



**BACHELOR OF APPLIED
SCIENCE IN
ORGANIZATIONAL
LEADERSHIP PROGRAM**



STUDENT HANDBOOK 2023 –2024

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WELCOME

The faculty and staff of the Organizational Leadership Bachelor's Degree welcomes you to this exciting new program. This degree program is designed to be a flexible, affordable, student-centered approach to earning a bachelor's degree. We are here to assist you in every step of degree completion, including advisement, transfer of courses, academic coaching, and successful completion of coursework. Our diverse team consists of experts in Organizational Leadership, and we work closely with community and business leaders to ensure that our graduates receive an education that is relevant to current workforce needs.

This document is a reference for students in the Laredo College Bachelor of Applied Science in Organizational Leadership (BASORGL) program. This document contains general information about the program, policies, and procedures; thus, it should be used as a supplement to the Laredo College (LC) Student Handbook and LC Catalog. Upon acceptance into the program, the student acknowledges that they have reviewed the BAS in Organizational Leadership Student Handbook; they acknowledge that they have read, understood, and will abide by the guidelines presented.

DISCLAIMER

The Laredo College Bachelor of Applied Science in Organizational Leadership (BASORGL) degree reserves the right to withdraw and make changes at any time to courses, course fees, calendar, curriculum, progression requirements, and any other requirement affecting students, as may be required by federal, state, board of trustees, administrative, and/or student needs each year. Changes will become effective whenever the proper authorities so determine and will apply to both prospective students and those already enrolled; however, due to unusual circumstances, the length of the program may be extended.

In any case where there is a conflict between the published Laredo College (LC) Catalog, LC Student Handbook, and the Laredo College Bachelor of Applied Science in Organizational Leadership (BASORGL) degree Program Student Handbook, interpretation of the conflict must be channeled through the BASORGL Program Director to the appropriate person of authority. An interpretation of said procedure and/or requirement will be requested of this person. Once an interpretation has been rendered, the procedure and/or requirement will remain in force, be altered, or eliminated as dictated by the interpretation.

EQUAL EDUCATIONAL OPPORTUNITY POLICY

Laredo College adheres to the Equal Educational Opportunity Policy as stated in the current LC Manual of Policy.

NON-DISCRIMINATION STATEMENT

Laredo College is committed to providing equal opportunities to all members of the campus community and to maintaining an environment that is free from unlawful discrimination, harassment, and retaliation. In accordance with Laredo College Board policy, and applicable federal and state law, no individual will be excluded from participation in, denied the benefits of, or be subjected to discrimination in Laredo College services, programs, and activities on the basis of race, color, national origin, religion, sex, age, disability, genetic information, protected veteran status, citizenship status, sexual orientation, gender identity, or gender expression.

In addition, Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. §1681 et seq., is a Federal civil rights law that prohibits discrimination on the basis of sex—including pregnancy and parental status—in educational programs and activities. 6 of 11 Protection extends to students who are pregnant or who have either had a false pregnancy, termination of pregnancy or have gone through childbirth or are recovering from any of those conditions. Laredo College does not discriminate against any student on the basis of pregnancy or related conditions. Absences due to medical conditions relating to pregnancy will be given the opportunity to make up missed work. Students needing accommodations can seek assistance with accommodations from the Disability Services Office - Ms. Mary Sosa, Disability Services Counselor, (956)721-5137 or maryc.sosa@laredo.edu (mailto:maryc.sosa@laredo.edu) or from the Title IX Office - Raquel A. Pena, Title IX Coordinator, (956)794-4988 or rpena@laredo.edu (mailto:rpena@laredo.edu). For more information, please go to U.S. Department of Education (<https://www2.ed.gov/about/offices/list/ocr/docs/dcl-knowrights-201306-title-ix.html>).

GENERAL PROGRAM INFORMATION

ACCREDITATION

Laredo College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate and baccalaureate degrees as well as certificates. The Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) is the regional body for the accreditation of degree-granting higher education institutions in the Southern states. The BASORGL program and courses are approved by the Texas Higher Education Coordinating Board. Upon successful completion of all requirements for the BASORGL program, the student is awarded a Bachelor of Applied Science in Organizational Leadership.

MISSION

The mission of the Laredo College Bachelor of Applied Science in Organizational Leadership program is to develop responsive leaders for employment in a diverse technological and global society. The degree focuses on practical workplace competencies that meet current and future challenges through curriculum designed for real world application.

VISION

The BASORGL program seeks to foster learning through team building, ethical decision making, enhanced communication skills, critical thinking, and people skills. Graduates of this program pursue leadership careers in management, education, government, nonprofit, and business organizations.

PROGRAM GOALS

The BASORGL program has developed goals that foster the mission and vision of the Program:

1. Graduates will obtain knowledge and skills to be competitive in administrative/managerial positions.
2. Graduates will exhibit professional and ethical behaviors.
3. Graduates will be problem-solvers in the workplace and will be capable of making data-driven decisions.
4. Graduates will be leaders in their chosen profession.
5. Program faculty will maintain expertise in their areas and keep abreast of workforce needs

GRADUATE OUTCOMES

1. BASORGL graduates leadership skills will be rated Good to Excellent by 95% of employers surveyed.
2. BASORGL graduates will self-rate their leadership skills as Good to Excellent by 100% of graduates surveyed.
3. BASORGL graduate's problem solving/decision making skills will be rated Good to Excellent by 95% of employers surveyed.
4. BASORGL graduate's adherence to ethical standards will be rated Good to Excellent by 95% of employers surveyed.

PROGRAM OUTCOMES

1. 80% of each BASORGL cohort will graduate with their degree within 2 years of beginning upper-level coursework.
2. 95% of program graduates will be gainfully employed within 12 months.

FACULTY OUTCOMES

1. 100% of BASORGL faculty will participate in Competency Based Education training on an annual basis.

STUDENT LEARNING OUTCOMES

Through the Bachelor of Applied Science in Organizational Leadership, students complete coursework that is aligned to the following program learning outcomes:

- **PO1. Interpersonal Skills:** Demonstrate the ability to establish productive relationships by communicating effectively, individually, and collectively.
- **PO2. Organizational Behavior:** Identify organizational problems based on effective functional and dysfunctional individual, team, and organizational behaviors.
- **PO3. Problem Solving/Decision Making:** Evaluate the appropriateness of a decision in a case study.
- **PO4. Change Management:** Analyze different factors resistant to change in organizations.
- **PO5. Resource Management:** Identify resources to complete a task within a specified time frame.
- **PO6. Leadership:** Analyze a variety of leadership styles.
- **PO7. Ethics:** Understand and analyze the importance of honesty, persistence, and ethics and in the workplace.

FACULTY AND ADMINISTRATIVE ADVISORY COMMITTEE

- Dr. Marisela Rodriguez Tijerina- Interim Provost/Vice President of Academic Affairs and Compliance
- Dr. Marissa Guerrero- Director of BAS in Organizational Leadership program; Lead Faculty
- Dr. Horacio Salinas- Dean of Arts and Sciences
- Dr. Veronica Martinez- Associate Vice President of Planning & Institutional Effectiveness

- Dr. Antonio Carranza- Adjunct Faculty (Data-Driven Decision Making I & II)
- Dr. D. Carolina Ramos- Adjunct Faculty (Behavior, Ethics, Leadership I & II)
- Linda Ramirez- Business Faculty, Workforce Advisor
- Amanda Flores-Del Toro- Academic Coaching and Mentoring Coordinator

FACULTY

The BASORGL program faculty consists of full-time and part-time staff.

FULL-TIME FACULTY AND PROGRAM DIRECTOR

Dr. Marissa Guerrero

Office: Memorial Hall Room 216

Phone: 956-721-5209

PART-TIME FACULTY

Dr. Antonio Carranza

Office: Laird Hall 118

Phone: 956-721-5481

Dr. D. Carolina Ramos

Office: AAC 118

Phone: 956-794-4761

ABOUT THE BACHELOR'S IN ORGANIZATIONAL LEADERSHIP DEGREE

BACKGROUND

Graduates of the BASORGL program are prepared to enter the workforce with careers in various professional occupations.



This degree is 120 credit hours (SCH), which includes 42 SCH of core curriculum, 48 SCH of professional development electives, and 30 SCH of applied major courses:

- **Core Curriculum (42 SCH)** - General Education courses from the Laredo College Core Curriculum. These may be taken face to face, hybrid, or online.
- **Professional Development Electives (48 SCH)**-courses transferred from an associate degree feeder program or other electives. (See Appendix A).
- **Applied Major Courses (30 SCH)** - Upper-Level Organizational Leadership courses. These 10 courses are delivered online with competency-based education.

Note: Students who have earned an associate degree, or are core complete, have first priority for admission into the BASORGL program. Students who are not core or professional development complete at the time of application may be admitted on a provisional basis.

FEEDER PROGRAMS:

Feeder programs in the BASORGL program are associate of arts, associate of science, or associate of applied science degree programs at Laredo College. Students may transfer credits earned from feeder programs into the BASORGL program.

Feeder Programs include, but are not limited to:

- AAS in Applied Accounting
- AAS in Child Development
- AAS in Computer Technology
- AAS in Culinary Arts
- AAS in Criminal Justice
- AAS in Diagnostic Medical Sonography
- AAS in Homeland Security*
- AAS in Logistics/Distribution
- AAS in Management
- AAS in Medical Office Assisting
- AAS in Occupational Therapy Assistant
- AAS in Physical Therapist Assistant
- AAS Radiologic Technology
- Associate of Arts or Sciences

*Students in this program will need to work with their Homeland Security advisor to enter the correct cohort.

Please refer to Appendix A for a complete list of Feeder Programs and Professional Development Electives options.



LAREDO COLLEGE BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP GENERAL DEGREE PLAN

Students must meet with the department for advising prior to applying for the program. Email OrganizationalLeadership@laredo.edu to request advising.

Required Coursework	
Core Courses	42 Semester Credit Hours
Professional Development Electives*	48 Semester Credit Hours
Upper Level Organizational Leadership Courses	30 Semester Credit Hours
Grand Total	120 Semester Credit Hours

Upon being admitted to the program, students will complete 30 semester credits hours of upper-level courses outlined below. The program consists of 10 months of coursework (Fall, Summer, Spring OR Spring, Summer, Fall).

OPTION 1: Fall Acceptance

Semester: 1	Fall	Credit Hours
ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I	3
ORGL 3322	Behavior/Ethics/Leadership I	3
ORGL 3331	Data Driven Decision-Making II	3
	Total Hours	12

Semester 2:	Spring	Credit Hours
ORGL 3332	Behavior/Ethics/Leadership II	3
ORGL 4341	Management Theory I	3
ORGL 4342	Organizational Change	3
ORGL 4352	Capstone I	3
	Total Hours	12

Semester 3:	Summer (Graduation)	Credit Hours
ORGL 4343	Leading Change	3
ORGL 4353	Capstone II	3
	Total Hours	6

OPTION 2: Spring Acceptance

Semester: 1	Spring	Credit Hours
ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I	3
ORGL 3322	Behavior/Ethics/Leadership I	3
ORGL 3331	Data Driven Decision-Making II	3
	Total Hours	12

Semester 2:	Summer	Credit Hours
ORGL 3332	Behavior/Ethics/Leadership II	3
ORGL 4341	Management Theory I	3
	Total Hours	6

Semester 3:	Fall (Graduation)	Credit Hours
ORGL 4342	Organizational Change	3
ORGL 4352	Capstone I	3
ORGL 4343	Leading Change	3
ORGL 4353	Capstone II	3
	Total Hours	12

Transfer of Credits

Students may transfer academic or workforce credits earned from an Associate of Arts degree (AA), Associate of Science degree (AS), Associate of Applied Science degree (AAS), or coursework from LC or other institutions. **

Professional Development Electives*

Professional Development electives are coursework in which a student demonstrates expertise or advanced study in a concentrated area.

The BAS in Organizational Leadership program requires 48 hours of professional development electives. A minimum of 9 hours must be from a related field/discipline/core objectives. The following may be accepted to satisfy professional development electives:

- ACGM or WECM courses from AA/AS/AAS programs.
- Upper division (3000 and 4000 level) courses from a related field/discipline/core objective.
- Other courses with advisor approval.

**See advisor for details.

DELIVERY OF ORGANIZATIONAL LEADERSHIP COURSES

COMPETENCY BASED EDUCATION

Competency-based education (CBE) is online instructional delivery in which students work closely with their faculty and work at their own pace to complete coursework. CBE courses are not traditional 15-week courses in which students must complete all tasks in a specific timeframe. Instead, students take pre-tests to identify areas they have already mastered through previous coursework or professional experience as well as areas in which they need more instruction. Students are then provided with targeted content to help them meet learning gaps or are allowed to accelerate through areas that they have already mastered. Some of the highlights of CBE include:

- Flexible, personalized learning environment with regular interaction with faculty.
- Time is no longer the determinant of student learning.
- Students are not required to relearn competencies that they have already mastered.
- CBE tends to be more rigorous than its traditional counterparts.

STRUCTURE

Students who have earned an associate's degree or are core complete have first priority for admission into the BASORGL program. Students who are not core or professional development complete at the time of application may be admitted on a provisional basis.

Students will submit the program application and letter of interest via email to organizationalLeadership@laredo.edu. After reviewing student application, letter of interest, and transcripts, an admissions decision will be sent to the student in a formal letter via email. If accepted, the student will be assigned a faculty advisor and begin the degree planning process.

Students who have been admitted to the program may begin their upper-level coursework, which consists of ten Organizational Leadership (ORGL) courses delivered in online, CBE format on Canvas. If the student has not completed their professional development electives, they will be advised to take these concurrently with ORGL courses.

Students will work with their academic coach to register for two ORGL courses from their degree plan per flex semester.

Each ORGL course is organized into five to seven sequential modules. To receive credit for an ORGL course, students must demonstrate mastery of each module by earning no less than 80 percent on the faculty-approved post-assessment(s). When all competencies, or units of instruction, within a course have been mastered, a final grade is awarded and assigned through Canvas and PasPort.

Students may attempt mastery of each module up to three times; students who are unable to earn a passing grade for the course (80% or better) at the end of the 7-week term will be provided with academic advising that includes guidance on the process to acquire course-credit and remain in the program.

Students who do not complete assigned courses within the flex semester will be required re-register for that course plus any qualifying courses in the subsequent semester. However, courses available for subsequent semesters may be limited due to course pre-requisites.

Students will then work with faculty and their academic coach to develop their individual learning plan to complete remaining course modules. Students will be required to meet with their academic coach for advisement. Students may have to alter degree plan as needed. Students may not be eligible for financial aid after the second attempt at a course. Students who do not pass a course after the third attempt may be withdrawn from the program.

REQUIRED READINGS AND MATERIALS

The BAS in Organizational Leadership program aims to deliver high quality leadership education and training through traditional academic curriculum, project-based learning, research, and practical application. The program strives to use materials that are aligned with student learning outcomes, relevant, and derived from Open Educational Resources (OER) whenever possible. OER help keep textbook costs low as well as making materials available to students on or before the first-class day.

Much of the material for the program has been curated from a variety of sources, including the Texas Higher Education Coordinating Board's Open Educational Resources Hub, OERTX. Peer reviewed journals, various articles, books, videos, and other materials have been included to support student learning.

COURSE CURRICULUM OVERVIEW

CLASS MEETINGS- Courses meet once weekly (7:00 p.m.-9:00 p.m.) or Saturday mornings. Every semester there is at least one guest lecture or other face to face presentation. Students have other face to face engagement opportunities including New Student Orientation, writing and technology workshops, and student presentations.

COMPETENCY-BASED EDUCATION- Competency-based education (CBE) is online instructional delivery model in which students work closely with their faculty and work at their own pace to complete coursework. CBE courses are not traditional 15-week courses in which students must complete tasks in a specific timeframe. Instead, students take pre-assessments to identify areas they have already mastered through previous coursework or professional experience as well as areas in which they need more instruction. Students are then provided with targeted content to help them meet learning gaps or are allowed to accelerate through areas that they have already mastered. Some of the highlights of CBE include:

- Flexible, personalized learning environment with regular interaction with faculty.
- Time is no longer the determinant of student learning.
- Students are not required to relearn competencies that they have already mastered.
- CBE tends to be more rigorous than its traditional counterparts.

CANVAS MODULES- Most courses include 5-7 Modules delivered online via Canvas in competency-based education. Module contents include pre-assessment, required readings, required videos and other materials, learning activities, 1-3 discussions, post-assessment, and artifacts that lead up to the final project. Students may work at their own pace, but there are weekly benchmarks that should be met for students to satisfactorily complete the course in 7 weeks.

Students who complete the pre-test at 80% or better may move through the module more quickly. Those who score less than 80% are required to complete individualized learning activities. All students are expected to complete assigned readings. All students are required to complete discussions, post-assessments, and artifact activities at the end of each module. A grade of 80% or higher is required to complete modules and move on to subsequent modules.

GRADING AND FEEDBACK- Faculty are required to grade assignments and provide feedback to students within 48 hours of submission. Faculty must also submit a weekly progress report for each

student to the program director and academic coach. At-risk students are identified, and interventions are put in place.

ACADEMIC COACHING- Based on weekly progress reports, students receive emails/phone calls from the BASORGL office to schedule 30-minute meetings that best meet their schedule. Students most often request coaching meetings during the lunch hour and from the hours of 7:00 p.m.-10:00 p.m. Once meetings are set, they are assigned to program director or academic coaches and may be conducted face to face or via zoom. Students who are doing very well are also occasionally scheduled to provide praise and support.

Coaching sessions may result in a referral to a Writing Center Specialist or other student support service. Students who need support with mathematical concepts may be referred to CLASS or SmartThinking. Sessions are mandatory when student is identified as at-risk and are documented with electronic coaching logs. Students who habitually miss coaching sessions may be placed on a learning plan that leads to suspension or expulsion.

Academic coaches also coordinate the advisement/registration process and to guide students on their individual progress within the courses/program.

UPPER-LEVEL COURSES

Course Title	Course Number	Course Description
Issues in Organizational Leadership	ORGL 3311	This online course offers an overview of issues related to organizational leadership, including the definition of organizations, theories of leadership, characteristics and behaviors of leaders, as well as varying contexts under which leaders must perform. Pre-requisite: Core curriculum complete.
Data-Driven Decision Making I	ORGL 3321	This course is a survey of important and commonly used quantifiable concepts and methods. The module content is of an interdisciplinary nature. Pre-requisite: Core curriculum complete
Behavior, Ethics, and Leadership I	ORGL 3322	This course is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Prerequisite: ORGL3311
Data-Driven Decision Making II	ORGL 3331	This competency module is a continuation of Data Driven Decision-Making I. Prerequisite 3321
Behavior/Ethics/Leadership II.	ORGL 3332	This course is an examination of ethics in the workplace and the role of organizational leaders in fostering ethical behavior. Prerequisite 3311
Management Theory	ORGL 4341	This competency module focuses on the principles and practice of management in an organizational setting. Prerequisite: ORGL 3322.
Organizational Change	ORGL 4342	In this competency module, students will analyze the nature and dynamics of organizational change and the roles that individuals, technologies, and circumstances/forces play in organizational change, including being able to determine the level at which

		organizational change should take place. Prerequisite: Senior Standing and ORGL 4341.
Capstone I	ORGL 4352	This competency module showcases the student's professionalism. The work implies the construction of a professional profile drawing upon the compilation of student academic performance, teamwork experience, and workplace experience. Students work on a real project management case and on constructing their professional profile that culminates in a public presentation. A main factor in evaluating student performance is the input from local and global organizations and faculty. Prerequisite: Senior Standing and ORGL 3331 and ORGL 3332.
Leading Change	ORGL 4343	This course offers in-depth analysis of prevalent issues related to organizational change. Pre-requisite ORGL 3322
Capstone II	ORGL 4353	This competency module is a continuation of Capstone I. Material for this module will emphasize applied aspects of knowledge accumulated in the first module. Students will collect and document all evidence of competence and professionalism throughout the degree plan in their e-portfolio. The e-portfolio will contribute to the student's grade in Capstone II. Prerequisite: Senior Standing and ORGL 4351, ORGL 4352 and ORGL 4342.

REQUIREMENTS

ADMISSION

- Admission to Laredo College via Apply Texas www.applytexas.org
- Application and Admission to BAS Organizational Leadership program (see **Appendix B**)
- Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5; Exceptions based on extenuating circumstances must be approved by the program director.
- Core complete. (*Students who have earned an associate degree or are core complete have first priority for admission into the BASORGL program. Students who are not core or professional development complete at the time of application may be admitted on a provisional basis.*)
- Letter of interest (One page letter indicating why the student is interested in the program, their career goals, and why they feel leadership is important in the workplace).
- Previous or transfer credit approved by LC's Office of the Registrar and Admission will be honored.

ACCEPTANCE

Student application, letter of interest, and transcripts are reviewed by a BASORGL admissions committee. If accepted, the candidate will be notified in a formal letter via email. Candidates will be assigned a faculty advisor at the time of acceptance to begin the degree planning process.

Applications are accepted year-round, and students are accepted during the Fall and Spring semesters. Admission may be limited due to cohort size.

PROGRESSION THROUGH PROGRAM & EXIT REQUIREMENTS

- Complete professional development courses (48 SCH) and core courses (42 SCH) or take concurrently with ORGL courses (with departmental approval).
- Maintain a cumulative GPA of 2.5 or better while in the program.
- Maintain a grade of "B" or above in all upper level ORGL courses (30 SCH).
- Complete courses within the BASORGL curriculum plan as outlined in the degree plan. A student deviating from the BASORGL curriculum sequence may not be able to progress and may be unable to complete the program in the intended time period.
- Achieve the minimum course requirements/complete all assigned activities in each ORGL course according to the instructional objectives for that course. All assignments/tasks/reviews in conjunction with student's individual diagnostic must be fulfilled as assigned.
- Exit Criteria= 120 SCH
 - 42 SCH core curriculum
 - 48 SCH professional development electives
 - 30 SCH upper division curriculum

ADVISING

Students are categorized as Beginning Freshman or Transfer/Returning Students. They are advised as follows:

BEGINNING FRESHMAN

Beginning Freshman must be accepted into Laredo College by meeting one of the following requirements:

- Graduation from high school.
- Satisfactory scores on the General Education Development Tests (GED).
- Individual approval is granted to those who are 18 years of age or older, who did not graduate from a high school or equivalent, and who provide evidence of the ability to profit from post-secondary education.

Beginning Freshman will be advised to select a Feeder Program track under the General BASORGL degree (See Appendix A). These include, but are not limited to:

- AAS in Applied Accounting
- AAS in Child Development
- AAS in Computer Technology
- AAS in Culinary Arts
- AAS in Criminal Justice
- AAS in Diagnostic Medical Sonography
- AAS in Homeland Security*
- AAS in Logistics/Distribution
- AAS in Management
- AAS in Medical Office Assisting
- AAS in Occupational Therapy Assistant
- AAS in Physical Therapist Assistant
- AAS Radiologic Technology
- Associate of Arts or Sciences

*Students in this program will need to work with their Homeland Security advisor to enter the correct cohort.

Once students are nearing completion of an associate's degree and/or have completed their core curriculum, they may apply to the BASORGL program by emailing a request for information to OrganizationalLeadership@laredo.edu.

Note: Students who are not core or professional development complete at the time of application may be admitted on a provisional basis.

TRANSFER/RETURNING STUDENTS

Transfer/Returning students may have previously earned an Associate of Arts degree (AA), Associate of Science degree (AS), Associate of Applied Science degree (AAS), or have completed previous coursework at LC or another institution. Students may apply to the

BASORGL program by emailing a request for information to OrganizationalLeadership@laredo.edu.

BASORGL advisors will conduct a transcript audit to identify and transfer 48 SCH of Professional Development Electives from their previous coursework, which may be academic, workforce, or a combination of the two, as outlined in the degree plan (See Appendix D). Students are required to complete 42 SCH of required core coursework.

For a student to request an AA/AS/AAS transfer to the BASORGL, the following will be completed:

1. The student must make an appointment and meet with the BASORGL director or an academic advisor via email at OrganizationalLeadership@laredo.edu.
2. The student must meet the scholastic requirements outlined in the LC Catalog that govern eligibility of the applicant for admission to the college and submit an official transcript if transferring from another institution.
3. The student must have earned at least a 2.5 cumulative GPA.
4. Admission to the BASORGL Program may be contingent on availability.

FINANCIAL AID AND BILLING

Title IV funds can be applied to the BASORGL program. Organizational Leadership courses award credit hours to students who have successfully completed assigned educational activities and direct assessment of student competencies.

FLAT TUITION FOR COMPETENCY-BASED COURSES*

The program consists of 5 Flex Terms. (2 in Fall, 2 in Spring, 1 in Summer)

In District Students (Student resides within the Laredo, TX city limits)

- Price per Single or Summer Flex (2 classes every 7 weeks)= \$850
- Price for Long Semester Full Term (4 Classes Spring or Fall)= \$1,700

Out of District Students (Student who resides in Texas but not within the Laredo, TX city limits)

- Price per Single or Summer Flex (2 classes every 7 weeks)= \$910
- Price for Long Semester Full Term (4 Classes Spring or Fall)- \$1,820

Out of State Students (Student who resides in Texas but not within the Laredo, TX city limits*)

- Price per Single or Summer Flex (2 classes every 7 weeks)= \$1,500.00
- Price for Long Semester Full Term (4 Classes Spring or Fall)= \$6,000

Total Program Cost In District Students = \$4,250

Total Program Cost for Out of District Students= \$4,550

Total Program Cost for Out of State Students= \$7,550

*Tuition will billed as per residence status.

REFUND PERIOD

Students must withdraw from all ORGL courses **prior** to the first class day of the 7-week flex term or session to be eligible for a tuition refund. Students will need to consult with the Financial Aid Office and Bursar's office to determine if they qualify for a refund of tuition upon dropping all courses in a flex term or session.

Students who wish to withdraw from the program must drop **ALL** ORGL courses **prior** to the first class day of the 7-week flex term or session to have their tuition refunded. Students receiving financial aid may be subject to the Return to Title IV refund policy. Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student. When a student withdraws and owes money, the full amount of the unpaid balance is due. Withdrawing from the College does not cancel indebtedness.

Students should refer to current catalog for most up-to-date refund policies.

For refund purposes, the first day of each flex term or session is designated by the college's instructional calendar.

Prior to the first class day	100 %
Reductions in Semester Credit Hour Load	No Refund
Beginning the first class day	No Refund

INSTRUCTOR AVAILABILITY

BASORGL faculty are available for students according to office hours. The student should make an appointment with the individual instructor for academic counseling or student concerns. Students may meet with instructors face to face or in online sessions.

ACADEMIC COACHING

The BASORGL program has academic coaches to assist with the registration process and to guide students on their individual progress within the courses/program. Every student is required to meet with their academic coach during scheduled pre- and post-course meetings. Students will also meet with their academic coach at various benchmarks during the coursework. These meetings will help students identify any possible obstacles and overcome them before the end of the academic session.

Students who are high risk for academic failure should also schedule a meeting with the faculty member for academic counseling. A counseling form will be initiated and a plan for success will be developed by the student and the faculty member. Students requiring additional counseling may be directed to sources such as the Learning Center or Writing Center. It is the student's responsibility to meet with the faculty member if they feel they need additional support.

FACULTY/COURSE EVALUATION

Students are encouraged to evaluate core, adjunct faculty, and courses they are enrolled in each semester using the Laredo College Student Performance Evaluation. Links to the evaluation tool will be available on PasPort.

FACILITIES FOR INSTRUCTION

The general education courses are taught at the Laredo College Fort McIntosh and South Campus as well as online. The Organizational Leadership courses are taught online.

STUDENT RECORDS AND PRIVACY

The student is responsible for providing current address, telephone number(s), and email address to the College. This is necessary for notification of family in case of emergency or in the event the instructor needs to contact the student.

FERPA is an acronym for the Family Educational Rights and Privacy Act (20 U.S.C. 1232g, 34 CFR §99). Congress enacted FERPA, also referred to as the "Buckley Amendment," in 1974. FERPA conditions federal educational funding on providing student access to, and maintaining the privacy of, education records. Faculty, staff, administrators and other College officials are required by FERPA to treat education records in a legally specified manner. The rights under FERPA apply to all individuals that submit an admissions application to Laredo College.

DISSEMINATION OF INFORMATION TO STUDENTS

When a student attends LC, the student exercises the rights under FERPA. In elementary and secondary schools, those rights are exercised by the parent. However, if a student is in a secondary school, and begins attending a postsecondary institution, FERPA rights transfer to the student.

Faculty and staff may not provide information to parents, spouses, or others who may call and asks for information about a student. If there is no written waiver by the student, or the student is not a dependent, disclosure even to a parent can be unlawful. In addition, faculty and staff will require a waiver if the student requests another person to attend conferences. The conference discussion will be directed to the student and the guest will be an observer during the interactions.

DIRECTORY INFORMATION ONLY FROM THE OFFICE OF THE REGISTRAR AND ADMISSIONS

In accordance with the provisions of FERPA, LC has the right to provide "directory information" without the student's written consent. LC currently defines "directory information" to mean the following:

- Student's name
- Address
- Email address
- Telephone number

- Field of study
- Enrollment status (full-time, part-time, undergraduate, graduate, etc)
- Degrees, certificates and other awards received
- Type of award received (academic, technical, or continuing education)
- Dates of attendance
- Student classification
- Name of institution previously attended

If a student does not want directory information released, the student must complete a Request to Withhold Student Directory Information Form. The form is valid until the student gives LC a statement in writing that he/she wishes to have his/her directory information released.

All student records are archived according to program policy. Student records kept electronically will be accessed through a password-protected computer while student hardcopy-files will be kept in a locked file in the Physical Therapist Assistant Department Office. Official student records are located at the Registrar's Office.

WITHDRAWAL DUE TO NON-ACADEMIC REASONS

Students are responsible for the withdrawal policies stated in the Laredo College Catalog, and the Laredo College Student Handbook. A student who withdraws from a BASORGL Program course(s) for the first time due to circumstances unrelated to grades must consult with the Program Director before dropping any course in the curriculum.

The following policies are applicable for withdrawal from the BASORGL program:

1. The student must submit a formal letter explaining the reason(s) for the withdrawal and a plan of action for future success to the Program Director. Failure to comply with this procedure can result in the withdrawal being deemed an academic failure.
2. If a student withdraws from the program due to catastrophic reasons (Personal illness, natural disasters, etc.), military call of duty, or leave of absence, he/she may request to continue in that program one time (see Readmission policy).
3. A student desiring to withdraw from a course must withdraw officially through the Office of the Registrar and Admissions no later than the withdrawal deadline. Simply informing the instructor of a desire or intent to withdraw is not enough. It is the responsibility of the student to officially withdraw from a course. Failure to officially withdraw, or failure to officially withdraw in a timely manner, may result in a grade of F for the course and may have financial aid implications.

WITHDRAWAL DUE TO ACADEMIC FAILURE

1. Students are required to score 80% or better per course. Students may re-take a course one time before being withdrawn from the program.
2. A withdrawal from a BASORGL Program course due to not meeting standards (“C”, “D”, or “F”) will constitute an academic failure.
3. Students who exit the BASORGL Program due to academic failure during any semester of the program must re-apply according to the application process outlined in the LC

catalog and BASORGL Student Handbook. Students are required to retake all BASORGL courses upon readmission (does not apply to the Capstone course).

4. If a student exits the program due to academic failure, he/she must meet with the Program Director to complete a student exit report. The student will receive a copy of this report upon request which details re-admittance or re-application eligibility (see Re-admission Policy). The original will be kept in the student's file.

POLICY ON INCOMPLETE

A grade of "I" (Incomplete) will be granted only in extraordinary circumstances such as verifiable serious illness or death in the immediate family. Departments may stipulate additional criteria with approval of the designated executive or senior administrator. When the "I" grade is reported to the Office of the Registrar and Admissions, the instructor must sign a form indicating the work which must be completed by the student. Students have a maximum of four (4) months to complete the work. Once completed within the specified time, the instructor will prepare the appropriate paperwork to change the "I" grade to the appropriate grade earned. The student's grade point average will be re-calculated with the changed grade.

STUDENT COMPLAINTS

INFORMAL PROCESS

The BASORGL Program adheres to the Student Complaints Policy FLD(Local) as stated in the LC Manual of Policy. If the complaint involves a problem with an instructor, the student shall discuss the matter with the instructor before requesting a conference with the program director at Level One. Concerns should be expressed as soon as possible to allow early resolution at the lowest possible administrative level.

FORMAL PROCESS

Laredo College has a formal process to address student complaints which have not been resolved through the established Laredo College Student Complaints Informal Process. Students who wish to file a formal complaint must follow the Laredo College Student Complaints Policy FLD(Local) outlined in the LC Manual of Policy.

Complaints About the Program, Faculty, Students or Graduates

Community members may submit concerns or complaints about Laredo College's BASORGL Program, faculty, students, or program graduates. Comments must be submitted by completing the Complaint Referral Form available online on the Program's website (Complaints).

Completed forms should be emailed to the BASORGL Program Director at Marissa.lognorio@laredo.edu.

The Program Director and faculty will review and investigate all complaints made against the BASORGL Program, faculty, a student, or graduate, and will address the concerns and identify methods to resolve the issue. If the issue is not resolved, then the complaint should proceed with the appropriate chain of command:

1. Program Director
2. Provost/Vice President of Academic Affairs

CODE OF CONDUCT

Students enrolled in the BASORGL Program will adhere to the Code of Conduct and Discipline policy FLB(Local)/FLB(Legal) as outlined in the LC Manual of Policy while on campus. An environment of acceptable behavior and conduct is required in the academic environment.

GRADING SYSTEM

Students in the BASORGL Program must maintain a grade of “B” or above in all upper level ORGL courses (30 SCH) to progress through the program.

All BASORGL courses are competency based and organized with 5-7 modules. Students must complete each module at 80% or higher to progress to the next module, and students must complete the course at 80% or better to receive credit.

CANVAS

Canvas is the institutional learning management system used to deliver course content for face-to-face, online, and hybrid courses. The faculty of record is responsible for delivering course content such as syllabi, calendar, assignments, exams, student grades, and faculty correspondence with a student through Canvas.

EXAM SCHEDULE

The student will be provided with the course syllabus, containing a recommended schedule of dates for reading, written exams, practical evaluation, and major assignments or projects that occur during the semester. However, students may work at their own pace through the modules. It is imperative that students work with their faculty to ensure that all activities and assessments are completed before the end of the semester. It is the student’s responsibility to plan and prepare accordingly for exams and activities as per the class schedule.

ORIENTATION PROCEDURE FOR NEW STUDENTS

The objectives for the orientation of new BASORGL students are as follows:

1. Provide the new student with an opportunity to become familiar with the mission, administration, and organization of the Laredo College Bachelor’s in Organizational Leadership program.
2. Provide the new student with an overview of the course curriculum and procedures.
3. Identify the responsibilities of the new student in accordance with the mission and procedures of Laredo College and the BASORGL Program.
4. To determine student readiness for bachelor's degree program
5. To inform students as to the academic and non-academic skills required for success in the program
6. Attendance for orientation is mandatory for all new students. Orientation will be available online and face to face.

PROGRAM READINESS AND REQUIREMENTS

Students accepted into the BASORGL program are required to attend new student orientation and successfully complete assigned tasks within a specified time frame. These activities include, but are not limited to:

- An online learning readiness assessment
- Chapter readings, notes, learning activities, reading assessments
- Student handbook review/acknowledgement
- Initial Coaching Session to develop commitment, student goals and action plan
- Aptitude test and/or training – Writing, Digital Literacy, Computer Applications (MS word/excel/ppt/Google Apps), Online resources, Time management skills
- Training on Canvas Learning Management System
- Other informational sessions

Acceptance into the program is subject to new student orientation attendance and successful completion of assigned tasks. Students who do not successfully complete assigned tasks by due dates and/or do not attend sessions are subject to the following:

1. **Additional assessment/time-** Students may be placed on a learning plan where they are given up to one week to complete assigned tasks.
2. **Placement in a subsequent cohort-** Students may be placed on a learning plan in which they are required to complete additional training to develop readiness for the program. This may result in placement in a cohort that starts one or more semesters after their initial acceptance date.
3. **Withdrawal from the program-** Students who are not able to successfully complete additional training may be withdrawn from the program.

Assigned tasks must be completed prior to first-semester registration.

After acceptance into the program, students are required to attend additional leadership trainings as assigned. Absence from these trainings may result in a negative impact on course grade(s) or on withdrawal from the program.

INTERNSHIP REQUIREMENT

The Laredo College BASORGL program will implement internships during the 2023-2024 academic year (starting with cohort #4). The *Building a Talent Strong Texas* initiative has placed emphasis on credentials that “must equip graduates for continued learning and lasting, successful careers.” Internship programs through the Laredo College BAS in Organizational Leadership program will give students a unique opportunity to apply theoretical concepts of leadership to real workplace settings. Students will benefit from exposure to an organization's culture along with opportunities to solve real-world, industry-specific problems. Internships have reciprocal value for businesses, as they can diversify their talent with well-trained student leaders.

INTERNSHIP OBJECTIVES

An internship is a form of experiential learning that integrates knowledge and theory learned in the classroom with practical application and skills development in a professional setting. Internships give students the opportunity to gain valuable applied experience and make connections in professional fields

they are considering for career paths; and give employers the opportunity to guide and evaluate talent (National Association of Colleges and Employers).

Criteria for an experience to be defined as an internship

- To ensure that an experience—whether it is a traditional internship or one conducted remotely or virtually—is educational, and thus eligible to be considered a legitimate internship by the NACE definition, all the following criteria must be met:
- The experience must be an extension of the classroom: a learning experience that provides for applying the knowledge gained in the classroom. It must not be simply to advance the operations of the employer or be the work that a regular employee would routinely perform.
- The skills or knowledge learned must be transferable to other employment settings.
- The experience has a defined beginning and end, and a job description with desired qualifications.
- There are clearly defined learning objectives/goals related to the professional goals of the student's academic coursework.
- There is supervision by a professional with expertise and educational and/or professional background in the field of the experience.
- There is routine feedback by the experienced supervisor.
- There are resources, equipment, and facilities provided by the host employer that support learning objectives/goals.

INTERNSHIP PROCESS

The BASORGL program will establish business partners through student leadership internships in private and public industry. Students may select an internship with one of these partners or may self-select a site. Memorandums of Understanding will be developed between LC and participating sites.

APPLICATION PROCESS

Students will develop a professional resume and video interview during New Student Orientation that will be shared with prospective internship sites.

BASORGL STAFF REVIEW

- BASORGL staff will review video/resume and recommend interview sites.
- Students may alternatively request that their current employer serve as a leadership internship site. (Requires Internship Request Form and MOU with employer)

INTERVIEW

- Upon approval of BASORGL department, students will meet internship site hiring manager for face to face or virtual interview.

OFFER AND ONBOARDING

- Students will receive an internship offer from the employer.

- Students will work with employer to complete any relevant paperwork and establish a work schedule. Required hours will depend on semester in program.
- BASORGL staff will work with faculty to plan artifacts in accordance with internship site.
- Work may be face to face, remote, or hybrid depending on student and employer needs.
- Student should intern with employer for the duration of the BASORGL program (10 months). Any changes must be approved by the department.

WORK AND EVALUATION

- BASORGL Staff will work with intern sites to develop job description.
- Students will complete internship as per parameters established by department and site.
- Coursework will be integrated with internship activities/experience.
- Employers will complete student evaluation at the end of every course.
- BASORGL staff will conduct regular visits/evaluations of students at internship sites.

GENERAL PROCEDURES

EMERGENCY MESSAGES

The student should notify his/her family that in case of an emergency (during class or clinical), they should call the Organizational Leadership Department at (956) 721-5222.

STUDENT VIDEOTAPE, AUDIOTAPE, AND PHOTOGRAPH

Videotaping, audiotaping, or photographing of students may be required while enrolled in the BASORGL Program for instructional/assessment purposes. Students must agree and sign the consent form for participation in these activities while in the Program.

RE-ADMISSION OR RE-APPLICATION INTO PROGRAM – NON-ACADEMIC REASONS

The student who withdraws from the BASORGL Program for catastrophic reasons, (Personal illness, natural disaster, etc.), military call of duty, or leave of absence, may request to continue in the BASORGL program one time.

1. If a student withdraws from the BASORGL program and is eligible to re-enter the program the following year, a notation will be made on the student exit report and any specific requirements for re-entry will be noted.
 - a. A request to continue in the program must be in writing and the student must submit an official record or documentation certifying the request.
 - b. The student has one year from the time he/she withdrew from the program to request continuance. If more than a year has transpired since withdrawing from the program, the student must submit a new application for consideration into the program (See #2-4 below).

- c. To continue in the program, the student must have passed all program courses completed prior to withdrawing with a grade of “B” or better.
 - d. Returning to the program is contingent on space availability and only as authorized by the program’s accreditation agency.
 - e. All students must adhere to the requirements that are in effect at the time they continue in the program.
 - f. If a student misses the “one-year” window of re-admission, he/she must re-apply to the program, complete any specific requirements, if applicable, and go through the selection process to gain a position with the new class.
2. Being a prior student in the BASORGL program does not grant the student additional points toward application into the next class nor does it guarantee the re-applicant admission into the program.
3. A student has only two attempts at the BASORGL Program. Any student who withdraws from the Program or was unable to progress in the program due to academic failure will only be eligible for readmission into the Program one time.

SCHOLASTIC DISHONESTY

The student in the BASORGL Program will abide by the LC Scholastic Dishonesty policy FLB(Local) as stated in the current LC Manual of Policy. Any student found guilty of academic dishonesty prior to beginning ORGL coursework may have their admission revoked. Evidence of academic dishonesty while taking ORGL coursework is subject to dismissal from the BASORGL Program. Violations that include scholastic dishonesty will be handled by the Associate Dean of Students. Students may be subject to disciplinary action, including expulsion.

“Generative Artificial Intelligence (AI)” software is a rapidly emerging tool that students may be interested in using. If doing so, Laredo College students are expected to adhere to the same standards as the Scholastic Dishonesty statement on plagiarism. Presenting generative AI software content as your own is a violation of academic integrity. If you use generative AI in your work, you must indicate that you have done so. Intellectual honesty is vital to an academic community and for a fair evaluation of your work. All work submitted in this course must be your own. If you are using outside resources to complete your work, it is important that you cite your work accordingly.

Please note that faculty still have the option to limit your use of generative AI. To ensure you stay within the academic integrity of your course, please talk to your instructor.

OTHER DISCIPLINARY ACTION

Other disciplinary action that is handled by the BASORGL program may include the following:

- Unsatisfactory academic performance
- Unprofessional, unethical, or unsafe behavior in the academic setting
- Unsatisfactory online attendance
- Not complying with mandatory advising/coaching meeting

Sanctions may include the following:

1. Warning: the instructor or director completes a counseling form that provides the student with a verbal or written warning as to their status.
 - The instructor will counsel the student to identify the problem and make recommendations for improvement.
 - The student will develop a plan of action with the instructor that includes an acceptable timeframe to correct the problem.
 - The instructor will monitor the compliance of the plan.
 - This step may be skipped at the discretion of the instructor or director.
5. Conference: the instructor or director meets with the student in a formal conference.
 - The instructor completes an instructor/student conference form that documents the performance deficit, remediation requirements, action plan, and timeframe for completion.
 - Failure to comply with the terms in the conference plan may result in the student being placed on probation or dismissed from the BASORGL Program.
3. Probation: this is a trial period in which the student must improve or be dismissed from the program.
 - The student may be placed on probation for the following reasons, but are not limited to:
 - Failure to comply with the terms outlined in the conference report
 - Unsatisfactory academic performance
 - Unprofessional, unethical or unsafe behavior in the academic setting
 - Unsatisfactory attendance
 - Not complying with mandatory advising/coaching meeting
 - The student will meet with the instructor and director to complete a probation contract listing the expectations that must be followed during the probationary period.
4. Dismissal: the student may be dismissed from the BASORGL program for the following reasons, but are not limited to:
 - The student fails to meet any of the conditions of the probation contract during or after the probation period
 - Criteria listed under Dismissal Policies in the BASORGL Student Handbook
 - The nature of the event is so severe that calls for the immediate dismissal of the student from the BASORGL program
 - If the event occurred after the last day to withdraw from a course, the student will receive a grade of “C, D, or F”.

CAPSTONE COURSE

The student will be required to complete two Capstone Courses as part of the BASORGL Curriculum. The student is required to complete the courses with 80% or better. These courses prepare students in producing their final capstone project, which is a cumulative professional e-portfolio. The student must obtain the required score as outlined in the course syllabus to complete all course requirements and be eligible for graduation.

APPENDIX A- FEEDER PROGRAM PROFESSIONAL DEVELOPMENT ELECTIVES

APPLIED ACCOUNTING, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Introduction to Accounting I	ACNT	1403	4
Payroll and Business Tax Accounting	ACNT	1429	4
Introduction to Computers	ACNT	1411	4
Federal Income Tax: Individual	ACNT	1431	4
Introduction to Accounting II	ACNT	1404	4
Spreadsheets	POFI	1449	4
Problem Solving and Decision Making	BMGT	2303	3
Accounting Practicum (Capstone)	ACNT	2366	3
Special Topics in Accounting (Capstone)	ACNT	1491	4
Business Computer Applications	BCIS	1305	3
Principles of Macroeconomics	ECON	2301	3
Principles of Microeconomics	ECON	2302	3
Principles of Accounting I	ACCT	2401	4
Total			47

ASSOCIATE OF ARTS OR SCIENCE*

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Introduction to Sociology	SOCI	1301	3
Social Problems	SOCI	1306	3
Social Psychology	PSYC	2319	3
Introduction to Speech Communication	SPCH	1311	3
Public Speaking	SPCH	1315	3
Interpersonal Communication	SPCH	1318	3
Technical and Business Writing	ENGL	2311	3
Mexican American Literature	ENGL	2351	3
Business Administration	BUSI	1301	3
Principles of Macroeconomics	ECON	2301	3
Principles of Microeconomics	ECON	2302	3
Beginning Spanish I	SPAN	1411	3
Beginning Spanish II	SPAN	1412	4
Personal/Community Health	KINE	1304	4
Elementary Statistical Methods	MATH	1342	3
Statistical Methods in Psychology	PSYC	2317	3
Total			50

Courses can also be derived from Field of Study Electives

CHILD DEVELOPMENT, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Creative Arts for Early Childhood	CDEC	1358	3
Educating Young Children	TECA	1311	3
Curriculum Resources	CDEC	1313	3
Child Growth and Development	TECA	1354	3
Children with Special Needs	CDEC	1359	3
Wellness of the Young Child	TECA	1318	3
Emergent Literacy for Early Childhood	CDEC	1356	3
Child Guidance	CDEC	1319	3
Internship - Child Care Provider/Assistant	CDEC	2187	1
The Infant and Toddler	CDEC	1321	3
Families, School & Community	TECA	1303	3
Math and Science for Early Childhood	CDEC	2307	3
Internship - Child Care Provider/Assistant	CDEC	2188	1
Administration of Programs for Children I	CDEC	2326	3
Administration of Programs for Children II	CDEC	2328	3
Internship-Child Care Provider/Assistant CAPSTONE	CDEC	2486	4
Introduction to the Teaching Profession	EDUC	1301	3
Total			48

CRIMINAL JUSTICE, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Introduction to Criminal Justice	CRIJ	1301	3
Correctional Systems and Practices	CRIJ	2313	3
Police Systems and Practices	CRIJ	2328	3
Crime in America	CRIJ	1307	3
Fundamentals of Criminal Law	CRIJ	1310	3
Juvenile Justice System	CRIJ	1313	3
Legal Aspects of Law Enforcement	CRIJ	2323	3
WECM Technical Course			2
Traffic Law and Investigation	CJLE	1333	3
Ethics in Criminal Justice	CJSA	1348	3
Interviewing and Report Writing for Criminal Justice Professionals	CJLE	1427	4
Vice and Narcotics Investigation	CJLE	2345	3
Private Security Officer Training	CJSA	1302	3
Police Organization and Administration	CJSA	1347	3
Police Management, Supervision and Related Topics	CJSA	2302	3
Contemporary Issues in Criminal Justice	CJSA	2334	3
Totals			48

CULINARY ARTS, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Introduction to Hospitality Industry	HAMG	1321	3
Introduction to Foods	FDNS	1301	3
Basic Food Preparation	CHEF	1301	3
Fundamentals of Baking	PSTR	1401	4
Professional Cooking and Meal Service	CHEF	1400	4
Garde Manger	CHEF	1410	4
Nutrition for the Food Service Professional	IFWA	1318	3
Culinary Arts Cooperative Education	CHEF	2280	2
Sanitation and Safety	CHEF	1205	2
Principals of Food and Beverage	RSTO	2301	3
Hospitality Supervision	RSTO	1313	3
Buffet Theory and Production	CHEF	2232	2
Management of Food Production and Service	RSTO	2405	4
International Cuisine	CHEF	1345	3
Practicum - Culinary Arts/ Chef Training	CHEF	2264	2
Small Business Management/Entrepreneurship	BUSG	2309	3
Total			48

HOMELAND SECURITY, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Workforce Development with Critical Thinking	LEAD	1200	2
Introduction to Homeland Security	HMSY	1337	3
Border Protection and Transportation Security	HMSY	1471	4
Special Topics Fundamentals of Homeland Security Law	HMSY	1491	4
Interviewing and Report Writing for Criminal Justice Professions	CJLE	1327	3
Homeland Security Intelligence Operations	HMSY	1340	3
Organized Crime and Terrorism	HMSY	2306	3
Fundamentals of Information Security	ITSY	1300	3
Special Topics: Drone Fundamentals	GISC	1491	4
Criminal Investigations	CJSA	1342	3
Principles of Basic Emergency Management	EMAP	1400	3
Critical Infrastructure Protection	HMSY	1341	3
Managing Mass Casualty and Fatality Incidents	EMAP	2302	3
Managing a Unified Incident Command	HMSY	2337	4
Introduction to Sociology	SOCI	1301	3
Total			48

LOGISTICS/DISTRIBUTION MANAGEMENT, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Global Logistics Management	IBUS	1300	3
Introduction to Accounting I	ACNT	1403	4
DOT Regulations	EPCT	2300	3
Principles of Imports	IBUS	1302	3
Import Customs Regulations	IBUS	2345	3
Principles of Exports	IBUS	1301	3
Communication in Management	BMGT	1305	3
Introduction to Business Logistics	LMGT	1319	3
Principles of Management	BMGT	1327	3
Special Topics in International Business	IBUS	1391	3
Customer Relationship Management	MRKG	1301	3
Principles of Macroeconomics	ECON	2301	3
Business Computer Applications	BCIS	1305	3
Practicum-International Business	IBUS	2266	2
Principles of Accounting I	ACCT	2401	4
Introduction to Accounting II	ACNT	1404	4
Totals			48

MANAGEMENT, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Principles of Management	BMGT	1327	3
Communication in Management	BMGT	1305	3
Business Ethics	BMGT	1341	3
Introduction to Accounting I	ACNT	1403	4
Customer Relationship Management	MRKG	1301	3
Problem Solving and Decision Making	BMGT	2303	3
Business Computer Applications	BCIS	1305	3
Principles of Marketing	MRKG	1311	3
Human Resource Management	HRPO	2301	3
Human Relations	HRPO	1311	3
Practicum-Operations Management	BMGT	2264	2
Principles of Macroeconomics	ECON	2301	3
Small Business Financing	BUSG	1341	3
Supervision	BMGT	1301	3
Small Business Management/Entrepreneurship	BUSG	2309	3
Business Administration	BUSI	1301	3
Total			48

MEDICAL OFFICE ASSISTING, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SC H
Anatomy and Physiology for Medical Assistants*	MDCA	1409	4
Medical Terminology	MDCA	1313	3
Administrative Procedures	MDCA	1321	3
Medical Insurance	MDCA	1343	3
Medical Assistant Interpersonal Communication Skills	MDCA	1310	3
Phlebotomy	PLAB	1223	2
Clinical Phlebotomy	PLAB	1260	2
Medical Law and Ethics	MDCA	1305	3
Human Disease/Pathophysiology	MDCA	1302	3
Pharmacology and Administration of Medications	MDCA	1348	3
Electrocardiography	ECRD	1111	1
Medical Assistant Laboratory Procedures	MDCA	1452	4
Procedures in a Clinical Setting	MDCA	1417	4
Certified Medical Assisting Credentialing Exam Review	MDCA	1154	1
Clinical-Medical Assistant Clinical	MDCA	1361	3
Health Data Content and Structure	HITT	1301	3
Coding and Classification Systems	HITT	1341	3
Totals			48

OCCUPATIONAL THERAPY ASSISTANT, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
Principles of Occupational Therapy	OTHA	1305	3
Occupational Performance Birth through Adolescence	OTHA	1341	4
Therapeutic Use of Occupations or Activities I	OTHA	1315	4
Human Structure and Function in Occupational Therapy	OTHA	1309	4
Clinical OTA - Pediatric	OTHA	1161	3
Occupational Performance in Adulthood	OTHA	1349	4
Therapeutic Interventions I	OTHA	1319	4
Clinical OTA - Adults	OTHA	1162	3
Pathophysiology in Occupational Therapy	OTHA	2301	3
Clinical - Elders	OTHA	1163	3
Clinical Rotation III	OTHA	2463	10
Workplace Skills for the OTA	OTHA	2330	3
Total			48

PHYSICAL THERAPIST ASSISTANT, ASSOCIATE OF APPLIED SCIENCE

Category	Semester Credit Hours
General Education Core Curriculum	42
Required Courses	30
Prescribed Electives	48
TOTAL	120

Course Title	Course Prefix	Course Number	SCH
The Profession of Physical Therapy	PTHA	1301	3
Basic Patient Care Skills I	PTHA	1405	4
Functional Anatomy	PTHA	1413	4
Essentials of Data Collection	PTHA	2201	2
Pathophysiology for the PTA	PTHA	1321	3
Physical Agents	PTHA	1531	5
Therapeutic Exercise	PYHA	2509	5
Clinical I-Physical Therapist Assistant	PTHA	1260	2
Special Topics in Physical Therapist Assistant	PTHA	1391	3
Management of Neurological Disorders	PTHA	2431	4
Rehabilitation Techniques	PTHA	2535	5
Professional Issues	PTHA	2339	3
Clinical II-Physical Therapist Assistant	PTHA	2361	3
Clinical III-Physical Therapist Assistant	PTHA	2362	3
Total			49

APPENDIX B- APPLICATION TO THE BASORGL PROGRAM

LAREDO COLLEGE

BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP APPLICATION

Student Name: _____

PID #: _____

(students must be admitted to LC_)

Application Deadline:

Spring Cohort: November 19th, 2021

Fall Cohort: June 29, 2022

Email application to OrganizationalLeadership@laredo.edu with subject BASORGL Application.

(No handwritten applications will be accepted)

BASORGL Admission Requirements:

- Admission to Laredo College.
- Demonstrate proficiency in state mandated general knowledge content through approved means; i.e., Texas Success Initiatives (TSI), with program specific exemptions accepted.
- Applicants with prior college level coursework must have a minimum cumulative GPA of 2.5; Exceptions based on extenuating circumstances must be approved by the program director.
- Core complete (to begin ORGL courses).
- Letter of interest (one-page letter indicating why the student is interested in the program, their career goals, and why they feel leadership is important in the workplace).

Questions or Need Assistance:

Dr. Marissa Guerrero

Laredo College

Bachelor's Degree in Organizational Leadership Program Director

Memorial Building 219

956-721-5222



APPLICATION - BACHELOR'S DEGREE IN ORGANIZATIONAL LEADERSHIP PROGRAM

Date Submitted: _____

Name

Last

First

Middle

Address

Street

City

State

Zip Code

Mailing
Address

Street

City

State

Zip Code

LC PID

LC PasPort E-
Mail

@students.laredo.edu

Preferred E-Mail

Cell
Phone

Home
Phone

Currently enrolled

☐ LC

☐ TAMIU

☐ OTHER

The information requested on this form is needed to ensure that all applicants for the Organizational Leadership Program receive impartial consideration. Be complete and accurate with the responses to these questions.

All official transcript(s) must be submitted to the Admissions office prior to the application deadline. If you are a student who graduated from Laredo College, an official transcript does not need to be submitted. Transcripts received after the deadline will not be accepted for the current application period but may be used for the next available application period.

EQUAL OPPORTUNITY STATEMENT

Laredo College adheres to the Equal Educational Opportunity Policy as stated in the current manual of policy.



APPENDIX C BASORGL DEGREE PLAN

LAREDO COLLEGE BACHELOR OF APPLIED SCIENCE IN ORGANIZATIONAL LEADERSHIP GENERAL DEGREE PLAN

Students must meet with the department for advising prior to applying for the program. Email OrganizationalLeadership@laredo.edu to request advising.

Required Coursework	
Core Courses	42 Semester Credit Hours
Professional Development Electives*	48 Semester Credit Hours
Upper Level Organizational Leadership Courses	30 Semester Credit Hours
Grand Total	120 Semester Credit Hours

Upon being admitted to the program, students will complete 30 semester credits hours of upper-level courses outlined below. The program consists of 10 months of coursework (Fall, Summer, Spring OR Spring, Summer, Fall).

OPTION 1: Fall Acceptance

Semester: 1	Fall	Credit Hours
ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I	3
ORGL 3322	Behavior/Ethics/Leadership I	3
ORGL 3331	Data Driven Decision-Making II	3
	Total Hours	12

Semester 2:	Spring	Credit Hours
ORGL 3332	Behavior/Ethics/Leadership II	3
ORGL 4341	Management Theory I	3
ORGL 4342	Organizational Change	3
ORGL 4352	Capstone I	3
	Total Hours	12

Semester 3:	Summer (Graduation)	Credit Hours
ORGL 4343	Leading Change	3
ORGL 4353	Capstone II	3
	Total Hours	6

OPTION 2: Spring Acceptance

Semester: 1	Spring	Credit Hours
ORGL 3311	Issues in Organizational Leadership	3
ORGL 3321	Data Driven Decision-Making I	3
ORGL 3322	Behavior/Ethics/Leadership I	3
ORGL 3331	Data Driven Decision-Making II	3
	Total Hours	12

Semester 2:	Summer	Credit Hours
ORGL 3332	Behavior/Ethics/Leadership II	3
ORGL 4341	Management Theory I	3
	Total Hours	6

Semester 3:	Fall (Graduation)	Credit Hours
ORGL 4342	Organizational Change	3
ORGL 4352	Capstone I	3
ORGL 4343	Leading Change	3
ORGL 4353	Capstone II	3
	Total Hours	12