

Texas A&M University-Commerce  
College of Science, Engineering & Agriculture  
Department of Engineering & Technology

**Course Syllabus-Summer II, 2014**

**TMGT 597 01W** (50209)

**July 7, 2014 to August 7, 2014**

**Course Title: Accountability: Effective Verbal Communication in the Workplace**  
(CIP: 1506120019)

Three (3) semester credit hours.

---

**This section of this course is 100% online. No face-to-face meetings are conducted. All correspondence is via email with the Professor.**

---

**Professor: Dr. Jerry D. Parish, CSTM**

**Contact Information:** *Office Location:* Charles J. Austin Engineering & Technology Building  
*Email Address:* [jerry.parish@tamuc.edu](mailto:jerry.parish@tamuc.edu)  
*Contact Telephone:* 903-886-5474

**Office Hours:** *On-Campus:* **Wednesday** 10:00am – 3:00pm  
*Online Office Hours:* Monday-Thursday/Times online will vary during day.

***On-campus office visits are available by appointment only.***

**Appointments must be made at least 24 hours in advance by calling 903-886-5474 or by contacting Ms. Beverly Luke in AGIT 119.**

**You will be required to present a valid and current TAMU-C student ID at the time of your scheduled on-campus appointment.**

**General Course Information**

**Course Description:** This course will explore organizational effectiveness by an examination of verbal communication in the workplace. The mastery of an accountability conversation will be the primary topic discussed. Students will be required to read the course text, to research additional sources and to write an analytical research paper that has the potential to be published in a scholarly journal.

**Prerequisite: TMGT 595 or concurrent enrollment or permission of Department Head.**

**Textbook (Required):**

***Crucial Accountability: Tools for Resolving Violated Expectations, Broken Commitments, and Bad Behavior***

By: Kerry Patterson, Joseph Grenny, David Maxfield, Ron McMillan, and Al Switzer

Published by: McGraw Hill Education

ISBN: 978-0-07-182931-1

2013

*Suggested Readings:* Any valid and creditable document related to the content of this course.

*Reference Sources:*

- **The Technology Management Handbook**, by Richard C. Dorf  
ISBN: 0-8493-8577-6 1999
  - [www.atmae.org](http://www.atmae.org)
  - [www.texaswideopenforbusiness.com](http://www.texaswideopenforbusiness.com)
  - [www.austintexas.gov/department/emerging-technologies](http://www.austintexas.gov/department/emerging-technologies)
  - Metroplex Business Council
  - Texas Emerging Technology Fund
  - Technology Business Council
  - Google: Mack center of Emerging Technologies Management Research Program or Mack Center for Technological Innovation
  - **Publication Manual of the American Psychological Association (APA)**  
6<sup>th</sup> Edition-2010  
ISBN: 10: 1-4338-0561-8
- 

## **Student Learning Outcomes (SLO)**

*Student Learning Outcomes define what you should know and be able to do as a result of your successful completion of this course of study. All of the activities that constitute this course are designed toward your accomplishment and mastery of that goal.*

- **Student Learning Outcome #1:** The learner based on their readings, research and study of the current body of literature will be able to compose an original definition of “accountability conservation” for the layperson.
  - **Student Learning Outcome #2:** The learner based on their readings, research and study of the current body of literature will analysis and interpret data and compose an original analytical research paper on a topic provided by the professor.
  - **Student Learning Outcome #3:** The learner will be able to generate an original analytical research paper that complies with the course writing guides and the APA Publication Manual, 6<sup>th</sup> Edition.
- 

## **Academic Honesty Policy-2014**

**Each enrolled student in this course agrees to abide by the following Academic Honesty Policy-2014:**

**Texas A&M University-Commerce**  
 Department of Engineering & Technology  
**Academic Honesty Policy-2014**

**Statement of Ethical and Professional Conduct:**

Students enrolled in this course are expected to follow the highest level of ethical and professional behavior at all times. Each student will be expected to maintain legal, ethical and moral principles, practice professionalism and civility throughout this course of study.

**Actionable Conduct:**

The following actions on the part of the student will bring sanction against that student:

- **Dishonest Conduct:** Seeking to obtain unfair advantage by stealing, purchasing or receiving unauthorized copies of course related assignments, projects, and/or examinations.
  - Intentionally preventing others from completing their course related work.
  - The falsifying of records in order to gain admission or to complete an academic program of study.
  - The purchase of course related work from any outside or external source.
- **Cheating:** The unauthorized use or copying of another's work and reporting or representing it as your own.
- **Plagiarism:** Using or copying someone else's words, ideas and/or work without citations and the giving of proper credit (reference).
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of your personal gain.

**Sanctions:**

Faculty, guided by a clearly delineated policy in the course syllabus, will be the arbiter for all in-class violations. All violations will be reported to the Department Head of Engineering & Technology to assure equity and to provide appropriate counsel. In addition, the Department Head will maintain departmental records of violations by students.

Sanctions beyond those imposed on the student by the course faculty member will be at the discretion of the Department Head and College Dean. Administrators, faculty and students are guided by the course syllabus, current undergraduate and/or graduate catalogs of the University, University Rules & Procedures, and

**The Student's Guidebook.**

*Students will always be afforded due process and review as appropriate under University policy.*

As an official university student enrolled in this academic course, you will be held accountable for your actions in this course. This *Academic Honesty Policy* is in effect for the duration of this course of study and all enrolled students are expected to abide by the stated policy.

1. If you **cannot accept** this *Academic Honesty Policy* you must notify your Professor immediately by email or in-person and **also officially withdraw from this course of study.**
2. If you choose to remain in this course you are hereby **accepting and agreeing to abide** by this *Academic Honesty Policy*. **No further action on your part is required.**

*Dr. Jerry D. Parish, Professor of Technology Management-2014*

**Please print and read this document before continuing in this course of study.**

---

---

## **General Overview of This Course of Study**

*As you are aware, this is a graduate level course.* This fact alone dictates a different learning environment than you may have experienced in your past education and will require, in some cases, a new approach to the learning process on your part. A graduate degree has value in its ability to expand and enhance the depth and breadth of your current career, future career goals and your overall ability to become a more aware thinker, decision maker, resource manager, project manager and communicator. You will be expected to develop your reading, research and writing skills to a level that you may never have experienced previously. This will require a dedication to this course, your desire to advance your education and the art of learning that may be new to you. Additionally, your time management skills will be put to the test as you try and balance other courses, career, family, leisure time and other obligations along with your responsibilities to this course.

### ***The educational philosophy of this course is as follows:***

*The student is the center of the learning process;* therefore, the student is expected to assume the responsibility for their learning and to the degree and level that learning is achieved. The Professor will serve as the guide and facilitator for the student learning experience. The student is expected to approach learning with purpose, commitment, dedication, seriousness and an attitude of exploration. The student is expected to read carefully all materials provided by the Professor, complete all course assignments in accord with the instructions and specifications provided by the Professor, comply with assignment deadlines and work within the assignment/course evaluation criteria.

As the student you are to be an *active learner*, be fully engaged in all facets of the course and its content. You will be expected to assess all of your work **before** and **after** it has been evaluated by the Professor. It is critical to your success for you to comply with the writing guides associated with this course of study and for you to have a high level of understanding of these associated writing guides. Before you turn any work into the Professor, it is your responsibility to compare your written material with the requirements/specifications of the writing guides provided for this course of study and to ensure to the Professor that you have fully complied with all requirements of the assignment, project examination and/or course.

---

---

---

---

### **Communications with Professor**

- Generally most correspondence with your professor in this course will be done via email.
- All emails to your professor must be written in a **formal business format**, with a salutation, body and closing.
- Emails should be written in complete sentences, correctly spelled words, correct punctuation, etc.
- All emails sent to the Professor **MUST** have the following in the email **SUBJECT LINE**:

TMGT 597 01W - J. Parish: *Your First Name, Your Last Name, Your CWID #*

- **Online Office:** My online office hours are noted on page 1 of this syllabus. If you have course related questions or concerns, you may email me and I will respond.

---

---

### **Basic Technology Requirements**

- For maximum efficiency, you will need a good computer connected to high-speed Internet.
- *Microsoft Office Word 2010* is highly recommended.

### **Online Access & Navigation**

- This course will be facilitated using *eCollege*, the *Learning Management System* used by **Texas A&M University-Commerce**.
- To begin the course go to: <https://leo.tamu-commerce.edu/login.aspx.traditional>
- You will need your *Campus Wide Identification Number* (CWID) to log into the course.
- If you have questions and/or problems contact: **Technology Services** at 903-468-6000 or [helpdesk@tamu-commerce.edu](mailto:helpdesk@tamu-commerce.edu).
- **eCollege** HelpDesk is available 24 hours a day, seven days a week. You may contact the **eCollege** HelpDesk at: 1-866-656-5511 or [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or through the Online Chat by clicking on the “Live Support” tab within your **eCollege** course.

---

## **Course Policies**

*This graduate course will require you to read, conduct research and write at a level appropriate for a university master's level student. It is assumed that you can read and write at this level coming into the course.*

- You will be expected to read and comprehend the course syllabus, course emails and course announcements.
- You will be expected to manage your time effectively and efficiently throughout the semester.
- You will be expected to meet all deadlines and due dates.
- You will be expected to participate fully in the course by checking announcements, emails and responding to emails when appropriate.
- You will be expected to practice **civility** and a formal business writing style and format in all of your written correspondence (including emails) and in your verbal interactions with the professor, staff and students.
- You will be expected to devote **at least 16 clock hours** to this course each week of the semester (including on-line and off-line).
- You will be expected to log into **eCollege** and this course at least two times per week.

- 
- Work, vacation, travel, sickness/accident/death outside your immediate family does **NOT** constitute an approved excuse for not completing assignments, projects, examinations and/or not meeting course deadlines and due dates.

Late assignments, projects and examinations may receive a score of "0" points at the discretion of the Professor based on the written facts presented by the student.

*No extra credit, additional work to improve a grade or the re-doing of an assignment, project or examination will be permitted in this course.*

---

- If you find it necessary to miss a deadline/due date and you believe you have a valid reason that meets university guidelines and that meets the course policy, notify me immediately in writing!

I will work with you to find a solution for your situation, if possible.

**Civility is the rule at all times!**

---

## **Tips for Success**

*This is an online course of study; therefore, I am providing you the following tips for success as an online learner:*

### ***Be Proactive!***

If you have course related questions or do not understand an assignment, it is time for you to seek clarification via the Virtual Office or your Professor. Do not wait until your grade is in jeopardy to act; your instructor is there to guide you through the course. *However, your questions should be serious, well-written, positive and to the point.* It is not wise or effective to wait until the assignment, project or examination is due to begin-*your grade will suffer.* Time management, planning ahead and organization are “key” to success in any academic course.

### ***Utilize Available 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>

**Do Not Presume:** Many students assume that online classes require less work, time and are generally “easier” than traditional face-to-face university courses. In reality, online classes are designed to be just as rigorous, just as detailed, and just as demanding and they include the same content as a face-to-face course. Be prepared to devote a minimum of 16 clock hours a week in an online course-and that is a modest estimate. Some weeks and some courses will require far more than 16-hours per week.

**Study and Pay Attention to the Course Student Learning Outcomes:** Every course has established learning outcomes that are expected of the student. These are carefully crafted and serve as the foundation on which a well-designed course is built. Every aspect of the academic course including readings, research, assignments, projects and examinations flow from the course student learning outcomes. Understanding these will provide a better understanding of what is expected of you, the student, in all aspects of the course.

Communication in the Online Course: The majority, if not all of your communication in an online course will be by written word; therefore, be prepared to type instead of talk. There may be discussion boards, written assignments/projects, etc. Email is the common mode of communication in this type of course. This is different than the face-to-face course where verbal communication is prevalent. Be prepared to read and write a “great amount”.

Participation in an Online Class: If your class is using a discussion board, you may be required to participate. Always respond to discussion board questions with substantive, well-researched remarks. An example of a *bad* posting would be a very short response such as, “*I agree with the previous post*”. An acceptable response would be multi-sentenced, would be thoroughly researched by you and would generate additional thoughts that relate directly to the lesson’s subject matter. Use this opportunity to interact and to have a meaningful conversation with your classmates.

Establish a Regular Schedule: It is a good habit to work on your course each day or at least 5-days a week. This course requires you to spend **at least 16-hours per week** reading, researching and/or writing. It is not wise or effective to wait until the assignment, project or examination is due to begin-*your grade will suffer*. Time management, planning ahead and organization are “key” to success in any academic course.

---

**Surveys: 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.**

---

### **Avoid Plagiarism**

United States law supports that words and ideas can be stolen. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like other inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (*such as a book or computer file*).

All of the following are considered plagiarism:

- Turning in someone else’s work as your own.
- Copying words and/or ideas from someone else without giving proper credit.
- Failing to put a quotation in quotation marks.
- Providing incorrect information about the source of a quotation or information source.
- Changing words, but copying the sentence structure of a source without giving proper credit.
- Copying so many words or ideals from a source that it makes up the majority of the work you have written, whether you give credit or not.



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 should be properly cited in accordance with the **APA 6<sup>th</sup> edition Publication Manual**.

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>

**Turnitin**, or other similar plagiarism verification services, may be utilized to verify the absence of or presence of plagiarism in any or all student assignments/work submitted for the comprehensive examination or other coursework.

Also, be aware that the statute of limitations for penalties for plagiarism does not expire upon the completion of the course or even upon graduation. If an instance of plagiarism is found any time 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.

*In most cases plagiarism can be avoided by citing your sources correctly. Simply acknowledging that certain material has been borrowed, and providing your audience with the necessary information to locate that source, is usually enough to avoid a plagiarism charge.*

***Plagiarized assignments, projects and examinations will result in a grade of F (0 points).***

## **Guide to Grading**

***In the workplace, you will be expected to produce documents that are clear, easy to read, error-free, and visually effective. Your written products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of your audience. Final course letter grades are defined as follows:***

**A=Outstanding work:** Demonstrates superior analysis of the assignment; provides excellent selection of content, organization, design, and style that addresses both the practical and rhetorical requirements of the particular situation; uses a style that is fluent and coherent; excellent choice and use of visuals, has no major mechanical errors; shows insight, perceptiveness, originality, and thought.

**B=Good work:** Above the level necessary to meet course requirements; has a thorough, well-organized analysis of the assignment; shows judgment and skill in the presentation of material appropriate for the intended audience and purpose; supports ideas well with concrete details; has an interesting, precise, and clear style; good use of visuals; strong, interesting work; and is free from major mechanical errors, although minor problems may be present.

**C=Acceptable work:** Meets all basic requirements of the course and assignment; provides a satisfactory analysis of the writing task, subject, and audience; accomplishes its purpose with adequate content, design, and detail; uses details, organization and expression appropriate for the rhetorical and practical context; adequate use of visuals; has acceptable mechanics; nothing remarkably good or bad about the work; equivalent work could be used in the professional world, but generally would be considered minimal.

**D=Needs improvement:** Minimally meets the assignment but is weak in one of the major areas (content appropriate for purpose, organization, style or mechanics) or offers a routine, inadequate treatment; document design and use of visuals is inadequate or inappropriate; shows generally substandard work with some redeeming features.

**F=Unacceptable work:** Does not meet the course requirements; fails to meet one or more of the core requirements of the course or assignment; may fail to cover essential points, or may digress to nonessential material; may lack adequate organization and show confusion or misunderstanding of genre or context; may use an inappropriate tone, poor word choice, excessive repetition, or awkward sentence structure; may be unclear; poor quality design and/or use of visuals; may contain an unacceptable level of errors.

*Each document, presentation, or visual you prepare reflects your professional knowledge and establishes your professional image. In some cases, a document may be read by your professor and qualified professionals in the discipline. These professionals may be asked to comment on the content, presentation quality, and value of your work for evaluation purposes. It is critical that your work be done in a professional manner and written at the appropriate level for your intended audience.*

---

## **Gradebook**

Your Professor maintains the official grade book and calculates grades externally from the courseware. The eCollege grade book is NOT the official grade book and is utilized only for the purpose of retrieving assignment, project and examination grades, when applicable, and as a convenient feedback utility to inform students of individual assignment grades, once available. The eCollege grade book 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 grade book may not reflect actual course performance.

---

---

---

## **Final Examination for the Master's Degree**

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

All Master of Science Degree in Technology Management 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 or term.

---

---

## **Reference Documents**

### ***1. GUIDE TO WRITING AN ANALYTICAL RESEARCH PAPER:***

#### **Definition:**

An analytical research paper helps to provide answers to the questions of who, what, when, where and how. This type of paper cannot conclusively ascertain answers to why. An analytical paper includes information from a wide range of sources. The primary focus is on analyzing the different viewpoints uncovered in the existing body of literature based on the facts uncovered in the research rather than presenting one's opinion on the data uncovered. The author of this type of paper will focus on the findings, methodology or conclusions of other researcher's work and will conclude such a paper with a summation of the findings, and a suggested framework and/or process for further study on the issue. Analytical research can be used as a pre-cursor to quantitative research and should help identify specific issues and/or variables that are worthy of additional and more definitive and focused study. The analytical paper research generally yields large amounts of data that must be analyzed by you in order to develop a paper that is concise, states the facts, adds value to your audience and answers the question(s) posed in the class assignment.

#### **Parts of the Paper:**

- **TITLE PAGE:** Refer to the template provided in this course syllabus.
- **ABSTRACT:** The abstract has a **limit of 150 words**.
- **INTRODUCTION:** An introduction is necessary to introduce your reader to the topic that you are discussing in the paper they are about to read. The introduction provides the reader supporting information about your topic, the significance, the rationale, your

objectives or generally what you will be discussing in your paper. The introduction will not contain detailed information; this will be done in the body of the paper. Some would say that the introduction should contain your thesis statement. **The introduction should not be more than one (1) page in length.**

- **BODY of the PAPER:** This part of the paper should contain your detailed research findings and information you gained from your research and readings that relate directly to the topic of the class assignment. Layout this part of the paper in sections, with headings/sub-headings that help to organize the presented material and to assist the reader in their understanding of your methodology and discussion. Make, support and document your research findings in this section of the paper.
- **CONCLUSION:** Here you summarize your findings and tie back to your introduction. In the conclusion, the reader should be able to (if they only read the conclusion) to gain 70-80% of the data or main points presented in your paper in a summary format. This is your opportunity to leave a final and lasting impression on the reader. **The conclusion is the most important part of the analytical paper and you must treat it as such, so spend time developing an outstanding and well written conclusion.** **The conclusion generally should be at least one-page in length, with two pages generally the maximum length.**
- **REFERENCES:** The reference page(s) will follow the paper conclusion section beginning on a new page.

---

## 2. WRITING GUIDE FOR THIS COURSE OF STUDY:

### Master of Science Degree in Technology Management MS-TMGT Manuscript/Assignment Guide-Parish

This document shall serve as a general guide for the preparation of manuscripts and other written materials (including course assignments) in the **Master of Science Degree Program in Technology Management**, unless specifically directed otherwise by your Professor.

Refer to the ***Publication Manual of the American Psychological Association, 6<sup>th</sup> edition***, for style and organization of elements not addressed in this guide.

---

### **General Guidelines (reference APA Manual, section 8.03 and sample papers, chapter 2)**

- **Paper size:** Manuscripts shall be typewritten on 8.5” x 11” paper, one side only.
- **Line Spacing:** Double-space between all text lines of the manuscript.
- **Margins:** One inch margins on all sides (**top, bottom, left, right**).
- **Font type and size:** Times New Roman, 12 point.
- **Paragraph indentation:** Indent the first line of every paragraph 5-7 spaces (**1/2 inch**), with the exception of the Abstract and reference list entries.
- **Alignment:** Align text left (**uneven right edges**), **not** justified (**even left and right edges**).
- **Spacing after punctuation:** Use 1 space after commas, colons, and semicolons within sentences and 2 spaces after punctuation marks at the end of sentences.
- **Pagination:** Number all pages consecutively, beginning with number Page 1 of ? on the title page. Page numbers shall be flush-right on the first line of every page (**use the header function**) one inch from the right edge of the paper. ***Do not bold page numbers.***
- **Running head:** **In this course of study**, the running head on each page (*other than the cover page*) is to consist of the following information:  
**In this order:** *your last, your CWID number, and the assignment number.*  
***The running head shall be flush left in all uppercase letters using 12 point font and on the same line as the page numbers. Do not bold the running head.***
- **Heading levels:** Follow guidelines in **APA Manual, section 3.03**.

### **Title Page (reference APA Manual, section 2.01-2.02, 8.03, and sample papers, chapter 2)**

- The first line of the title page is to be **10 single spaces** down from the top line of the page.
- Use 12-point font.
- **No running head on the title page.**
- **Follow the template provided in this document.**
- **Title:** The title shall be centered on the page and shall be typed in **bold** uppercase and lowercase letters.
- **Author:** The author’s name shall be double-spaced and centered beneath the title.
- **CWID:** The author’s college-wide ID number shall be double-spaced and centered beneath the author’s name.
- **Assignment:** The assignment number shall be double-spaced and centered beneath the ID number

- Course Number & Name: The course number, including section number, and name shall be double-spaced and centered beneath the assignment name/number.
- Professor's Name/Title: As illustrated on the template provided.
- Date: Date of your submission.

**Research Paper Title (Shall be 10 single spaces down from the first line of the page)**

Your Full Name

Your College-wide ID number

Assignment Number (e.g. Assignment #1)

Course number, section & title (e.g. TMGT 590 01W Technology Management Seminar)

Presented to:

Dr. Jerry D. Parish, Professor of Technology Management

Date of Submission (e.g. April 20, 2014)

---

---

**Grading & Evaluation Policy**

*The final course grade for each student will be based on the following:*

Assignments: **250 Total Possible Points in this course of study.**

**GRADING SCALE**

A = 250-225

B = 224-199

C = 198-173

D = 172-147

C = 146-0

**NO EXTRA CREDIT WILL BE GIVEN!**

---

---



---

---

## **Course Assignments**

***All work in this course is to be completed individually, without collaboration from others-refer to the section of this course syllabus on plagiarism.***

- ➡ Each student in this course of study agrees to accept and abide by the **Academic Honesty Policy** found in the course syllabus.

- 
- Assignments and the examination are to be turned in to me as an attachment to an email. Refer to the Communications with Professor section of this course syllabus.

---

### **Before You Work on the Required Course Assignments, Read the Following:**

*As you read the textbook, outside readings and conduct research, familiarize yourself with the requirements in the following assignments. 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 read the textbook, conducted outside readings, and that you understood what you read. Write to your intended audience and at a level they can understand*

---

---

## **REQUIRED COURSE ASSIGNMENTS**

**You are advised to work on both assignments concurrently in order to successfully meet the assignment due dates.**

---

---

## Assignment #1-Value 100 points. SLO #1

*Due by 11:59pm on July 21, 2014*

### Instructions:

- ***Read the entire textbook for this course before you proceed with Assignment #1 and/or Assignment #2.***
- Based on your reading of the course textbook, write a scholarly book review utilizing the following headings to guide your written content:
  - **Section I**-Write your definition of “Crucial Accountability” **based only** on the textbook information.
  - **Section II**-Address the following: What is the overall purpose of the book and for what readership is it written?
  - **Section III**-In your words what is the significance of the textbook?
  - **Section IV**-How has the reading and study of this textbook impacted your verbal communication? Be specific.
- Your written book review, including the four section listed above, is to be between **1500** and **2000** words including the title page.
- ***No references are to be cited in your book review, this assignment is to be your original words only.***
- ***No outside sources/references are to be used for this assignment.***
- You are to follow the Writing Guide provide in the course syllabus **where appropriate**.
- You are to have a **Title Page** on this assignment, refer to the writing guide and title page template provided in this syllabus.
- **Do not** include an abstract, table of contents, reference page or suggestion for additional research/study in this assignment.
- Use appropriate headings and sub-headings for the benefit of your intended audience.
- ***You are free to arrange and organization your book review in any manner you deem appropriate and beneficial for your intended audience. However, you should be prepared to defend the organization and readability of your book review to your professor.***
- This assignment is not to be considered a formal written research paper.

**Assignment #2**-Value 150 points.  
SOL #2 &3

*Due by 11:59pm on August 5, 2014*

**Instructions:**

- Research, analysis /interpret date and compose an original scholarly analytical research paper with the title:

**Accountability: Effective Communication in the Workplace**

- Your paper is to have the following components: title page, abstract, body with a well-developed conclusion, and reference page
- Your paper is to be between **2400** and **2800** words include the title page, abstract, body and reference page.
- Your paper is to have a *minimum* of **6 (six)** cited references obtained from articles found in refereed journals, articles from edited magazines published by professional organizations or societies, articles from refereed proceedings of professional conferences and/or published books. The course textbook may be used as one reference source.
- **NOTE: No article published on the Internet that is not directly connected to an established peer-reviewed professional conference, journal or magazine is acceptable as a cited reference source. Published books are acceptable.**
- Always keep in mind the intended reader(s) of your research paper when developing and writing your paper. The reader must receive value from your research and what you write. Utilize graphs, charts, tables or figures if it enhances the point (s) you are making.  
**Do not cut and paste these items in your paper!**
- Your research paper must be written at the graduate level and should demonstrate a high degree of understanding and insight, on your part, about the topic of this assignment.

---

**University/College/Department Policies & Procedures**

*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, contact:

**Office of Student Disability Resources and Services**  
**Texas A&M University-Commerce**  
**Gee Library, Room 132**  
**Phone (903) 886-5150 or (903) 886-5835**  
**Fax (903) 468-8148**  
[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

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

*Research Studies/Human Subjects* – Refer to the **Texas A&M University-Commerce**

**Rules & Procedures 15.00.01.R0.01-Human Subject Protection**

---

**NOTICE**

All **Master of Science in Technology Management (MS-TMGT)** students are required to successfully pass a *comprehensive examination* as a qualification for graduation in the MS-TMGT degree program. The comprehensive examination will be administered in a format to be determined by the MS-TMGT Program Committee in the Department of Engineering & Technology and in accordance with the **Texas A&M University-Commerce** Graduate School requirements.

The comprehensive examination must be taken in the *final semester/term* of your MS-TMGT coursework. It will be administered during your **TMGT 599 course**.

Therefore, in order for students to prepare for this examination it is highly recommended that students retain copies of course syllabi, textbooks, notes and assignments for each core course in their degree plan.

---

## **Important Dates for This Course**

- July 7, 2014                      First Class Day of the Summer I Term
- July 21, 2014                    Assignment #1 due
- August 5, 2014                 Assignment #2 due
- August 7, 2014                 Final Day of the Summer I Term

**Refer to the University Master Calendar for additional important dates.**

---

## **Professional Biographical Summary**

**Dr. Jerry D. Parish, CSTM**, is a tenured Full-Professor of *Technology Management* in the Department of Engineering & Technology/*College of Science, Engineering & Agriculture (COSEA)*.

He received his Doctor of Education (Ed.D.) Degree in College Teaching of Industrial & Technical Education from East Texas State University. He also holds a Master of Education Degree in Industry & Technology and a Bachelor of Science Degree in Industrial Technology. Dr. Parish has taught and performed various levels of administrative duties for more than 37 years in higher education. He has worked with Baker College (Oregon), Southeastern Louisiana University, and Berry College (Georgia) before joining **Texas A&M University-Commerce** in 1994. In addition to his years of teaching experience, he has more than 10 years of industrial work experience with companies such as Hardwicke- Etter and Texas Instruments. While at **Texas A&M University-Commerce** he has held the positions of Department Head for Engineering & Technology, Associate Dean for the College of Business & Technology, Interim Dean for the College of Science, Engineering & Agriculture and Director of the Center for Excellence.

He is a member of the American Society for Engineering Education; Institute of Industrial Engineers; Society of Manufacturing Engineers, The Association of Technology, Management, and Applied Engineering and the Association for the Advancement of Cost Engineering International. His consulting experience has included numerous business, manufacturing and educational institutions throughout the United States. He is a Certified Senior Technology Manager (CSTM) awarded by The Association of Technology, Management, and Applied Engineering (ATMAE).

Current research areas include business/industrial leadership, knowledge management and technology management. He has published in various professional journals including the International Journal of Engineering Research and Innovation, The International Journal of Agile Manufacturing, Journal of Industrial Technology, The Technology Interface Journal, and Journal of Epsilon Pi Tau. He has also made formal presentations at numerous professional conferences.

---