



**COURSE: TMGT 590-01W Technology Management Seminar
(CRN: 82511)**

**COURSE SYLLABUS: Fall 2014
(August 25 – December 12, 2014)**

Instructor: David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor
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COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

TITLE: Design for Operational Excellence
ISBN: 13:978-0-07-176824-5
Publisher: McGraw-Hill
Author: Kevin J. Duggan
Publish Date: 2012

AND

Other materials provided by the Professor, including PowerPoint slides, links, and other documents

AND

STYLE/FORMAT REFERENCES

Publication Manual of the American Psychological Association (APA), 6th Edition.
ISBN-10: 4338-0561-8 (2009) [**Required without exception**].

Course Description:

Students will conduct an in-depth case study on a topic selected by the program faculty. Topics will vary each semester and will be selected from relevant and timely subjects/technologies. Prerequisite, Co-requisite: TMGT 595, or permission from the Department Head. (Catalog). (**Note:** This course is 100 % on-line).

This is a web-based course.

Student Learning Outcomes:

At the end of the course the student will be able to:

1. Appraise and recommend features of measuring project performance.
2. Analyze and discuss risk management.
3. Differentiate and evaluate quality management
4. Design and recommend methodologies for cost analysis.

COURSE REQUIREMENTS

Instructional / Methods / Activities Assessments

All of the course and student performance objectives will be assessed using responses from briefing and other deliverable materials. The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the course objectives, during discussions, the final executive briefing and the deliverable work(s). It is anticipated each student will dedicate at least 16 hours per week, minimum, for this course.

In the workplace, you will be expected to produce documents that are clear, 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 the audiences for the communication.

Grading

Evaluations of assignments will reflect these basic concerns and each deliverable will be graded in accord with the following criteria guidelines:

- a. Creative Ability / Originality (25%)
- b. Scientific Thought (30%)
- c. Thoroughness (15%)
- d. Skill (15%)
- e. Clarity and format (including photographic evidence) (15%)

Points for Grading Purposes

Assignment	Maximum Points
Discussion Boards (8)	400
Research Paper	400
Final Examination	200
TOTAL	1000

Discussion Boards (400 points)

There will be total of eight (8) discussion boards; each of the student learning outcomes listed above will have 2 discussion boards each, valued at 50 points per discussion board. Students will be required to post their initial responses by Thursday before 10:00 pm and at least 2 follow-up discussions by Sunday by 10:00 pm. As there are a limited number of discussion boards, the initial postings must be in-depth addressing the specific topic and must include references in APA format. Follow-up postings must also be in-depth. (For the purposes of grading, both initial and follow-up postings must be at least 3 paragraphs consisting of at least 3 sentences each).

Research Paper (400 Points)

Each student will be expected to **read the textbook** adopted for this course and additionally conduct **extensive** and **verifiable** internet research on one of the 4 student learning outcomes listed above. Based on the research, each student will write a scholarly research paper using the provided Manuscript Format Guide that will be located in the Doc Sharing folder.

Internet research cited in your paper is to come from only verifiable and legitimate sources. **Your cited sources will be checked and verified by your Professor and must be cited properly per APA. Wiki sources are NOT acceptable.** Supporting Power Points will be eligible for extra consideration, but are not required.

The Manuscript Format Guide (found in Doc Sharing) must be followed for your paper-no exceptions! It is the student's responsibility to familiarize and to be able to apply the Manuscript Format Guide provided. In addition, the Professor may post APA guideline tools in the Doc Sharing folder students may choose to use (or not).

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>

<https://owl.english.purdue.edu/owl/section/2/10/>

Research Paper Due: December 3, 2014, by 10:00 pm

Examination (200 Points)

There will be one (1) examination during the semester. The examination will be completed **"individually"** and outside of class, and must be completed by **December 8, 2014**, no later than 10:00 pm.

Grades will be determined by the following:

%	Total Points	Grade
90-100	900-1000	A
80-89	800-899	B
70-79	700-799	C
60-69	600-699	D
< 60	< 600	F

TECHNOLOGY REQUIREMENTS

The student will need access to high-speed internet connection, with a modern computer (Windows XP or newer, MS Office, Internet Explorer (6.0, 7.0, or 8.0)). It is probable that lectures will be conducted via the web, using ClassLive Pro. Students will be given

instructions as to how to access this program via the Drop box. Students also will need a microphone and speakers (preferable a headset) in order to hear and talk with the Professor.

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both operating systems.

It is strongly recommended that you perform a "Browser Test" prior to the start of your 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.

ACCESS AND NAVIGATION

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

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@tamu-commerce.edu. For additional information on how to be a successful student, log in to **tamuc**; password **online**, and read the information provided.

Students will access and follow all course instructions found in the weekly content area, participate in Discussion Boards, submit assignments via the Drop Box tab, prepare a final manuscript, and take the Final Exam.

COMMUNICATION AND SUPPORT

Information on how to contact your Professor is provided on the first page. Email is the preferred method of communication. Every effort will be made to respond to your email within 24 to 48 hours. If personal meetings are desired, an appointment must first be made and confirmed. As this is a summer class, no set office hours are in effect. The Professor will communicate with students via email, ClassLive Pro, and eCollege Announcements. All communications are expected to be of professional nature, with proper spelling and punctuation.

SUBMITTING ASSIGNMENTS

Protocol for Preparing Homework or Other Submittals

Submitted student work **must** be prepared using Microsoft Word, and PowerPoint; other word processing formats will not be accepted. Keep your electronic copies for future use in capstone or portfolio courses.

In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating your message. Your work products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of the audiences for the communication. Evaluations of your student work products will reflect these same basic concerns. Neat, professional appearing submittals, which are well organized, communicate your thoughts well, and contain technically correct information will receive higher scores. Additional guidelines for the term paper and PowerPoint slides will be provided in the Doc Sharing section and/or Announcements.

Put your name on the top of your submitted work product. Many submitted documents do not have a student's name or other needed identifiers. These submittals will not be graded.

You will receive a failing grade for each assignment that does not have the following information at the top of each uploaded submittal; 1) your name, 2) the chapter homework number, and 3) the course name and number.

Use spell-check and grammar-check before submitting your work product.

Required file naming convention: All uploaded files for this course **MUST** use the following file naming convention. Uploaded files that do not meet this file naming convention **Will Not Be Graded**. E-mail not using the course naming convention will not be returned.

Convention: LastName,Initial(s) – CourseNumber - SubmittalName/Number -Extension

Examples: **SmithJB-SMGT-590-01W-Research Paper.doc**

(No Spaces Use Dashes)

STUDENT 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 per day, seven days per week:

1. **Chat Support:** Click on "*Live Support*" on the tool bar within your course to chat with an eCollege representative
2. **Phone:** 1-866-656-5511 (toll free) to speak with an eCollege Technical Support Representative
3. **Email:** helpdesk@online.tamu-c.org
4. **Help:** Click on the "*Help*" button on the toolbar for information regarding working with eCollege (i.e., "how to submit to the drop box, etc.")

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

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 copies of course related assignments, projects, examinations.
Intentionally preventing others from completing their course related work.
The falsifying of records in order to gain admission or in order 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 in the hands of the Department Head and the Dean. Potentially, for any repeated violations, a student could receive permanent expulsion from **Texas A&M University-Commerce**. 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 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.**

Plagiarism represents disregard for academic standards and is against University policy. Plagiarized work will result in failure of the course and further administrative sanctions according to University policy. Guidelines for properly quoting and citing someone else's works can be found in a variety of handbooks and online resources.

University Specific 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, 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@tamu-commerce.edu

[Student Disability Resources & Services](#)

Late Submittals

Avoid them. Late submissions are not accepted. However, you can receive an extension for good cause *if you contact your Professor before the assignment is due* by means of an e-mail or memo in which you (1) explain the reason for the delay and (2) propose a reasonable deadline to complete the assigned work (less than one week), which you then keep. The e-mail or memo is a contract. Failure to keep the new deadline breaks the contract, and your assignment won't be accepted. Use this option no more than once in a semester.

Incompletes are not available. A student may drop a course by logging into their myLeo account and clicking on the hyperlink labeled "Drop a class" from the choices found.

All materials used in this course, including PowerPoint slides, this syllabus, etc. are copywrited by the Professor and cannot be used outside this class without express written permission. Every effort has been made to produce a syllabus that is free of errors; however, the Professor reserves the right to edit and modify the syllabus at any time.

COURSE OUTLINE / CALENDAR

Remember, this is a condensed course. The content is the same for Summer semesters, as it is for full semesters.

	Dates
1st Official Day of Class	08-25-14
Review objectives, syllabus, etc. Become familiar with MyLeo and e-College software. Obtain textbooks and begin reading.	Week 1
Discussion Board 1 – Initial posting due by 10:00 pm, CDT, 09-04-14; follow-up postings due by 10:00 pm 09-07-14	Week 2
Read textbook. Begin to plan research paper	Week 3
Discussion Board 2 – Initial posting due by 10:00 pm, CDT, 09-18-14; follow-up postings due by 10:00 pm 09-21-14	Week 4
Develop research paper	Week 5
Discussion Board 3 – Initial posting due by 10:00 pm, CDT, 10-02-14; follow-up postings due by 10:00 pm 10-05-14	Week 6
Discussion Board 4 – Initial posting due by 10:00 pm, CDT, 10-09-14; follow-up postings due by 10:00 pm 10-12-14	Week 7
Discussion Board 5 – Initial posting due by 10:00 pm, CDT, 10-16-14; follow-up postings due by 10:00 pm 10-19-14	Week 8
Discussion Board 6 – Initial posting due by 10:00 pm, CDT, 10-23-14; follow-up postings due by 10:00 pm 10-26-14	Week 9
Work on research paper	Week 10
Discussion Board 7 – Initial posting due by 10:00 pm, CDT, 11-06-14; follow-up postings due by 10:00 pm 11-09-14	Week 11
Work on research paper	Week 12
Discussion Board 8 – Initial posting due by 10:00 pm, CDT, 11-20-14; follow-up postings due by 10:00 pm 11-23-14	Week 13
Thanksgiving Week. Finalize Research Paper, prepare for final exam	Week 14
Research paper, due 12-03-14 @ 10:00 pm	Week 15
Final Exam Due 12-08-14 @ 10:00 pm	Week 16

Even though every effort has been made to produce an error-free syllabus, including due dates and assignments, the Professor reserves the right to edit or modify the syllabus at any time. All materials, including syllabus, notes, etc. are copywrited by the Professor. Prepared 29 July 2014.