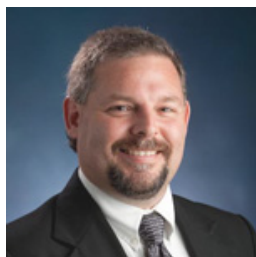




TMGT 599.01W & .01E – Technology Management Practicum COURSE SYLLABUS: Spring, 2014



Instructor: Jason Lee Davis, PhD – Associate Prof. & Sr. Grad. Faculty
Office Location: Charles Austin Engineering Building (Ag/IT), 213C
Office Hours: See [Instructor Schedule](#) on faculty webpage and below.
Office Phone: 903-468-8682
Office Fax: 903-886-5960
University Email Address: Jason.Davis@tamuc.edu
Faculty WebPage URL: <http://www.JDavis.us/> or <http://faculty.tamuc.edu/jdavis/>
Class WebPage URL: <http://faculty.tamuc.edu/jdavis/tmgt/599/142/>
Courseware URL: <http://online.tamuc.org/>

COURSE INFORMATION

CRN: 21385 (01W) 20501 (01E) **CIP:** 15061 20019

Delivery format: Online, Web-based (01W) and Web-Enhanced (01E)

Semester Credit Hours: 3 SCH

Catalog Course Description:

The course documents the graduate students' learning experience resulting in a consolidation of a student's educational experience and certifies mastery of workplace and/or academic competencies. The practicum experience must occur during the last semester of the student's educational program. Methods of providing a capstone experience will include one of the following: comprehensive, discipline specific examination prepared by the faculty of the workforce education program and administered at the conclusion of the program; or, course involving the preparation of a portfolio.

Prerequisite: Enrolled in final semester of MS TMgt degree.

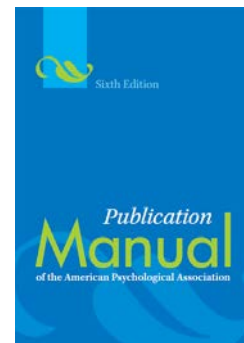
Functional Course Description:

This course serves to demonstrate and document the students' learning experience and mastery of expected/required program of study competencies, goals and learning outcomes within the Master of Science degree in Technology Management. Additionally, included in this course will be a written comprehensive examination that will measure the student's mastery of content taught in the required major core courses.

Textbook (required): None

Suggested Reference Source(s): *(You should still have this text from TMGT 595)*

Title: Publication Manual of the
American Psychological Association, 6th edition
Author: American Psychological Association
APA Item #: 4200066



Pages: 272 pages

Format availability:

Format	Item#	ISBN-13	List \$US
Hardcover:	4200067	978-1-4338-0559-2	\$39.95
Spiral Bound:	4200068	978-1-4338-0561-5	\$36.95
Softcover:	4200066	978-1-4338-0561-5	\$28.95
E-book:			\$4.99

Publisher: American Psychological Association

Publication date: July 2009

Student Learning Outcomes:

Upon satisfactory completion of the course, the learner should be able to:

1. Analyze a real-world technology management scenario.
2. Formulate practical solutions to realistic challenges related to technology management.
3. Justify a proposed course of action.

COURSE REQUIREMENTS

IMPORTANT NOTICE!!! Grading policies and requirements identified in this syllabus are non-negotiable and will be followed in this course with all students held to an identical standard. If you do not agree with any requirement herein, believe any of them to be “unfair” or “unreasonable,” or believe that less should be expected of you than your classmates to earn a comparable grade, you should IMMEDIATELY DROP this course and re-evaluate your dedication to academic integrity and success!

Credit Activities

There will be three study guides to assist you in your preparation for taking the Master's Comprehensive Examination and two major course assignments required of all students enrolled in this course. Note that all of these assignments are required, regardless of whether or not you have previously passed all or a portion of the Master's Comprehensive Examination. These assignments will require you to conduct extensive outside readings and research on specific

topics identified in the assignment guidelines. Students will articulate original scholarly responses based on the specific assignment criteria.

Study Guide – TMGT 510 – Value 10 points. **Due before midnight, Wed., January 22**

Study Guide – TMGT 590 – Value 10 points. **Due before midnight, Wed., January 29**

Study Guide – TMGT 595 – Value 10 points. **Due before midnight, Wed., February 5**

Assignment #1 – Value 100 points. **Due before midnight, Wed., March 19**

Assignment specifics will be provided in the class.

Assignment #2 – Value 100 points. **Due before midnight, Wed., April 23**

Assignment specifics will be provided in the class.

Required Attendance/Weekly Check-ins (“Virtual Attendance”) – Value 20 points.

Students enrolled in the Enhanced Section: You **must** attend all of each scheduled physical meeting. An online check-in will not substitute for attendance at physical meetings during weeks in which we are convened. In the event a physical meeting is not held in a particular week, and a sign-in sheet is not provided, an online check-in will be allowed to satisfy this requirement. Applicable occasions will be announced by the instructor.

Students enrolled in the Web-based Section: An online check-in into the course is required on a minimum of one day per week. A critical aspect contributing to student success in online courses is the facilitation of an active learning community. In order to interact and participate in ongoing and evolving dialog, post and respond to questions, contribute to the knowledge base, and remain aware of class dynamics, students must login regularly to identify opportunities for participation and be active participants whenever possible. Regardless of current assignments or activities, every student **MUST** login to the course a minimum of one (1) day each academic week (Monday-Sunday) of the semester. On the final week of the semester, the check-in must occur on or before Thursday. These logins should be utilized as an opportunity to check announcements and threads in the Virtual Classroom or other forums for valuable information and opportunities to contribute. A prudent student may well find themselves checking into the course on a daily basis. The courseware automatically tracks all student access. Logins are automatically logged by the courseware; however, the duration of time spent connected, as recorded by the courseware, is irrelevant and not factored into this grade. This requirement is separate from all other course activities. Check-ins in excess of one in a week cannot be “banked” or “rolled over” to following weeks. Likewise, missed check-in opportunities cannot be “made up” in following weeks.

All students: Also factoring into this credit category are some initial activities that must be completed within the first two weeks of the semester. These include the posting of a brief introduction in the Introductions forum. Also required is a photograph for use in the class photo roster. Enhanced students will be photographed for this purpose at the first class session and Web-based students are to attach a suitable photograph to their introduction post.

Absences: There is no "excused absence" recognized in this course. If a student is not present in class or does not complete the required weekly check-in, they are considered absent for purposes of counting attendance, regardless of reason.

Perfect Attendance Bonus – Value 5 points.

Students meeting **all** requirements in this credit category including intro, photograph, and all 16 required check-ins will earn a 5 point Perfect Attendance Bonus.

Grading

Course Study Guides (3)	30 points (10 points each)
Assignment #1	100 points
Assignment #2	100 points
Required Weekly Check-ins	20 points (+5 Bonus Points awarded for Perfect Attendance)
250 Total Points (255 w/ Bonus)	

Final Letter Grade via Points Earned – 250 points possible

Total Points Earned	%	Grade
224 – 250	90-100	A
199 – 223	80-89	B
174 – 198	70-79	C
149 – 173	60-69	D
< 149	< 60	F

Note: The point ranges identified here take traditional rounding based on 100% into account.

The instructor maintains the official gradebook and calculates grades externally from the courseware. The eCollege gradebook is NOT the official gradebook and is utilized only for the purpose of retrieving quiz/exam grades, when applicable, and as a convenient feedback utility to inform students of individual assignment grades, once available. The eCollege gradebook may or may not display all credit assignments at any given time during the semester and therefore is NOT to be used as a planning tool for identifying required activities or due dates. Grade totals and percentages in the eCollege gradebook may not reflect actual course performance.

Your instructor genuinely desires to see all students perform exceptionally and earn a passing grade in this course. Likewise, your instructor also firmly believes in a student's right to fail, and shall not deny you that right should you so chose to earn that grade by virtue of your performance, or lack thereof, in this course. **YOU** determine your grade in this course by your performance, **NOT** the instructor!

Non-credit Activities

Certain activities may be required as part of the course but not be entered in the gradebook as credit activities. Such activities could include the introduction and roster photo posting, course intro activity, or other related activities. Although not conducted for credit, completion of certain activities may be required as internal prerequisite activities before proceeding to the credit-earning activities is permitted. For example, an initial prerequisite quiz covering the syllabus, academic honesty requirements, and other general course understandings will be administered requiring a score of 100% before further advancement in the course is permitted.

Assignment Submissions

Assignments must be turned-in to me through the eCollege dropbox designated for the particular assignment.

Except for the cover page, the following information **must** appear in the format shown below using 8 point font, in the upper right-hand corner of **each** page of your assignments:

Your full name , your CWID number, Assignment #, p. #

Submitted work must be readable and printable using a commonly available Microsoft product (included in Office Suite), Adobe Acrobat (.pdf format), or specified assignment-specific format. Any other formats will not be accepted without prior approval. Students must retain electronic copies of all submitted works and available for resubmission should unforeseen technical circumstances warrant.

The writing and reference formatting style identified in the current edition of the *Publication Manual of the American Psychological Association* (APA) is required for use on written assignments in this course and all courses offered within the TAMU-C Department of Engineering & Technology. The most critical aspect of writing with APA in this course is the observation of correct citation and reference requirements. Failing to properly cite the work of others constitutes plagiarism, an act of academic dishonesty resulting in disciplinary action. The approved TMGT Manuscript Guide provides program specific information on required and allowed variations from APA Style. These two sources are essential references in preparing written assignments for submission. Only specific assignment instructions supersede these established formatting and style requirements.

In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating the intended message. All work submitted for credit in this course must also satisfy these general professional expectations as well as be appropriate for the specific purpose and audience for which the communication is intended. Quality of work will be reflected in the assignment scores.

All work must identify the student and contain an appropriate assignment identifier within the document.

Electronic file submissions MUST conform to the following naming conventions:

Course Prefix&Number–Activity ID–LastNameInitial(s).FileExtension (no spaces in filenames)

Examples:

TMGT599-StudyGuide510-VollmerD.pdf

TMGT599-Assignment1-WalshK.doc

TMGT599-Assignment2-PhelpsM.docx

Important: Files uploaded into eCollege can NOT contain special characters such as the pound symbol (#). Attempting to upload a file with a restricted character will result in an error message and your file will be rejected. For example, use Assignment1 rather than Assignment#1 in your filename.

As you conduct outside readings and research, familiarize yourself with the requirements of this course. As you read, take notes of points that you may wish to include in your assignment responses. After you have read and researched your source materials, review each assignment and begin to organize your thoughts as to the most effective, complete and concise response. Write a draft first, then read, **think**, and make necessary revisions. Repeat this process as many times as you need in order to produce **your best** response. Be careful of format, word usage, spelling, grammar and be sure to cite your sources, if applicable. Additionally, I will be looking for evidence that you have conducted outside readings and research and that you understood what you read. Write to your intended audience and at a level they can understand. Refer to the **MS-TMGT Manuscript/Assignment Guide** and **APA 6th ed. Style Manual**.

All work in this course is to be completed individually, without collaboration from others. Each student in this course of study agrees to accept and abide by the **Academic Honesty Policy** found in DOC SHARING.

Timely submission of assignments

Assignments **MUST** be completed and submitted by the designated due dates, in the designated location. Some assignments may not be accepted late, for any credit. When eligible for late submission, full credit cannot be earned by late or incomplete assignments. Assignments lose 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments lose all of their value at 10 days past due.) Further, **late assignment submissions may be rejected** at the instructor's discretion. A complaint regarding the late acceptance policy above would likely result in the outright and immediate rejection of a late submission. Any Quizzes that may be given in the course automatically close at the posted deadline and will not be reopened for retakes or late submission. Each quiz **MUST** be completed by the posted deadline or a zero will be earned. Unless indicated otherwise, assignments may be submitted early; however, students should be aware that this does not imply that assignments will be graded prior to the assignments' due date as assignments are typically evaluated as a group once all submissions have been received.

Make-up and extra credit assignments

No make-up, resubmissions, or extra credit assignments are available in this course. Credit is earned exclusively by completing the required activities, as assigned, and submitting by the due date, without exception.

Grade of "X" (Incomplete)

In accordance with the Academic Procedures stated in the TAMU-C Catalog, "students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they were maintaining passing grades." The mark of "X" is rarely applicable and will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation. Discovery of an impending failure of a course, although personally disappointing, DOES NOT constitute an emergency in academia and does not meet the criteria for the assignment of an incomplete.

ASSESSMENT OF PROGRAM GOALS

Students in this course will be preparing original written documentation that provides evidence mastery of the following stated program goals:

1. Understanding of Technology Management (TM) Fundamentals.
2. Methodology of Utilizing Knowledge Management to Add Value, Foster Innovation and Successful Organizational Change.

TECHNOLOGY REQUIREMENTS

General Technology Requirements

This is an online course; thus, access to a modern computer with a reliable, high-speed, Internet connection is required. You must also have sufficient administrative authority on your computer to download, install, and run the necessary software applications.

Your courses will work with a PC with recent OS versions or Macintosh OS X. Supported browsers include recent releases of Firefox, Aurora, Internet Explorer, Safari, or Chrome.

It is strongly recommended that you perform a “Browser Test” prior to the start of any on-line course. To launch a browser test, login in to eCollege, click on the “myCourses” tab, and then select the “Browser Test” link under Support Services.

Course-specific Software/Hardware/Peripherals

Students will make use of the following software applications to complete course assignments:

MS Word

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to: <https://leo.tamuc.edu/login.aspx>.

In the event the myLEO portal is ever inaccessible and you need to login to eCollege, you should also bookmark the direct URL for eCollege: <http://online.tamuc.org/>

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

To participate in the online course environment, login to eCollege and follow the instructions provided for each week of the course. Instructions, project guidelines, and relevant resources will be provided as needed throughout the course. The Virtual Classroom should be monitored and contributed to regularly. Special announcements or instructions may also be placed in the Announcements, the Virtual Classroom, or sent directly to your leo email, which should be monitored regularly throughout your enrollment at TAMU-C.

COMMUNICATION AND SUPPORT

Interaction with the Instructor

The instructor is available via a variety of avenues. The best path depends on the nature of the content you wish to convey or ask. If you have a general question about the class content, the syllabus and course materials are provided within the eCollege environment and may already provide the answer you seek. If you have a question or comment of the nature that would be presented in a traditional classroom environment, please do so in the Virtual Classroom so that others might benefit from and participate in the exchange. If you know the answer to a fellow student's question, please respond. Personal content involving grades, progress, etc. should be addressed with me via private e-mail: Jason.Davis@tamuc.edu Your name, CWID, and course number (if regarding a specific course) must be included in any and ALL electronic

correspondence. All class related E-mail correspondence must have the following in the subject line:

TMGT 599 - *First Name, Last Name, subject of correspondence*

Of course, if you'd like to meet up for a face-to-face visit, drop by during my [office hours](#), or just let me know and we'll set-up a time to meet at my office in the Charles Austin Engineering Technology (Ag/IT) building, 213C. As there are occasionally meetings scheduled that conflict with normally scheduled offices hours, an appointment is highly recommended.

My initially anticipated instructor office hours for this semester are:

Tuesday & Thursday 1:15pm - 2:53pm

Wednesday 1:15pm - 2:00pm & 3:00pm - 4:00pm

however; this schedule is subject to change and students should refer to my current [office schedule](#) and contact me to confirm availability.

eCollege Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.

- Chat Support:** Click on '*Live Support*' on the tool bar within your course to chat with an eCollege Representative.
- Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- Help:** Click on the '*Help*' button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc...)

Writing Assistance

Both on-site and online writing assistance is available through the University Writing Center. The Writing Center is dedicated to helping writers take advantage of all opportunities for learning inherent in the writing process; to that end, center tutors can assist writers at any stage of the writing process. By working with students one-on-one or in small groups, tutors can help writers analyze the rhetorical demands of the writing task, generate and focus ideas at the prewriting stage, ensure they are addressing the writing assignment directly and effectively, elaborate and rework a rough draft after hearing the writer read the draft aloud, discover their strengths and weaknesses in a particular rhetorical context, strengthen arguments, spot weak rhetorical choices and make more effective choices, and address formatting or other surface-level concerns. At no point do center tutors write these papers for the students. All writers working in the Writing Center maintain control of their work; tutors simply offer support and feedback and ask questions they may not have been asking themselves (or may not have even known to ask themselves).

For more information refer to the Writing Center's web pages at:

<http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx>

Other Questions/Concerns

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing, advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
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Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple or repeated classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created **by the scholar** uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F in the course is considered appropriate as a minimum consequence.

Also, be aware that the statute of limitations for penalties for plagiarism does not end upon the completion of the course or even upon graduation. If an instance of plagiarism is found anytime after the completion of the course, the course grade is subject to change accordingly and any awarded degree utilizing the course is subject to revocation.

To avoid plagiarism, an individual must give credit whenever they:

- a) use another individual's idea, opinion, or theory;
- b) use facts, statistics, graphs, and drawings that are not common knowledge;
- c) use quotations of another individual's spoken or written words; or
- d) paraphrase another individual's spoken or written words.

Any works referenced must be properly cited in accordance with APA 6th edition style.

Web resources for additional reference regarding what constitutes plagiarism and how to avoid it include:

<http://www.plagiarism.org/>

<http://www.unc.edu/depts/wcweb/handouts/plagiarism.html>

<http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml>

Scholarly Expectations

Work submitted, particularly at the graduate level, is expected to demonstrate higher-order thinking skills and represent the student's best possible effort on the assignment. A student should NEVER ask an instructor what they made on a particular assignment for the purpose of determining how much effort to put into the next assignment. Any effort, on any activity, that is less than the student's best is insufficient and will most likely be reflected in the grade. If a passing grade is desired in this course, it must be demonstrated by virtue of your performance throughout the course.

Late Work

Projects and assignments MUST be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments. Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. If a project incorporates peer review activities requiring that

all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken “out of the loop” if necessary to ensure the forward progress of the class.

Time Commitment (16-week term)

In a college-level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to on-line and web-enhanced courses just as it does to a tradition course when determining the total expectation of time that should be spent on a particular course per week, or day in the case of summer or sub-term courses. The activities in this course are based on a 15-week instruction schedule. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each course. The average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, such as this one, is show in the following table:

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
“In” class per class week	2hr. 30min.	2hr. 30min.
“Outside” class per class week	7hr. 30min.	10hr. 00min.
TOTAL Weekly Expectation	10hr. 00min.	12hr. 30min.
TOTAL Term Expectation	150hr. 00min.	187hr. 30min.

Attendance

All students must be active participants in class activities. In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through participation in, and contributions to, on-line class discussions and the Virtual Classroom. Regular attendance and assignment submissions are essential for success. Regular “check-ins” may be required and counted toward the course grade. If an extended situation arises during the course of the semester that prevents you being able to perform to a level allowing you to earn the grade you desire, it may likely be in your best interest to drop the course and re-enroll later. If you’re planning an extended vacation during the semester that will interfere with your ability to participate as required, this will not be the time for you to take this class. Go ahead, drop the class, enjoy your vacation, and re-enroll in a semester in which you are ready to dedicate the time and effort necessary to be successful in your studies. Bottom line... Academic studies require significant effort and dedication. Either you’re all in and committed, or you need to step back until you’re ready and able to rise to the challenge.

Drops & Withdrawals (and understanding the difference)

Drop – Removal of the student from one or more courses while remaining actively enrolled in one or more remaining courses in a given semester. A drop must be initiated by the student, with reason, subject to instructor approval, or it may be initiated by the instructor in the case of excessive absences, at the discretion of the instructor. Drop requests **must** be submitted on or before the drop deadline. A student **may not** be dropped from a single course after the drop deadline is passed. Requests to drop a course are submitted via the student’s myLEO account.

Withdraw – Elective removal of the student from **ALL** courses in which (s)he is enrolled in a given semester. A withdrawal request must be initiated by the student submitting the official [Withdrawal](#)

[Form](#) to the Office of the Registrar on or before the last day to withdraw. Withdrawals cannot be initiated by instructors and do not require instructor approval.

During the open registration period at the beginning of the semester, students may add or drop courses without specific authorization (prerequisite requirements and permission-only courses excepted). Should the student determine it to be necessary to drop the course, or withdraw from the semester, it is the student's sole responsibility to submit the proper request **PRIOR** to the official deadlines to complete either of these actions. Drop/Withdrawal requests may **NOT** be submitted through your instructor and informing your instructor of your intent to take either action does not constitute your official request to do so. Instructor approval is required to drop the course after the end of the open-enrollment period and prior to the drop deadline. The student **cannot** be dropped after the drop deadline or withdraw after the withdrawal deadline. (This is university procedure, NOT an instructor decision.) The instructor is **required** to submit the actual grade earned by each student remaining on the official roster after the withdrawal deadline, regardless of the level of grade attainment. The student must contact their academic advisor to determine what effect the drop/withdrawal will have on their academic progress prior to initiating either action.

The student is responsible for confirming official university dates/deadlines and meeting any and all necessary deadlines pertaining to drops & withdrawals. In the event of a discrepancy between a date provided in the course and a date on the official university calendar, the date on the official university calendar, or revised date officially announced by the registrar or other authorized university official, will take precedence.

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

Office of Student Disability Resources and Services
Texas A&M University-Commerce
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
[Student Disability Resources & Services](#)

Research Studies/Human Subjects

Refer to the **Texas A&M University-Commerce** Rules & Procedures 15.00.01.R0.01-Human Subject Protection.

Surveys/Course Evaluations

Your feedback may be requested by Texas A&M University-Commerce during the semester/term regarding your course. *It is important that you take a serious and constructive approach to this activity.* The information gained from you will assist in course evaluation by the university/college/department to insure that effective learning is taking place within the existing course structure. If changes are indicated, this will help with course re-design and/or other revisions that will make the course more relevant for future students and the employers of graduates.

Student Conduct/Citizenship

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guide Handbook*).

Students are expected, at all times, to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time and effort toward the educational process.

At no time is a student allowed to exchange dialog with, make requests of, or make implications to a member of faculty that could be construed as a request for, or expectation of, preferential or differential treatment among members of a class. A student may not place an instructor in a position in which there is an expectation by the student that (s)he will be evaluated, assessed, or given consideration in a manner inconsistent with that of the entire class. All students within a class will be held to an identical standard of expectation and assessment, within the law.

This Syllabus

This syllabus constitutes the contractual document between faculty and students in the course. A student's continued enrollment in the course following the posting of the final, official syllabus at the beginning of the term signifies the student's understanding of and complete acceptance of this contract and the procedures, requirements, and evaluation criteria contained herein. Any student not accepting this contract is to immediately drop this course. The syllabus identifies credit-earning activities for which you will be responsible to submit in the course. The occurrence of a need to vary from the original syllabus is rare; however, unforeseen circumstances and logistical issues could arise during the course of a semester that necessitates a minor modification in the originally planned activities or procedures. Changes to a syllabus are not made without sufficient justification and assurance that any changes implemented would not impact the students' ability to complete the course. Any variations that may be determined necessary during the course by the instructor will be appropriately announced in the courseware along with relevant information pertaining to the modification.

FINAL COMPREHENSIVE EXAMINATION FOR THE MASTER'S DEGREE

Refer to Texas A&M University-Commerce Procedure 11.04.99.R0.20.

Date: Friday, February 14

Time: 8:00am-2:00pm Central Time

(6-hour maximum time limit, assuming you begin at 8:00). All responses **MUST** be submitted by 2:00pm Central Time. Late submissions will not be accepted and an automatic "F" will be assigned on Comps.

Scheduling: You are responsible for ensuring your availability, appropriate computing resources, and connectivity at the time of the administration of the examination. This is the one and only administration of the examination this semester and failure to complete this exam, for **ANY** reason, **WILL** delay your completion of the program by no less than one semester. There are no "excused" absences from the exam.

All master's degree candidates must satisfactorily pass a comprehensive examination covering course work within their master's degree program of study. For candidates pursuing the Master of Science Degree in Technology Management the comprehensive examination will be online and written. Evaluation of the comprehensive examination will be conducted by an advisory committee in the

Department of Engineering & Technology and the final student grade will be recorded as PASS or FAIL. A candidate who fails the comprehensive examination must complete whatever further courses or additional study that are stipulated by the advisory committee. This additional work must be satisfactorily completed and the comprehensive examination must be taken again and passed before the student will be eligible for graduation. If failed, the comprehensive examination may NOT be retaken during the same semester.

The Master of Science Degree in Technology Management Comprehensive Examination is administered as a component of this course, but is a program requirement exclusive of any specific course and as such the results will not be calculated in the final student grade for this course. Likewise, assignments in this course do not count toward any comprehensive examination requirement. Passing or failing either TMGT 599 or the Comprehensive Examination does not affect the other.

Completed comprehensive examination responses MUST be submitted to the designated Dropbox folder in eCollege by the due date/time specified. No late submissions will be accepted. Failure to submit comps as and when required will result in an automatic FAILURE of the exam and graduation will not be approved for the present term.

COURSE OUTLINE / SCHEDULE

The course schedule and calendar is available in the course and is maintained on the class public website at:

<http://faculty.tamuc.edu/jdavis/tmgt/599/142/>

Students will need to monitor and reference these resources regularly.

Course Activity Calendar

<u>Date</u>	<u>Activity</u>
Monday, January 13	First Class Day. Begin reviewing the course syllabus and complete any preliminary course activities specified. Commence preparing your Study Guides in preparation for the Master's Comprehensive Exam. Review the course Academic Honesty Policy-located in DOC SHARING.
Wednesday, January 22	Study Guide – TMGT 510
Wednesday, January 29	Study Guide – TMGT 590
Wednesday, February 5	Study Guide – TMGT 595
Friday, February 14	Master's Comprehensive Examination Online 8:00am-2:00pm (Central Time)
March 10-14	Spring Break
Wednesday, March 19	Assignment #1 due.
Wednesday, April 23	Assignment #2 due.