

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

Course Syllabus-Fall Semester 2014

TMGT 599 01W (82514)

August 25-December 12, 2014

Course Title: **Technology Management Practicum** 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: *On-Campus Office:* Charles J. Austin Engineering & Technology Building
Email Address: 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 TAMUC student ID at the time of your scheduled appointment.

General Course Information

Course Description:

This 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 learning outcomes. The practicum experience must occur during the last semester of the student's educational program. Methods of providing a capstone experience will include the following: Departmental Comprehensive Examination and completion of Professor assigned assignments. **Prerequisite: Enrolled in final semester of the Master of Science in Technology Management degree program.**

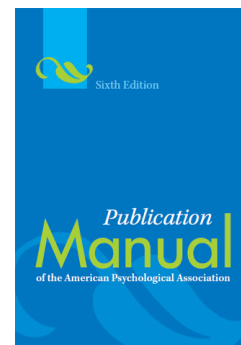
Textbook(s) Required: None

Suggested Reference Source:

Title: Publication Manual of the
American Psychological Association, 6th edition
Author: American Psychological Association

ISBN-13
978-1-4338-0559-2
978-1-4338-0561-5
978-1-4338-0561-5

Publisher: American Psychological Association
Publication date: July 2009



Student Learning Outcomes (SLO)

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

Graduates of the Master of Science in Technology Management program at Texas A&M University-Commerce will...

1. evaluate and defend leadership and organizational strategies associated with technology-intensive enterprises;
2. summarize and explain organizational development and strategies common to technology-intensive enterprises;
3. formulate and assemble component ideas in order to successfully execute a project plan; and
4. analyze information in order to formulate effective solutions.

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.
- Emails must be written in a formal business format, with complete sentences, correctly spelled words, correct punctuation, etc.
- All emails and/or assignments sent to the Professor **MUST** have the following in the email ***SUBJECT LINE***:

TMGT 599 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.
- **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 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 graduate 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 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/due dates.
- You will be expected to participate fully in the course by checking announcements and responding to emails, etc.
- You will be expected to practice **civility** and formal business writing style/format in all of your correspondence (including emails) and in your verbal interactions with the professor, staff and students.
- You will be expected to devote **at least 9 clock hours** to this course each week of the semester (including on-line, off-line and in-class).
- You will be expected to log into **eCollege** and this course at least once 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/due dates.

Late assignments, projects and examinations may receive a score of “0” points at the discretion of the professor based on the 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 9 clock hours a week in an online course-and that is a modest estimate. Some weeks and some courses will require far more than 9-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. Your course requires you to spend at least 9-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 6th 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).

Use of Outside Sources for Written Work, Papers & Assignments

In this course, if it is determined that a student uses paid services to obtain previously written work, to write course papers or to complete course assignments, that student will receive a failing grade on the work in question.

In addition, the student may be subject to dismissal from the course and/or the university.

This type of practice is unethical and is not in keeping with the established tenets of obtaining a higher education degree. Zero tolerance is the rule!

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.

Grade book

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 Comprehensive 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.

**The Comprehensive Examination date for this semester is:
Friday, September 26, 2014.**

All students enrolled in this course of study will be expected to take the required departmental comprehensive examination on the above date. The comprehensive examination is administered as a component of this course, but is a program requirement exclusive of any specific course assignments and as such the results will not be calculated in the final student grade for this course. Likewise, graded assignments in this course do not count toward any comprehensive examination requirement.

It is the student's responsibility to make arrangements to be absent from work, etc. that will permit them to set for this examination on the posted date.

Preparation for the Comprehensive Examination

For the first four weeks of the semester you will be expected to devote 100% of your time in this course to preparation for the taking of the comprehensive examination.

During the first week of the semester you will be provided a comprehensive examination study guide.

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 WITHDRAW from this course and re-evaluate your dedication to academic integrity and success!

Grading & Evaluation Policy

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

- Team Assignment **200 maximum points possible**

TOTAL POSSIBLE POINTS for GRADED ASSIGNMENT: **200**

Grading Scale:	A = 200 – 180 Points*
	B = 179 – 159 Points*
	C = 158 – 138 Points*
	D = 137 – 117 Points*
	F = 116 – 000 Points*

*To determine final grades in this course of study, points earned will be rounded up if .5 or greater exist.
No exceptions will be granted.

**NO EXTRA CREDIT, MAKE-UPS, OR RETAKES
WILL BE PERMITTED IN THIS COURSE!**

Required Course Assignments & Examination

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 this course syllabus.

- Assignments must be turned-in to the Professor as an *email attachment* via eCollege.
 - This course does **NOT** use a **drop box** in eCollege.
 - Refer to “*Communications with Professor*” section in this course syllabus for instruction for sending emails and/or assignments.
-

Course-Credit Assignment

Following completion of the Master's Comprehensive Examination, the major course project will begin. For this graded course assignment, students will be divided into teams of three members and all members of the team must participate and contribute to the deliverables produced at each stage of the activity.

This assignment will require all team members to conduct extensive outside readings and research on specific topics identified in the assignment guidelines. Teams will articulate original scholarly responses based on the specific assignment criteria.

Assignment-Literature Review Team Project – Value 200 points.

Due by 11:59pm, Wednesday, November 26

Team member assignments and the team project details/requirements will be delivered via email to each class member on or before Friday, September 26, 2014.

Research topics for the Literature Review Project may be intentionally derived from or related to research agendas of university faculty members. Literature Reviews of sufficient quality could be selected by appropriate faculty for incorporation into professional manuscript(s) for publication. If a groups' work is selected by a faculty for such inclusion, the faculty member, as lead author of the manuscript, may contact members of the team for co-authorship of the manuscript, and/or appropriate acknowledgement, will be offered as warranted by degree of sustentative individual contributions to the content of the final manuscript.

Team Participation and Accountability-*Value 100 points.*

As part of their final grade in this course, each student will be evaluated/assessed as to their effective team participation, degree of contribution to the team project, leadership within the team, communication with other team members and their overall value-added contribution to the final team project. This assessment data will be provided individually by the other team members directly to the Professor and will remain confidential.

Professor Evaluation of Team Project-*Value 100 points.*

Additionally, your Professor will evaluate the final team projects using the appropriate grading rubric. The grading rubric will be provided to each team member via email along with the team assignment Delivery.

The 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 semester 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 negatively impact the students' ability to complete the course. Any variations that may be determined necessary during the course by the Professor will be appropriately announced in the courseware along with relevant information pertaining to the modification.

University/College/Department Policies & Procedures

ADA Statement

Students with Disabilities:

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
Room 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu

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 the 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 the Professor in a position in which there is an expectation by the student that he/she 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.

Research Studies/Human Subjects

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

Scholarly Expectations

Work submitted at the graduate level, is expected to demonstrate a high-level of cognitive and analytical skills and represent the student's best possible effort on the assignment. Any effort, on any activity, that is less than the student's best effort is insufficient and will most likely result in a lower grade.

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 the Professor's approval, or it may be initiated by the Professor in the case of excessive absences, at the discretion of the Professor. 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 he/she 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 the Professor and do not require the Professor's 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 Professor and informing your Professor of your intent to take either action does not constitute your official request to do so. Professor 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 a Professor decision.) The Professor 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 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.

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 Professor, 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.

Course Activity Calendar-Fall, 2014

Day/Date	Activity
Monday, August 25	First Class Day. Begin reading carefully and reviewing the course syllabus. Begin preparation for the Comprehensive Examination.
<u>Friday, September 26</u>	<u>Comprehensive Examination</u>
Monday, September 29	Begin working on team project-Literature Review
<u>November 26</u>	<u>Team Project Due to the Professor</u>
November 27-28	Thanksgiving Holiday-University Closed
Friday, December 12	<i>University Graduate School Commencement</i>

*Refer to the 2014-2015 Texas A&M University-Commerce Events Calendar
for more details of University due dates and deadlines.*

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 and Engineering at **Texas A&M University-Commerce**.

He received his Ed.D. Degree from East Texas State University and has taught and performed various levels of administrative duties for more than 37 years including Hillcrest High School (Dallas, Texas), Southeastern Louisiana University (Hammond, Louisiana), Baker College (Baker City, Oregon) and Berry College (Rome, Georgia) before joining **Texas A&M University-Commerce** in 1994 as the Department Head for Engineering & Technology. He also has served as the Associate Dean-College of Business & Technology, Director for the Center for Excellence and the first Dean of the College of Science, Engineering & Agriculture at TAMUC.

He is a member of the American Society for Engineering Education (ASEE); Institute of Industrial Engineers (IIE); Society of Manufacturing Engineers (SME), The Association of Technology, Management, and Applied Engineering (ATMAE) and the Association for the Advancement of Cost Engineering International (AACE International). His consulting experience has included numerous business, manufacturing and educational institutions throughout the United States. Additionally he has held several national professional leadership offices in various professional organizations. The CSTM after his name is for: **Certified Senior Technology Manager** awarded by **The Association of Technology, Management, and Applied Engineering (ATMAE)**.

Current research areas include 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.