The University of Texas at

TYLER

Soules College of Business

Course Syllabus for HRD 5350: Leadership & Ethics in HRD
Fall 2021

Instructor: Rochell McWhorter, PhD

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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 global awareness 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)
2. Johnson, G., & Gerwig, K. (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
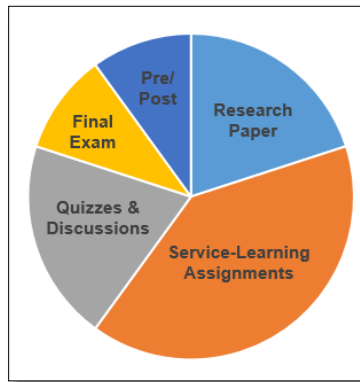4. Various Readings and Videos provided by Instructor

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 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 have your 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/posting as assigned. Collegiality is expected. All written work should be college-level work, properly cited and referenced as needed per APA 7 requirements, and free from grammar/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 to "give back" to the community while students gain valuable hands-on experiences connecting textbook learning to real life and, also provides opportunities for students to network in their communities. Students will choose and gain approval for performing at least 20 hours (total) of service in their community 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 of the organization 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. Dr. McWhorter is affiliated with several online nonprofit 501(c)(3) organizations for those concerned about serving face-to-face during Covid-19 and some online options may be offered.

Once approved by Dr. McWhorter (including an email to the volunteer coordinator/director of their chosen nonprofit), students can begin their volunteer hours. If a student's proposal is submitted and approved earlier in the semester 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--which is helpful for students with heavy course load /workloads. After service-learning is 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 those posters that are submitted for display including the annual "Celebration of Service-Learning". Students may attend the event if they wish to be present/discuss their poster. (**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 textbook; must include the synthesis

of at least 3 peer-reviewed journal articles) and create an original Infographic that conceptualizes the primary themes of the paper which they will embed using one of the wrap-around features of their word processor. A template will be provided and must be used by student 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 anonymous online surveys in Qualtrics 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, please call 903.565.5995 for more info. or to schedule an appointment.

When logged into this Canvas course, CLICK HERE for the "Getting Started Instructions" and you will see the information: this Syllabus and Course Outline, How to Get Started, Quick Canvas Tips, Navigating this Course, 24/7 Canvas Support, UT IT Support, and UT Tyler's Student Support Resources—touch on the buttons or links to take you to the various pages for help and information.

Information for Classrooms and Laboratories: Students are expected to wear face masks covering their nose and mouth in public settings (including classrooms and laboratories). The UT Tyler community of Patriots views adoption of these practices consistent with its Honor Code and a sign of good citizenship and respectful care of fellow classmates, faculty, and staff. Students who are feeling ill or experiencing symptoms such as sneezing, coughing, digestive issues (e.g. nausea, diarrhea), or a higher than normal temperature should stay at home and are encouraged to use the UT Tyler COVID-19 Information and Procedures website to review protocols, check symptoms, and report possible exposure. Students needing additional accommodations may contact the Office of Student Accessibility and Resources at University Center 3150, or call (903) 566-7079 or email saroffice@uttyler.edu.

Important Dates:

Census Date = September 3, 2021
Last Day to Withdraw from Classes = November 1, 2021

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).

HRD 5350: Leadership & Ethics in HRD

Tentative Course Outline as of 8.23.21 *

Mod	Date	Topic/Description	Deliverables Due before Midnight on Ending Date of Module unless otherwise noted
1	8/23/21-9/3/21 (Census Date: 9/3/21)	• 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	9/4/21-9/20/21 (Labor Day—Sept. 6)	• 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, 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	9/21/21-10/4/21	• 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	10/5/21-10/18/21	• Textbook reading and view supplemental glossary (Chapters 8-10)	• 4.1 Online Quiz covering Chapters 8-10 and glossary • 4.2 Discussions Postings
5	10/18/21-11/14/21	• Release Time for Service Learning (approx. 3 weeks) • Be sure you have ordered the !WONTUOTEG book for Module 7	• 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	11/15/21-12/4/21 (Holiday--Nov 22-27)	• "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	12/7/21-12/11/21 (WrapUp & 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 asked to download the revised calendar.