

AMBERTON UNIVERSITY
e-COURSE SYLLABUS

COM3469.E1 Leadership Communication
Fall 2026

PROFESSOR INFORMATION:

Professor: Dr. Richard C. White, PhD (**aka Dr. White**)
Amberton Extension: 972-279-6511
Amberton Email: **RWhite@amberton.edu**

COURSE INFORMATION:

COM3469.E1 Leadership Communication
Level: Undergraduate
Beginning Date of Session: Saturday, Sept. 12, 2026
Ending Date of Session: Thursday, Nov. 19, 2026

Student access available to the Student Portal: Saturday, Sept. 12, 2026

Students enrolled in distance learning courses are not assessed any additional fees for security or identity verification.

PREREQUISITES:

None

TEXTBOOK(S) AND REQUIRED MATERIALS:

Title: Principles of Management for Leadership Communication
Author: [Authors removed at request of original publisher; OER text]
Publisher: University of Arkansas
Year Published: 2015
Edition:
ISBN: FREE ON THE MOODLE PAGE
Price:

Students should verify enrollment in course before purchasing textbooks. Textbook information and ordering options are available through the Amberton Virtual Bookstore. Since no books are sold on campus, students should plan accordingly and purchase their books in advance of the first day of class, allowing time for shipping.

APA REQUIREMENT:

APA (American Psychological Association) style is most commonly used to cite sources within the social sciences. This resource, revised according to the 7th edition, offers examples for the general format of APA research papers, in-text citations, endnotes/footnotes, and the reference page. For more information, please consult the Publication Manual of the American Psychological Association, (7th ed.). All coursework at Amberton University will comply with the standards contained in the APA Publication Manual.

COURSE COMPETENCIES:

This course focuses on improving manager and leadership communication in today's business environments. Students will explore the role of communication in leadership, decision-making, and problem-solving and how effective communication can improve management outcomes. Students will learn foundational communication and management theories along with applied skills to facilitate effective communication. Students will focus on practical skills needed to communicate clearly, concisely, and persuasively in both written and oral forms. The class will leverage current AI tools to enhance learning.

UPON COMPLETION OF THE COURSE, THE STUDENT WILL BE COMPETENT IN:

1. Examining the role of digital tools and platforms in modern manager communications, including emailing, video conferencing, and collaborative software.

2. Enhancing students' ability to write business documents, such as reports, proposals, and executive summaries, professionally and effectively.
3. Improving students' ability to write emails and memos.
4. Providing students with the skills to design, structure, and deliver impactful presentations that effectively convey information and ideas using multimedia presentations, webinars, and virtual meeting platforms
5. Differentiating between internal and external communication etiquette.
6. Providing students with the ability to engage in productive one-on-one and group communication, including active listening, giving feedback, and resolving conflicts.
7. Analyzing strategies to strengthen manager-communication styles using both traditional and AI reviews.
8. Examining the ethical implications of AI use in managerial communication and decision-making.
9. Analyzing real-world managerial communication cases to identify successful and unsuccessful strategies and apply insights to improve future communication efforts.
10. Researching current AI trends applicable to manager communication and leadership.
11. Understanding ethical considerations in business communication, including transparency and honesty.

ACQUIRED SKILLS

1. AI-Supported Communication Prompt Writing
2. AI Ethical Literacy
3. Developing Presentations and Proposals
4. Writing Effective Emails and Memos
5. Active Listening, Feedback, and Conflict Resolution Skills

COURSE POLICIES:

1) You must log onto Moodle and open the syllabus and **COMPLETE ALL** the discussion board posts and replies within the first two weeks **IN ORDER TO PASS THIS CLASS** and stay enrolled in the class.

2) All papers are to be uploaded as a Word.doc (not PDF, not Pages, or anything else, only Word doc) in the Moodle portal link by **Friday, 11: 30 pm** on the assigned day, that is 30 minutes before Midnight/the start of Saturday at 12:00 am. Papers not submitted as a Word doc will not be accepted and must be submitted again in the correct format.

3) Late penalties of **-10 points** will apply to any non-Word doc paper submitted as well as any other reason for no turning in work for up to 24 hours past the deadline. **-20 total will be deducted** for work that is past 24 hours late and up to 48 hours late. **Work that is more than 48 hours late past the 11:30 pm deadline will not be accepted and thus earn a 0.**

4) For a passing grade for the course, **students need to submit ALL the assignments**, if you do not submit all assignments, an F will automatically be given for the overall course grade.

5) Papers will not be accepted if submitted any way other than the Moodle assignment link. (In other words, papers are not accepted if submitted via email – it will be considered late.)

6) Please label your assignments EXACTLY this way: last name, first name, course number, assignment name, WITH PERIODS AFTER NAME AND COURSE i.e. SmithJohn.Com3469.MBTIResearchPaper.

STUDENTS' RESPONSIBILITIES:

This syllabus contains information, policies, and procedures for a specific course. By enrolling, the student agrees to read, understand, and abide by the policies, rules, regulations, and ethical standards of Amberton University as contained in the current university catalog and schedule of classes.

ATTENDANCE POLICY:

Regular and punctual class attendance and engagement is expected at Amberton University. In case of an absence, it is the student's responsibility to contact the professor as soon as possible. If a student intends on withdrawing from a course, it is the student's responsibility to follow the university's policy on formally withdrawing from a course. **Ceasing to attend classes does not constitute an official withdrawal.**

Attendance in a lecture course is defined as punctual arrival to, and engagement in, a full lecture session. A Student in a lecture course missing more than 20% (two class periods for weekday classes or one class period for Saturday classes) of the class meetings may be assigned a grade of an “F” or withdrawn at the discretion of Amberton University.

Attendance in a distance learning course is defined as active participation in the weekly online class sessions. “Active participation” can be defined as: submitting an academic assignment, taking an exam, engaging in an interactive tutorial, participating in an online discussion forum (or chat session), or initiating (or responding to) a communication with a faculty member about an academic assignment or the subject matter of the course. A student not meeting these requirements may be assigned a grade of an “F” or withdrawn at the discretion of Amberton University.

PLAGIARISM POLICY:

Plagiarism is the presentation of someone else’s work as though it were your own. If you use another person’s words, ideas, or information; or if you use material from an outside source – whether a book, magazine, newspaper, business publication, broadcast, speech, or electronic media – you must acknowledge that source. Plagiarism is a violation of the University’s code of student ethical conduct and is one that is taken seriously. Amberton University operates on an honor system; therefore, honesty and integrity are essential characteristics of all who are associated with the institution. All Amberton students are expected to abide by the honor system and maintain academic integrity in all their work. Amberton University and its instructors monitor student work for plagiarism and reserve the right to submit such work to technology-based plagiarism detection services and applications at any time.

Self-plagiarism means reusing work that you have already published or submitted for a class. It can involve:

- Resubmitting an entire paper
- Copying or paraphrasing passages from your previous work

Self-plagiarism misleads your readers by presenting previous work as completely new and original. Students may not submit the same paper in substance in two or more classes without prior written permission of the instructors involved.

Amberton University students who use Artificial Intelligence (AI) generated content must adhere to the following policies:

Originality: Students must avoid presenting AI generated content as their own original work. It is essential to acknowledge the involvement of AI in the content creation process in order to maintain academic and ethical standards.

Paraphrasing: When using AI generated content, students must rephrase and/or modify the generated text. Paraphrased AI generated content should also be properly cited.

Acknowledgement: When using AI generated content in any assignment, proper credit must be given to the AI system that generated the content. <https://apastyle.apa.org/blog/how-to-cite-chatgpt>

Students agree that by taking this course, all required assignments may be subject to submission for a textual similarity review to Turnitin.com for the detection of plagiarism and self-plagiarism. All submitted papers will be included as source documents in the Turnitin.com reference database solely for the purpose of detecting plagiarism in future papers. Use of Turnitin.com service is subject to the Usage Policy posted on the Turnitin.com website.

Turnitin is a writing improvement and plagiarism prevention tool which uses special algorithms, to compare text-based student submissions to the Turnitin database and other online sources. Turnitin produces a detailed **similarity report** that can be customized and viewed by instructors and students.

Turnitin “Draft Coach” is a Google based add-on to Turnitin which supports students in developing high-quality academic writing; and serves as an integrity coach. Draft Coach helps address errors and improve the quality of student’s writing by highlighting grammar mistakes, identifying incorrectly cited sources, and scanning for

similarity across several databases. By providing formative feedback on how to address citation issues, incorrect grammar, and matches with the Turnitin database, Draft Coach provides explanations to help students become more confident writers, capable of producing higher quality work both in academics and in the workplace.

COURSE OUTLINE AND CALENDAR:

Make sure to complete the personality assessment found within the course. This course includes a FREE textbook, on-line learning activities, MBTI assessment, a dozen PPT slides I created for the course, various assignment documents, and research assignments.

Please complete the MBTI personality assessment or you will fail the class since it is one of the assignments.

Week	Topic	Assignment	Competencies Covered	Due Date
1 – 9/12	Introduction to Principles of Management	Read Ch. 1 Complete the MBTI Assessment Complete the Discussion Board Introduction, then respond to at least 2 other student's original discussion post	1, 8	MBTI Assessment Due by Fri, 9/18, 11:30 pm Combination of 3 total Discussion Board posts/replies due by Fri, 9/18, 11:30 pm Review Ch. 1 PPT lecture
2 – 9/19	Communication in Organizations	Read Ch. 2 Complete the Discussion Board Boss Topic, then respond to at least 1 other student's original discussion post	3, 4	Combination of 2 total Discussion Board posts/replies due by Fri, 9/25, 11:30 pm Review Ch. 2 PPT lecture
3 – 9/26	Organizational Culture AND The Essentials of Control	Read Ch. 3, 4 MBTI Research Paper Due	5, 6	MBTI Research Paper due by Fri, 10/2, 11:30 pm Review Ch. 3 and 4 PPT lecture
4 – 10/3	History, Globalization, and Values-Based Leadership	Read Ch. 5 Test 1 Assigned	7, 9, 11	Review Ch. 5 PPT lecture
5 – 10/10	Leading People and Organizations	Read Ch. 6 Take Test 1 online, anytime from 5 am Wed to 11:30 pm Fri	2, 4	Review Ch. 6 PPT lecture Test 1 must be completed by 10/16 Fri, 11:30 pm
6 – 10/17	Developing Mission, Vision, and Values AND	Read Ch. 7, 8 Undergrad Research Paper Assigned	5	Review Ch. 7 and 8 PPT lecture

	Organizational Structure and Change			
7 – 10/24	Strategic Human Resource Management	Read Ch. 9 Test 2 Assigned	10	Review Ch. 9 PPT lecture
8 – 10/31	Social Networks	Read Ch. 10 Take Test 2 online, anytime from 5 am Wed to 11:30 pm Fri	8	Review Ch. 10 PPT lecture Test 2 must be completed by 11/6 Fri, 11:30 pm
9 – 11/7	Revise, Edit, Proofread final research paper	Finish Research Paper that was assigned several weeks ago, it's due next week		Finish Research Paper that was assigned several weeks ago, it's due next week
10 – 11/14	Final Thoughts	Undergrad Research Paper due		Undergrad Research Paper due by 11:30 pm, Mon, 11/16

GRADING CRITERIA:

Assignments	Description	Due Week	Pts
Discussion Boards	Short Essay Critical Thinking Responses Students will write 200-400 words each per 2 total questions including responses to 3 other students, in total, for 5 total discussion board posts/responses.	Weeks 1, 2	5 x 20 = 100
MBTI Assessment Research Paper	Paper Students will write a 5 - 9 page paper analyzing your communication style/personality type using the MBTI resources as it relates to leadership.	Week 3	100
Test 1	Exam Students will take a major exam, testing their knowledge over the primary principles, theories, terms and concepts discussed in the textbook, over Ch. 1 – 5	Week 5	100
Test 2	Exam Students will take a major exam, testing their knowledge over the primary principles, theories, terms and concepts discussed in the textbook, over Ch. 6 – 10	Week 8	100
Primary Undergrad Research Paper	Paper Students will write a 7 - 10 page paper over one of two research questions that includes critical thinking and personal real world application of major concepts, principles, and theories from the textbook.	Week 10	100

**ALL assignments
must be completed to
pass this class**

Total Possible Points:

500

Undergraduate

90 – 100 A

80 – 89 B

70 – 79 C

60 – 69 D

Below 60 F

GRADE NOTIFICATION AND INSTRUCTOR FEEDBACK:

Students should review instructor feedback provided through Moodle or Amberton CampusWeb Portal. Final grades are processed approximately one week after the session and may be viewed through the student portal. Grades will not be released by phone or through unsecured channels. University instructors will not leave a message with comments or grades in any type of media that is not secure.

For questions regarding grades after the semester has ended, students should use their university email account and contact the instructor at the faculty email address as provided above in Professor Information area.

INCOMPLETE GRADES:

An "I" (Incomplete) grade is granted only at the professor's discretion for emergencies or illness.

Students have 30 days from the end of the session to complete the course requirements. If the conditions are not met within this 30-day window, the "I" automatically converts to an "F".

HOW TO WITHDRAW FROM A COURSE:

To be official, the class withdrawal must be in writing and signed by the student requesting the withdrawal; no withdrawal is accepted verbally. Please review the "Schedule of Classes" (online or in-print) for procedures for class changes or withdrawals and the refund policy and schedule.

COURSE DELIVERY METHODOLOGY:

This course is delivered through Moodle. Students are expected to have reliable internet access, basic computer skills, the ability to upload/download files, use Amberton email, and submit assignments in the required format. Students needing assistance should use the Amberton SSO support/ticket process.

HOW TO ACCESS YOUR COURSE:

SINGLE SIGN-ON (SSO) INSTRUCTIONS FOR AMBERTON UNIVERSITY:

Students should access Amberton systems through the Single Sign-On portal at <https://sso.amberton.edu>. After logging in, students can access Moodle, Amberton email, CampusWeb, and other assigned applications. Students who need help accessing SSO should submit a support request through the SSO support option or contact support@amberton.edu.

MOODLE TUTORIAL:

Upon successful log in and access to the Moodle learning platform, there is a Student Moodle Tutorial course available, to learn about the basics of Moodle. Simply click on the link for the Student Moodle Tutorial and read through the various learning topics: Navigating; Communicating; Assignments & Exams; Grades; and Student Resources.

COURSE COMMUNICATIONS:

Students will communicate with faculty through the Moodle Learning Platform or the Amberton University email system.

EMAIL COMMUNICATION:

Students are expected to use their Amberton email account and Moodle for course communications. Students must use their official university email account for all university related communication and should check their Amberton emails regularly for course and university notices.

Upon completion of a session, all communication and course specific information is removed from the Moodle system. If a student needs to maintain a record of communications or assignments, the student is strongly encouraged to print out or download these items to a disk for their own records.

FORMAT AND SUBMISSION OF ASSIGNMENTS:

Assignments must be submitted through the appropriate Moodle assignment link unless otherwise directed by the instructor. Students are responsible for submitting files in the format required by the instructor.

INSTRUCTOR/COURSE EVALUATION:

Students will have the opportunity to complete an anonymous course and instructor evaluation near the end of the session. Instructions and dates will be provided through Moodle and/or Amberton email.

RESEARCH RESOURCES:

The Amberton Library provides access to full-text articles, peer-reviewed databases, and research tools, with options like Interlibrary Loan (ILL) and TexShare for items outside its collection. For research assistance, students can connect with library staff during operating hours via email (library@amberton.edu), phone (972-279-6511 ext. 185), "How-to" videos, live online chat, or in person at the Garland campus. The online library is available through Single Sign On (SSO).

MICROSOFT OFFICE 365 EDUCATION:

Amberton University students may access Microsoft 365 Education resources as provided by the university.

GOOGLE WORKSPACE FOR EDUCATION:

Amberton students are assigned a Google Workspace for Education account, including Amberton Gmail, Google Drive, Google Docs, Sheets, and Slides. Students should use their Amberton Google account for course-related work when required.