TMGT 595.01W Applied Research in Engineering & Technology
COURSE SYLLABUS: Spring, 2017

Instructor: Andrea M. Graham, PhD – Interim Dept. Head,
Assistant Professor
Office Location: Charles Austin Engineering Building (Ag/IT), 213D
Office Hours: See Instructor Schedule below.
Office Phone: 903-468-8737
Office Fax: 903-886-5960
University Email Address: andrea.graham@tamuc.edu

COURSE INFORMATION

CRN: 20597

Delivery format: Online, Web-based. No required physical meetings.

Semester Credit Hours: 3 SCH

Catalog Course Description:

Study of research methodologies, analysis and processes utilized in contemporary engineering and technology intensive disciplines.

Functional Course Description:

Study of the research methods and processes applicable to industrial engineering/technology Emphasis on defining research problems, collecting, analyzing, recording, and interpreting data. Students will be required to conduct a research project.

This course must be taken during the first semester in the Technology Management program.

Materials – Textbooks, Readings, Supplementary Readings:

Textbook(s) Required:

Locke, L. F., Silverman, S. J., & Spirduso, W. W. (2010). *Reading and understanding research* (3rd ed.)*.* Thousand Oaks, California: SAGE Publications. ISBN 978-1-4129-7574-2.

American Psychological Association. (2010). *Publication manual of the American Psychological Association* (6th ed.). Washington, DC: Author. ISBN 978-1-4338-0561-5
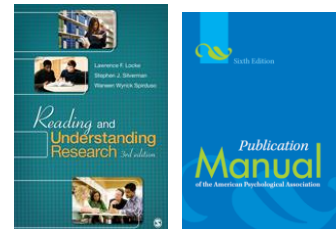
Student Learning Outcomes:
1. Discuss applied and theoretical forms of research.
2. Differentiate descriptive, correlational, interpretive, and experimental research methods.

3. Demonstrate the ability to review appropriate literature.
4. Construct an appropriate reference list from scholarly sources of materials.
5. Identify appropriate research problems.
6. Demonstrate principles of academic integrity and intellectual ownership.
7. Demonstrate the ability to organize and prepare a manuscript suitable for publication, satisfying the style from the Publication Manual of the American Psychological Association and/or professional journal.

COURSE REQUIREMENTS

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

Instructional Methods / Activities / Assessments

This is an online course which utilizes facilitated lectures, discussions, and a series of assignments to assist students in achieving the course learning outcomes.

This is a graduate level course. Grammar, spelling, and demonstrated organization of thought will be considered in the grading of all assignments.

Discussions: 100 points (10% of total course grade)

<u>Student Learning Outcomes #1, #2, #6</u>

Each student is required to be an <u>active and engaged participant</u> in discussion forums. The discussion forums are related to chapter readings and/or lecture notes and will occur throughout the semester.

<u>Assessment Method:</u> Each discussion forum grade will be based upon content, timeliness, and quality of the responses, as well as the level of participation.

Active Participation *(minimum requirements)*
- 1 point: Main post to discussion topic between **Monday - Wednesday**
- 1 point: Response to another student's post between **Monday - Wednesday**
- 1 point: 1st response to another student's post between **Thursday - Sunday**
- 1 point: 2nd response to another student's post between **Thursday – Sunday**

Content *(minimum requirements)*
- 2 points: One source used to support information in the main post. Source must be <u>cited</u> and a <u>reference provided</u> in the main post.

- 1 point: The main post includes more than a repeat of the information in the textbook or other source (e.g. provide application for the topic, related experiences, etc.)
- 1 point: A second source is used to support information in the main post or in one of the other responses. Must be cited and a reference provided.
- 2 points: Responses to other students are more than "I agree" or "I disagree" statements. Responses must include a reason(s) why you agree or disagree and should also include additional information or follow on questions to encourage the continuation of the conversation.

Quizzes: 150 points (15% of total course grade)

Student Learning Outcomes #1, #2, #4

Quizzes will be used to assess a student's knowledge and skills related to applied research.

Assessment Method: Quizzes will be given throughout the semester to assess the material/topics covered in associated course readings and/or course activities. Quizzes will be multiple choice and the points associated with each quiz will be clearly documented.

Reading Research Reports: 100 points (10% of total course grade)

Student Learning Outcomes #1, #2, #3

Students will demonstrate a systematic approach to reading and analyzing research reports and reviews.

Assessment Method: A 12-step map developed as a guide for reading research reports and reviews will be completed for a minimum of 3 research reports. Grades will be based upon accuracy and completeness in completing the maps.

Manuscript Abstract: 100 points (10% of total course grade)

Student Learning Outcomes #5, #6, #7

Each student will select a research problem and/or topic appropriate to their degree and will identify a research journal or professional publication appropriate for the publication of the selected topic. Each student will develop and write an abstract for the article or research proposal based upon final manuscript instructions and APA style.

Assessment Method: The abstract will be graded using the following rubric.

Identification and submission of the author's guidelines for the journal/publication, including the abstract (submitted during the planning phase of the final manuscript project). (10 points)

Abstract submitted by the specified deadline. (20 points)

Adheres to the APA 6th edition style mechanics or the specific style specified by the journal/publication. (10 points)

English mechanics (grammar, spelling, etc.) (10 points)

Abstract content and organization based on APA manual, section 2.04 (50 points)
- 10 points: Accurate
- 10 points: Coherent and readable
- 10 points: Concise

- 10 points: Meets specified word count
- 10 points: Conforms to project guidelines and APA style

Reference List: 150 points (15% of total course grade)

Student Learning Outcome #3, #4

Each student will conduct a literature review for their chosen article topic and will construct an appropriate reference list.

Assessment Method: A minimum of 15 appropriate external sources must be located related to the article topic. Of these sources, a minimum of 10 must be from peer reviewed scholarly journals. **Wikipedia and other related web sites/sources are not appropriate and will not count** towards the required minimum. The reference list will be graded based upon the quantity of sources, adequacy of sources, and adherence to APA style.

Final Manuscript: 400 points (40% of total course grade)

Student Learning Outcomes #3, #4, #5, #6, #7

Each student will select a research problem and/or topic appropriate to their degree and prepare a paper or research proposal suitable for publication. Students retaking the course may not use a topic they submitted in a prior semester.

Assessment Method: The paper or research proposal should adhere to APA style. The paper should be well organized and include 1) title page, 2) abstract, 3) introduction, including review of literature, 4) methods section, 5) results section, 6) discussion/conclusion section, and 7) reference list. The paper should cite a minimum of 15 sources, 10 of which must be from peer-reviewed papers. All sources cited must be included in the reference list. **Failure to cite the appropriate source can result in a zero on this assignment.**

The paper shall be created in Microsoft Word following the manuscript instructions and APA style. The paper shall be 2500-3000 words, excluding the title page, reference list, tables, and figures. The final paper will be graded using the following rubric:

1) Introduction/Review of Literature section, 2) Methods/Results/Discussion sections, and 3) Final Manuscript assignments submitted by the specified deadline. (50 points)

Adheres to the APA 6th edition style. (50 points)

English mechanics (grammar, spelling, etc.) (50 points)

Content and organization. (250 points)

- 50 points: Adheres to the word count and appropriate format for the title page
- 50 points: Organized logically, including 1) title page, 2) abstract, 3) introduction, including review of literature, 4) methods section, 5) results section, 6) discussion/conclusion section, and 7) reference list
- 50 points: Minimum number (15) of sources cited, including 10 peer-reviewed journals
- 50 points: Originality (based upon Turnitin score) and completeness in covering topic
- 50 points: Accurate citations and reference list

Grading

Discussion Forums	100 points
Quizzes	150 points

Reading Research Reports	100 points
Abstract	100 points
Reference List	150 points
<u>Final Manuscript</u>	<u>400 points</u>
Total points possible for semester	**1000 points**

900 – 1000 points	A
800 – 899 points	B
700 – 799 points	C
600 – 699 points	D
< 600 points	F

A grade of "0" will be assigned to late assignments, unless prior arrangements are worked out with the instructor. The instructor has the final decision on whether late work will be accepted. Late penalties will be assessed to any approved late work.

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

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

Non-credit Activities

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

Submission of assignments

Assignments MUST be completed and submitted in the designated locations by the designated due dates. The instructor does not have "spare" time to engage in a game of hide-and-seek for assignments. If an assignment is not submitted in the specified location, it is considered to be unsubmitted and will be scored accordingly. Some assignments may not be accepted late, for any credit. When eligible for late submission, full credit cannot be earned by late or incomplete assignments.   Assignments lose 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments lose all of their value at 10 days past due.) Further, <u>**late assignment submissions may be rejected**</u> at the instructor's discretion. A complaint regarding the late acceptance policy above would likely result in the outright and immediate rejection of a late submission. Any Quizzes that may be given in the course automatically close at the posted deadline and will not be reopened for retakes or late submission. Each quiz MUST be completed by the posted deadline or a zero will be earned. Unless indicated otherwise, assignments may be submitted early; however, students should be aware that this does not imply that assignments will be

graded prior to the assignments' due date as assignments are typically evaluated as a group once all submissions have been received. All times specified in the course are in the Central Time Zone.

Due-dates may be listed in multiple locations throughout the course to assist you in keeping deadlines; however, the Class Schedule, available on the class public webpage, and embedded on the Schedule/Calendar page in the Courseware, is the primary and definitive reference for official due-dates for class assignments. The calendar should be referenced for due-date confirmation on all assignments and in the event of any discrepancy between documents or date references within the course, the dates provided on the official Class Schedule will take precedence and be enforced. In the event circumstances warrant a modification of the due-date of an assignment, the change will be announced in a prominent location in the course (the Virtual Classroom or Announcement section) and the Class Schedule will be updated accordingly. Should you find a discrepancy of dates within the course, please notify the instructor as to its exact location so it can be corrected.

Make-up and extra credit assignment

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

Grade of "X" (Incomplete)

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

TECHNOLOGY REQUIREMENTS

- To fully participate in online courses you will need to use a current Flash enabled internet browser. For PC and Mac users the suggested browser is Mozilla Firefox.

- You will need regular access to a computer with a broadband Internet connection. The minimum computer requirements are:
  - 512 MB of RAM, 1 GB or more preferred
  - Broadband connection required courses are heavily video intensive
  - Video display capable of high-color 16-bit display 1024 x 768 or higher resolution

- You must have a:
  - Sound card, which is usually integrated into your desktop or laptop computer
  - Speakers or headphones.
  - *For courses utilizing video-conferencing tools and/or an online proctoring solution, a webcam and microphone are required.

- Both versions of Java (32 bit and 64 bit) must be installed and up to date on your machine. At a minimum
  Java 7, update 51, is required to support the learning management system. The most current

version of Java can be downloaded at: JAVA web site http://www.java.com/en/download/manual.jsp

- Current anti-virus software must be installed and kept up to date.
- Run a browser check through the Pearson LearningStudio Technical Requirements website. Browser Check
  http://help.ecollege.com/LS_Tech_Req_WebHelp/enus/#LS_Technical_Requirements.htm#Browset

- Running the browser check will ensure your internet browser is supported.
  - Pop-ups are allowed.
  - JavaScript is enabled.
  - Cookies are enabled.

- You will need some additional free software (plug-ins) for enhanced web browsing.
  Ensure that you download the free versions of the following software:
    o Adobe Reader https://get.adobe.com/reader/
    o Adobe Flash Player (version 17 or later) https://get.adobe.com/flashplayer/
    o Adobe Shockwave Player https://get.adobe.com/shockwave/
    o Apple Quick Time http://www.apple.com/quicktime/download/

- At a minimum, you must have Microsoft Office 2013, 2010, 2007 or Open Office. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

- For additional information about system requirements, please see: System Requirements for LearningStudio https://secure.ecollege.com/tamuc/index.learn?action=technical

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ACCESS AND NAVIGATION

Pearson LearningStudio (eCollege) Access and Log in Information

This course will be facilitated using Pearson LearningStudio, the learning management system used by Texas A&M University-Commerce. To get started with the course, go to myLeo and from the top menu ribbon select eCollege. Then on the upper left side of
the screen click on the My Courses tab.   http://www.tamuc.edu/myleo.aspx

You will need your campus-wide ID (CWID) and password to log into the course. If you do not know your CWID or have forgotten your password, contact the Center for IT Excellence (CITE) at 903.468.6000 or helpdesk@tamuc.edu**.**

Note: It is strongly recommended you perform a "Browser Test" prior to the start of your course. To launch a browser test login to Pearson LearningStudio, click on the My Courses tab, and then select the Browser Test link under Support Services.

Pearson LearningStudio Student Technical Support

Texas A&M University-Commerce provides students technical support for the use of
Pearson LearningStudio.

Technical assistance is available 24/7 (24 hours, 7 days a week).

If you experience LearningStudio (eCollege) technical problems, contact the LearningStudio helpdesk at 1-866-656-5511 (toll free) or visit Pearson 24/7 Customer Support Site http://247support.custhelp.com/

The student help desk may be reached in the following ways:

☐ **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with a Pearson LearningStudio Representative.

☐ **Phone:** 1-866-656-5511 (Toll Free) to speak with Pearson LearningStudio Technical Support Representative.

Accessing Help from within Your Course: Click on the *'Tech Support'* icon on the upper left side of the screen inside the course. Then you will be able to get assistance via online chat or by phone.

Note: Personal computer and internet connection problems do not excuse the requirement to complete all course work in a timely and satisfactory manner. Each student needs to have a backup method to deal with these inevitable problems. These methods might include the availability of a backup PC at home or work, the temporary use of a computer at a friend's home, the local library, office service companies, Starbucks, a TAMUC campus open computer lab, etc.

Policy for Reporting Problems with Pearson LearningStudio

Should students encounter Pearson LearningStudio based problems while submitting assignments/discussions/comments/exams, the following procedure must be followed:

1. Students must report the problem to the help desk. You may reach the helpdesk at 1-866-656-5511.
2. Students must file their problem with the helpdesk and obtain a helpdesk ticket number.
3. Once a helpdesk ticket number is in your possession, students should email me to advise me of the problem and provide me with the helpdesk ticket number.
4. I will call the helpdesk to confirm your problem and follow up with you.

PLEASE NOTE: Your personal computer and internet access problems are not a legitimate excuses for filing a ticket with the Pearson LearningStudio Help Desk. Only Pearson LearningStudio based problems are legitimate reasons to contact the Help Desk.

You strongly are encouraged to check for your internet browser compatibility **BEFORE** the course begins and take the Pearson LearningStudio tutorial offered for students who may require some extra assistance in navigating the Pearson LearningStudio platform.

myLeo Support
Your myLeo email address is required to send and receive all student correspondence. Please email helpdesk@tamuc.edu or call us at 903-468-6000 with any questions about setting up your myLeo email account. You may also access information at myLeo. https://leo.tamuc.edu

Learner Support
The One Stop Shop was created to serve you by providing as many resources as possible in one location. http://www.tamuc.edu/admissions/onestopshop/

The [Academic Success Center](#) provides academic resources to help you achieve academic success. http://www.tamuc.edu/campusLife/campusServices/academicSuccessCenter/

FREE MobilE APPS

The Courses apps for phones have been adapted to support the tasks students can easily complete on a smaller device. Due to the smaller screen size course content is not presented.

The Courses app is free of charge. The mobile Courses Apps are designed and adapted for different devices.

PEARSON COURSES	**App Title:**	**iPhone –** Pearson LearningStudio Courses for iPhone **Android** – LearningStudio Courses - Phone
	Operating System:	**iPhone** - OS 6 and above **Android** – Jelly Bean, Kitkat, and Lollipop OS
	iPhone App URL:	https://itunes.apple.com/us/app/pearson-learningstudio-courses/id977280011?mt=8
	Android App URL:	https://play.google.com/store/apps/details?id=com.pearson.lsphone

Once downloaded, search for Texas A&M University-Commerce, and it should appear on the list. Then you will need to sign into the myLeo Mobile portal.

The Courses App for Android and iPhone contain the following feature set:

• View titles/code/Instructor of all Courses enrolled in online
• View and respond to all discussions in individual Courses
• View Instructor Announcements in individual Courses
• View Graded items, Grades and comments in individual Courses
• Grade to Date
• View Events (assignments) and Calendar in individual Courses
• View Activity Feed for all courses
• View course filters on activities
• View link to Privacy Policy
• Ability to Sign out
• Send Feedback

LearningStudio Notifications

Students can be alerted to course activities via text on their mobile phones or up to two email addresses.

Based on their preferences, students can automatically receive a push notification with every new: course announcement, threaded discussion post, grade, and/or assignment without having to login to the course. Enrolled students will automatically receive email notifications for announcements and can opt out of this feature. To receive text notifications, students must opt in.

To begin setting up notifications, go into your course in LearningStudio and click on the bell-shaped Notifications icon on the main menu ribbon.

By default the student's university email address will appear. This cannot be changed in LearningStudio. Additional email addresses may be added by clicking the Add button. After all of the other selections are completed be sure to click the Save and Finish button.

ACCESS AND NAVIGATION

This course is delivered by Texas A&M University – Commerce through the eCollege course management system. To get started with the course, go to: https://leo.tamuc.edu/login.aspx.

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

You will need your CWID and password to log in to the course. If you do not know your CWID or have forgotten your password, contact Technology Services at 903-468-6000 or helpdesk@tamuc.edu.

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

COMMUNICATION AND SUPPORT

Interaction with the Instructor

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

TMGT 595 - *First Name, Last Name, subject of correspondence*

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

My initial anticipated instructor office hours for this semester are:
      MTWR   9:00 – 10:30am

however; this schedule is subject to change and students should refer to my current office schedule and contact me in advance to confirm availability.

eCollege Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.
  - **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
  - **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
  - **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.

 Help: Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…)

Writing Assistance

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

For more information, refer to the Writing Center's web pages at:
http://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLanguages/writingCenter/default.aspx

Other Questions/Concerns

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

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Course Specific Procedures:

Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Plagiarism represents disregard for academic standards and is strictly against University policy. Plagiarized work can result in a "0" on a given assignment(s) or an "F" for the course as well as further administrative sanctions permitted under University policy. You may discuss course work and other course materials with fellow students (except during tests), but it is inappropriate to have another student do your course work or provide you with any portion of it.

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

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

To avoid plagiarism, an individual must give credit whenever they:
   a) use another individual's idea, opinion, or theory;
   b) use facts, statistics, graphs, and drawings that are not common knowledge;
   c) use quotations of another individual's spoken or written words; or
   d) paraphrase another individual's spoken or written words.

Guidelines for properly quoting someone else's writings and the proper citing of sources can be found in the APA Publication Manual. Any works referenced must be properly cited in accordance with APA 6th edition style.

Scholarly Expectations

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

Late Work

Projects and assignments MUST be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments.   Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time.   (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. If a project incorporates peer review activities requiring that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class.

Time Commitment (16-week term)

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

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

Attendance

All students must be active participants in class activities. There is no "excused" absence in this course. An absence is an absence, regardless of reason.   In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through participation in, and contributions to, on-line class discussions and the Virtual Classroom. Regular attendance and assignment submissions are essential for success. If an extended situation arises during the course of the semester that prevents you being able to perform to a level allowing you to earn the grade you desire, it may likely be in your best interest to drop the course and re-enroll later. If you're planning an extended vacation during the semester that will interfere with your ability to participate as required, this will not be the time for you to take this class. Go ahead, drop the class, enjoy your vacation, and re-enroll in a semester in which you are ready to dedicate the time and effort necessary to be successful in your studies. Bottom line… Academic studies require significant effort and dedication. Either you're all in and committed, or you need to step back until you're ready and able to rise to the challenge.

Drops & Withdrawals (and understanding the difference)

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

Withdraw – Elective removal of the student from **ALL** courses in which (s)he is enrolled in a given semester. A withdrawal request must be initiated by the student submitting the official Withdrawal Form to the Office of the Registrar on or before the last day to withdraw. Withdrawals cannot be initiated by instructors and do not require instructor approval.

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

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

ADA Statement

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this

legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you have a disability requiring an accommodation, please contact:

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

Campus Concealed Carry Statement

Texas Senate Bill - 11 (Government Code 411.2031, et al.) authorizes the carrying of a concealed handgun in Texas A&M University-Commerce buildings only by persons who have been issued and are in possession of a Texas License to Carry a Handgun. Qualified law enforcement officers or those who are otherwise authorized to carry a concealed handgun in the State of Texas are also permitted to do so. Pursuant to Penal Code (PC) 46.035 and A&M-Commerce Rule 34.06.02.R1, license holders may not carry a concealed handgun in restricted locations.

For a list of locations, please refer to the Carrying Concealed Handguns On Campus document and/or consult your event organizer.

Web url: http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/34SafetyOfEmployeesAndStudents/34.06.02.R1.pdf

Pursuant to PC 46.035, the open carrying of handguns is prohibited on all A&M- Commerce campuses. Report violations to the University Police Department at 903-886-5868 or 9-1-1.

Non-Discrimination Statement

A&M-Commerce will comply in the classroom, and in online courses, with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

Research Studies/Human Subjects

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

Surveys/Course Evaluations

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

Student Conduct

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 the Student Guide Handbook).*

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

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

This Syllabus

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

FINAL COMPREHENSIVE EXAMINATION FOR THE MASTER'S DEGREE

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

Technology Management Master's Students will be required to successfully pass a qualifying/comprehensive examination at the end of their MS TMGT program. It is strongly recommended that students retain electronic copies of the syllabus and coursework for each graduate course used to satisfy the M.S. Technology Management degree requirements in order to prepare for the comprehensive exam that will be administered in association with in the TMGT 599 course.

COURSE OUTLINE / CALENDAR

The official course schedule and calendar are available in the course and are maintained on the class public website.

Students will need to monitor and reference these resources regularly for any updates/revisions.
(Any revision of dates or activities on the active schedule linked above will take precedence over those on the tentative schedule shown below).

Date		Topics	Class Activities/Reading Assignments	Activities/Assignments Due	Notes
Week	beginning TUESDAY,...		**(RR) - Reading and Understanding Research (APA) - Publication Manual of the American Psychological Association**	Most activities are typically due on Sunday of the week identified unless otherwise indicated here or in the course instructions.	**Days are for the week indicated in the first column.**
1	Jan 16	• Course Introduction • Academic Honesty/Plagiarism	• Course Syllabus • CoSEA Academic Honesty Policy • "A Tutorial on Plagiarism" video • Familiarize yourself with the courseware and follow the initial instructions provided in the online course.	AHP & Syllabus Certifications must be completed before midnight, Sunday. Quiz #1 Discussion #1	Your acceptance of the College Academic Honesty Policy (AHP) & Syllabus must be certified to enable access to the course content beyond Week 1.
2	Jan 23	• Types of research • Introduction to statistics used in research	• Chapter 5 (RR) • Appendix B (RR)	Quiz #2	
3	Jan 30	• Quantitative and Qualitative research	• Chapter 6 (RR) • Chapter 10 (RR)	Quiz #3	
4	Feb 6	• Research reports	• Chapter 1 (APA) • Chapter 1 (RR)	Quiz #4 Discussion #2	
5	Feb. 13	• Research manuscript structure and content	• Chapter 2 (APA)	Quiz #5 Discussion #3 Research Planning Phase assignment due	
6	Feb 20	• Selecting research reports and reviews • Literature review	• Chapter 3 (RR)	Quiz #6 Discussion #4	
7	Feb. 27	• Reference list	• Chapter 6, Sections 6.22-6.32 (APA) • Chapter 7 (APA)	Quiz #7 Reference List due	
8	Mar 6	• Reading research reports and reviews	• Chapter 7 (RR) • Chapter 11 (RR) • Chapter 13 (RR)	Quiz #8 Discussion #6	
	Mar 13	Spring Break		Reading Guide assignment due, March 19.	
9	Mar 20	• Reading research reports and reviews	• Chapter 7 (RR) • Chapter 11 (RR) • Chapter 13 (RR)	Quiz #9	

10	Mar 27	• APA style mechanics	• Chapter 3, Sections 3.01-3.04 (APA) • Chapter 4 (APA) • Chapter 5 (APA)	Quiz #10 Discussion #6	
11	Apr 3	• Crediting sources	• Chapter 6, Sections 6.01-6.21 (APA)	Quiz #11 Discussion #7 Introduction/Review of Literature due	
12	Apr 10	• Writing guidelines	• Chapter 3, Sections 3.05-3.22 (APA)	Quiz #12 Discussion #8	
13	Apr 17	• Sources of credibility	• Chapter 2 (RR)	Quiz #13 Methods, Results, Discussion due	
14	Apr 24	• Abstracts	• Chapter 2, Section 2.04 (APA)	Quiz #14 Abstract due	
15	May 1	• Publication process	• Chapter 8 (APA)	Quiz #15 Final Manuscript due **Tuesday, May 9th**	
16	May 8		THE END	Final Manuscript due **Tuesday, May 9th** Discussion #9, ends Wednesday Course Evaluation	Complete the student course evaluations for all courses, available through your myLeo account.

Note: All times indicated are local time in the Central Time Zone.

Green - Quizzes   **Purple - Discussion Activities**
Red - Reading Research Reports Assignmelnt   **Dark Blue - Manuscript Assignment**