies: See Syllabus Module in the Canvas course. (Note: you will be expected to read each of these resources in Module 1 and some will appear on Quiz 1).

Tentative Course Outline is presented on the next page. If an unforeseen reason arises and schedule needs to be altered, instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and directed to download the revised course outline.

HRD 5350: Leadership & Ethics in HRD
Tentative Course Outline as of 5/10/24*

Mod	Date	Topic/Description	Deliverables Due before Midnight on Ending Date of Module unless otherwise noted
1	5/13/24-5/25/24	• Introduction to Course • Academic Honesty (video and document) • Review Syllabus and Course Outline • Read: *Business Article (provided)* • *Read: Chapter 1 Textbook (provided)*	• 1.1 Complete Brief Pre-Survey in Qualtrics + Canvas text box • 1.2 Introduce Yourself Posting on Canvas "Discussions" and reply to at least 1 classmate • 1.3 Online Quiz over Chapter 1, Syllabus and Course Outline, slides & readings
2	5/28/24-6/08/24 (Census Date: 5/28/24)	• Review: *What is Service Learning*? Folder in Modules • Textbook reading and view supplemental glossary (Chapters 2-4) • *What is Virtual HRD*? And, *Mobile Learning, BYOD, Wearables, Creepy Technologies (*i.e. AI*), and Cybersecurity for HR/HRD*	• 2.1 Online Quiz covering Chapters 2-4 and glossary • 2.2 Service-Learning Proposal Due • 2.3 Discussions Postings over BYOD, Wearables, Virtual HRD, Creepy Technologies, and Cybersecurity (citations/references in APA 7 please)
3	6/10/24-6/22/24	• Textbook reading and view supplemental glossary (Chapters 5-7) • Choose Topic from the textbook for the Research Paper with original Infographic	• 3.1 Online Quiz covering Chapters 5-7 and glossary • 3.2 Submit for approval: 1st & 2nd choices for topic of your Research Paper (paper due in Module 6)
4	6/24/24 -7/6/24	• Textbook reading and view supplemental glossary (Chapters 8-10)	• 4.1 Online Quiz covering Chapters 8-10 and glossary • 4.2 Discussions Postings
5	7/8/24-7/20/24	• Release Time for Service Learning (2 weeks) • Be sure you have ordered the !WONTUOTEG book for Module 7 • Final Report of Service-Learning • Work on Research Paper	• Perform Service-Learning or eService-Learning for Nonprofit <u>after</u> proposal has been approved by Dr. McWhorter • Note: to be eligible for an "A" (90%) on this assignment, you must serve a minimum <u>20 clock hours</u> for your approved 501(c)(3) nonprofit. • 5.1 Final Report of SL with signed log • 5.2 Discussions Postings
6	7/22/24-8/3/24	• "Discussions" posting about Service-Learning Experience • SL Poster due (must use template) • Research Paper with embedded original Infographic on a topic chosen from the textbook (must use template); Grading Rubric provided.	• 6.1 Discussions Postings • 6.2 Service-Learning Poster (template) • 6.3 Research Paper w/embedded Infographic
7	8/5/24-8/10/24 (Wrap-Up & Final)	• Make "Discussions" posting about Semester Paper and the !WONTUOTEG textbook • Review and Take Final Exam • Complete Post-Experience Survey	• 7.1 Discussions Postings • 7.2 Final Exam (5-paragraph reflective essay) • 7.3 Brief Post-Experience Survey in Qualtrics + Canvas text box

*<u>Note</u>: This is the tentative course calendar. If an unforeseen reason arises and schedule needs to be altered, instructor reserves the right to upload a new calendar into Canvas and students will be notified by a Canvas Course announcement as to the needed change and directed to download the revised course outline.