COURSE TMGT 516 01W (22434)

Staff Development in Technology Organizations

Three (3) semester credit hours

COURSE SYLLABUS: SPRING 2022

INSTRUCTOR INFORMATION

Instructor: Dr. Marcus L. Smith, Jr.

Office Location: Charles J. Austin Engineering & Technology Building, 213A

Virtual Office Hours: Wednesday: 9:30-11:30 a.m.; 1:00-3:00 p.m.

> **On-campus office visits are available by appointment only.**
>
> Call E&T Department Admin at 903-886-5474 to schedule an on-campus appointment.
>
> You will be required to present a valid and current TAMUC student ID at the time of your scheduled on-campus appointment.

Office Phone: 903-886-5699

Office Fax: 903-886-5960

University E-mail Address: Marcus.Smith@tamuc.edu

Preferred Form of Communication: E-mail

Communication Response Time: 24 hours

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings

Textbook(s) Required

Organizational Development
Author: Stephen R. Balzac
Published by: McGraw-Hill
ISBN13: 978-0-07-174382-2
2011

Optional Texts and/or Materials
Suggested Readings

The course textbook has a list of "Further Reading" at the end of each chapter. These readings have application to the content of the course.

Reference Sources
- **www.inderscience.com (click on Science, Engineering & Technology)**
- **www.sciencedirect.com/science/journal/09234748**
- **www.atmae.org**
- **www.plagiarism.org**
- **www.tamu-commerce.edu/studentlife/guidebook.pdf**
- **[TAMUC Lib Guides](#)**
- **Publication Manual of the American Psychological Association (APA)**
  7th Edition*
  ISBN10: 10:1-4338-3273-9
  ISBN13: 978-1-4338-3273-4
  2020
  *Click here for website that summarizes the changes between the 6th and 7th editions

Course Description

Study of advanced methods for staff development and management and organization development that apply to contemporary technology-intensive organizations. Includes investigation of techniques for hiring employees including diversity considerations, candidate locating and interviews, employee development, dispute handling, preparation for leadership, ethical practices, and team building. Students will be required to do extensive reading, case study related research, and original writing assignments/projects. **Prerequisite: TMGT 595 (or corequisite) or permission of Department Head.**

Student Learning Outcomes

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 and mastery of that goal.

Student Learning Outcome #1: The learner will demonstrate an advanced ability to evaluate and apply effective methods for models and theories for ethical leadership in the technology-intensive organization through readings, study, discussion boards, and related written assignments.

Student Learning Outcome #2: The learner will be able to demonstrate a working understanding and knowledge of workplace diversity and cultural differences through course readings, study, discussion boards, and related written assignments.

Student Learning Outcome #3: The learner will demonstrate a thorough understanding of how to lead effective organizational change and to manage the

change process through extensive course readings and research, study, discussions, and written assignments.

Student Learning Outcome #4: The learner will be able to demonstrate a thorough understanding of workplace communications and its impact on workplace behavior and employee motivation through extensive course readings and research, study, discussions, and written assignments.

COURSE REQUIREMENTS

Minimal Technical Skills Needed

The student is required to have a basic knowledge of and operational proficiency with the MyLeo Online learning management system as well as the software required for this course (see "Technology Requirements").

General Overview of this Course of Study

This class will be conducted in an environment similar to what one would expect to find in a well-operated business. It should be the objective of each of us to carry ourselves in a professional, business-like manner. In the context of this class, that means taking responsibility for one's assignments, producing ***quality*** work, communicating clearly, and acting in a civil manner.

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 dedication to this course and a desire to advance your education and the art of learning to a degree that may be new to you. Additionally, the compressed eight-week schedule associated with this course will sorely test your time management skills as you try to balance other courses, career, family, leisure time, and other obligations along with your responsibilities to this course. ***Do not fall behind in this class! Being busy is not an excuse for turning in assignments late!***

The educational philosophy of this course. The student is the center of the learning process; therefore, you are expected to assume the responsibility for your learning—to the degree that learning is achieved. Much of the learning achieved in this class will come as a result of student discussions. In this environment, the instructor will serve largely as a guide and facilitator for the student learning experience. You are expected to approach learning with purpose, commitment, dedication, seriousness, and an attitude of discovery. Accordingly, ***you must be self-driven*** by reading carefully all materials provided by the instructor, completing all course assignments in accordance

with the instructions and specifications provided by the instructor, complying with assignment deadlines, and working within the assignment/course evaluation criteria.

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

Coursework in this class. The coursework in this particular course may be different from other classes you may have taken in the past. The assignments in this class include multiple writing and discussion assignments that are intended to present real world situations and environments, but without a reliance on quizzes and routine exams as the primary means of confirming the student's retention of facts.

Student Responsibilities

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

- You will be expected to read and comprehend the course syllabus, e-mails, and announcements.
- You will be expected to manage your time effectively and efficiently throughout the semester.
- ***You will be expected to meet all deadlines and due dates. Assignments turned in late will be subject to a ten percent (10%) score reduction for each day they are late. After five (5) days, assignments will receive a grade of zero (0). This policy will be enforced <u>strictly</u>!***
- You will be expected to participate fully in the course by checking announcements and e-mails and responding to e-mails when requested. This should be a daily habit!
- You will be expected to employ a **formal business writing style and format** in all of your written correspondence (including e-mails).
- You will be expected to practice civility in your verbal interactions with the instructor, staff, and other students.
- You will be expected to devote at least sixteen (16) clock hours to this course each week of the semester.
- E-mail will be our primary means of communication. Consequently, you will be expected to log into D2L often to check for correspondence from your instructor.

Tips for Success in the Course

This course of study uses online learning and collaboration tools; therefore, I am providing you the following tips for success:

Do Not Presume. Many students assume that online courses require less work and time and are generally "easier" than in traditional face-to-face university courses. In reality, online courses are designed to be just as rigorous, detailed, and demanding as their face-to-face course counterparts. Be prepared to devote a minimum of sixteen (16) clock hours a week for this course including required online assignments.

Study and Pay Attention to the Course Student Learning Outcomes. Every course has established learning outcomes that are expected of the student. These are crafted carefully 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 Course. The majority, if not all of the communication in an online course will be by written word; therefore, be prepared talk by typing. There will be discussion boards, written and oral assignments/projects, etc. E-mail will be the common mode of communication in this type of course. This is different than the typical face-to-face course where verbal communication is prevalent. Be prepared to read and write "a great amount."

Participation in an Online Class. You will be required to participate in the discussion boards (see below). Always respond to discussion board questions with substantive, well-researched remarks. An example of a bad posting would be a very short, non-value added response such as, "I agree with the previous post." An acceptable response would be multi-sentenced, thoroughly researched by you, and generates 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.

Be Proactive and Take Responsibility for Your Grade. If you have course-related questions or do not understand an assignment, it is your responsibility to contact your instructor (presumably through university e-mail). 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.

Establish a Regular Schedule. It is a good habit to work on your course every day. Your course requires you to spend at least sixteen (16) hours per week reading, researching, and/or writing. It is not wise or effective to wait until the assignment or project is due to begin—your grade will suffer. Time management, planning ahead, and organization are the keys to success in any academic course.

GRADING
Grading Element Summary

Grading Element	Unit Points	Quantity	Points	Weight (%)
Assignments				
Assignment #1 Article Summary: *Providing Effective Employee Training*	100	1	100	14.3
Assignment #2 Article Summary: *Corporate Diversity Programs and Gender Inequality in the Oil and Gas Industry*	100	1	50	14.3
Assignment #3 Article Summary: *Implementation of Cross-Disciplinary Teams of Business and Engineering Students for Quality Improvement Projects*	100	1	100	14.3
Assignment #4 Article Summary: *How Ethical Are U.S. Business Executives*	100	1	100	14.3
Discussion Boards				
Discussion Board #1	50	1	50	7.1
Discussion Board #2	50	1	50	7.1
Discussion Board #3	50	1	50	7.1
Project				
Team Project Video: *Mock Interview*	150	1	150	21.4
TOTAL			**700**	**99.9**

Grading Scale

Final grades in this course will be based on the following grading scale:

A = 700-630 points
B = 629-560 points
C = 559-490 points
D = 489-420 points
F = 419-000 points

Maximizing Your Grade

In this class, you are preparing yourself to be a respected professional in a real world environment. Consequently, you should take advantage of this opportunity and conduct yourself in a manner consistent with that which would be expected by business managers and executives.

The assignments for this course of study are provided in this class syllabus. ***You are responsible for turning in your assignments on-time. In the real world, your boss would not be sending you reminders to get your work done on time and I will not be either! If you have questions about any of the assignments, it is your***

responsibility to bring those questions to me in a timely manner. Special allowances will not be made for mismanagement of time!

In the business world, **attention to detail is critical**. In this day of texting shortcuts and slang, you may not have placed a great deal of importance on spelling, grammar, or arithmetic calculation accuracy. But you can bet your boss will! These are the details that indicate a dedication to high professional standards and will separate you from others who lack these disciplines. Consequently my grading rubric for written assignments contains five specific attributes: ❶ sources, ❷ content completeness and accuracy, ❸ APA formatting, ❹ mechanics (spelling and grammar), and ❺ length.

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.

All work in this course is to be completed individually, without collaboration with others unless specified in this syllabus.

Each student in this course of study agrees to accept and abide by the Academic Honesty Policy.

ASSIGNMENTS

All work in this course is to be completed individually, without collaboration with others. Refer to the section in this course syllabus on plagiarism. Each student in this course of study agrees to accept and abide by the Academic Honesty Policy (see "Academic Integrity").

IMPORTANT NOTICE

It is assumed that as a student in this course you know how to read at a high level, conduct word searches, and write (author) original papers/assignments on a given topic that fully comply with APA formatting guidelines. This course of study is not designed to provide you instruction on how to conduct research and/or write papers, respond to assignments, etc. Therefore, if you feel you do not have this level of knowledge and skill required in this course of study, you will need to discuss this matter immediately with your academic advisor to determine if you should remain in this course of study or what other action(s) you might wish to explore.

Course Assignments Guides & Instructions

General Guide & Instructions for Completing Course Writing Assignments

The objective of this set of written assignments is to assess the students' ability to create a scholarly essay on various topics related to the challenges of staff development in technology organizations. You will need to follow the instructions provided here to demonstrate your achievement of this objective.

As you read the textbook and articles, familiarize yourself with the requirements in the assignments. Also, as you read, take notes of materials/key points that you may wish to include in your assignment response. Be sure to maintain the title, author, location, etc. of the sources of your research. After you have read and thoroughly researched your source materials, review the assignment again and begin to organize your thoughts as to the most effective, complete, and yet concise way to organize your response while keeping the reader in mind. Write a draft first, then read, think, and make necessary revisions. Repeat this process as many times as you need in order to produce your best work. Be careful of formatting, word usage, spelling, and grammar and **be sure to cite all of your sources in in-text citations and your reference section** where applicable. As a test of the degree to which you have been successful in satisfying the communication challenge, you may elect to have someone outside of the class read your paper and provide feedback (an exception to the collaboration restriction).

Additionally, I will be looking for evidence in your response that you read the articles, conducted appropriate outside readings where required, and that you understood and were able to analyze the information you read for the benefit of your reader. **Use of extensive quotations without providing a paraphrase of the material does not indicate an appropriate level of personal understanding.** Give much attention to paper organization and write to **your intended audience** and at a level they can understand. Use the Publication Manual of the American Psychological Association (APA) for all style and writing questions not addressed specifically in this course syllabus.

Specific Written Assignment Instructions

APA Formatting

For details on APA formatting for fonts, margins, paragraph spacing, paragraph indentions, headers, APA references and page numbers. Follow the example on the [Purdue University OWL website](#) (Note: the OWL website reflects APA 6th Edition and may not be in complete compliance with the newer 7th Edition). Required sections include the body and Reference section. **In-text and after-text references are required.** A table of content, title page and abstract are not required. Add a footer on all pages of the paper with your full name (last name first) and your CWID using a 10-point font:

Example: Doe, John-12345678

Short bulleted lists are acceptable as they make it easier for the reader to process information. However, they should not serve as a replacement for narrative! Follow APA guidelines for developing bulleted lists.

Citations and References

All sources are to be cited with in-text citations and an inclusion in the Reference section of all written assignments (does not apply to discussion boards or video). See APA for formatting guidelines for both.

Grading Rubric for Written Assignments

Rubric Categories 100 Total Points	Excellent 20 points	Highly Proficient 19 to 14 points	Proficient 13 to 9 points	Novice 8 to 3 points	Needs Improvement 2 to 0 points
Sources (Note: Assignments #1 and #3 have only one source; Assignment #5, two)	Three or more current sources of which at least 2 are peer-review journal articles* or scholarly books. Properly referenced with in-text citations. Properly paraphrased.	Three current sources of which only 1 was peer-reviewed*. A few references are not properly documented with in-text citations. Paraphrase needs minor improvement.	Two current sources and only 1 or none are peer-reviewed*. Some references are not properly documented with in-text citations. Paraphrase needs some improvement.	Less than two current sources; some are current and only 1 or none are peer-reviewed*. Many references are not properly documented with in-text citations. Paraphrase needs major improvement.	No sources are credible or peer-reviewed*. Most references are not properly documented with in-text citations. Paraphrase borders on or is plagiarism.
Content Completeness and Accuracy	Paper demonstrates that the author fully understands and has applied concepts learned in their research. Ties together information from all sources. Paper flows smoothly from one issue to the next. Author's writing demonstrates a professional tone and writing is clear to the reader.	Paper demonstrates that the author understands and has applied most of the concepts. Information from all sources needs minor improvements. Most of the paragraph writing flows. Author's writing demonstrates a progress toward professional tone but could be somewhat clearer.	Paper demonstrates that the author understands and has applied some of the concepts. Information from all sources needs some improvements. Some of the paragraph writing flows. Author's writing demonstrates a progress toward professional tone but could be much clearer.	Paper demonstrates that the author has a poor understanding of the concepts. Information from all sources needs major improvements. Many of the paragraphs do not flow from one issue to the next. Author's writing demonstrates weak writing skills for a graduate-level student.	Paper too incoherent for the reader to gain any information about the research.
APA Formatting	Written in third person. Error free. Correctly constructed APA citations (in-text and after-text references) and APA formatting.	No more than 2 errors	No more than 3 errors	No more than 4 errors	5+ errors
Mechanics	No spelling &/or grammar mistakes	Minor spelling &/or grammar mistakes	Several spelling &/or grammar mistakes	Major noticeable spelling &/or grammar mistakes	Unacceptable number of errors
Length	Paper satisfies the number of words/pages than the number				Paper has **more** or **fewer** words/pages than the number

	specified in the instructions				specified in the instructions

*A peer-reviewed article is one that has been carefully reviewed by a board of other scholars in the same field of study as the author. Google Scholar and our University Library Services are excellent sources of peer-reviewed materials. Review the TAMU-C Library pages for instructions on how to search TAMU-C Library databases.

Submission Instructions

Written assignments are to be submitted through the associated D2L Brightspace course assignment folder. The file name **must** follow this format: Your Last Name, First Name Assignment X:

> Example: Doe, John Assignment 1

Assignments are to be turned in to your instructor via the associated D2L Brightspace assignment folder. **Submit your assignments only once. The first one submitted will be the one graded.**

Discussion Board Posts

Online course discussion boards is an opportunity for communication between students and instructors. To facilitate student engagement, discussion board postings are a required part of this course and very helpful in explaining textbook concepts and assignment instructions. All discussion boards have the same grading rubric: 30 points for the post and 10 points for each of two replies.

Due Dates

All weekly assignments are due by 11:59 pm on the Sunday of that week.

Guide & Instructions for Completing Pre-assignment: Preliminary Quiz

DUE: Sunday, March 26, 2022 by 11:59pm

Download and read the Undergraduate Academic Dishonesty policy (Undergraduate Academic Dishonesty 13.99.99.R0.03). Complete the Preliminary Quiz indicating your understanding and acceptance of this policy the policy

Guide & Instructions for Completing Assignment #1 Article Summary: *Providing Effective Employee Training*

DUE: Sunday, April 10, 2022 by 11:59pm

VALUE: 100 Points

- Write a 200-250 word summary of the article: *Providing Effective Employee Training* that conveys what you understood about the material you read and communicate, ***in your own words***, your understanding of the content of the text.

- Summaries are not essays or research papers. They ***do not contain new information*** derived from outside the text (sources), they ***do not contain your opinions or feelings***, and they ***do not contain direct quotes*** from the article. However, this summary should serve as an indication of a deeper understanding of the materials and not simply repeat lists of factoids.

- The goal of writing an article summary is ***to reflect or explain*** the article in a much shorter form (i.e., do not simply rewrite the article) and ***to identify the key points*** discussed in the article to your reader.

- **Process for Summary Development:**

  - ✓ Thoroughly read the article to be summarized from beginning to end, without stopping.

  - ✓ Reread the article and ***make an outline*** of the key points you feel need to be summarized in order for the reader to have a good grasp of the content of the article.

  - ✓ ***Check your work for accuracy.*** Reread your article summary and make certain that you have accurately represented the author's ideas and key points.

  - ✓ Review for correct writing style, mechanics, grammar, and punctuation.

- Use proper APA headings as necessary to assist your reader.

- **Assignment Submission Instructions:** Paper is to be submitted through the associated D2L assignment folder. The file name must follow this format: 01W-Your Last Name-Assignment 1.

- Your paper is to be written in Times New Roman, 12 point font.

- **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).

- **Line Spacing:** Single-spaced between all text lines of the paper and a single line between paragraphs (an exception to APA).

- On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. Use 10 point font.

       Example: Doe, John-12345678

                   TMGT 516 01W-04/10/2022

- Pagination: On all pages of the paper, place page numbers in the upper right-hand corner of the page. Use 10 point font.

    Examples: 1 of 10 or Page 1 of 10

- Summary Title: On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be: ASSIGNMENT 1: ARTICLE SUMMARY: PROVIDING EFFECTIVE EMPLOYEE TRAINING.

- Short bulleted lists are acceptable as they make it easier for the reader to process information. However, they should not serve as a replacement for narrative! Follow APA guidelines for developing bulleted lists.

Remember—forty percent of your assignment grade is related to formatting and mechanics!

Guide & Instructions for Completing Assignment #3 Article Summary: *Corporate Diversity Programs and Gender Inequality in the Oil and Gas Industry*

DUE: Sunday, April 17, 2022 by 11:59pm

VALUE: 100 Points

- Write a 250-300 word summary of the article: *Corporate Diversity Programs and Gender Inequality in the Oil and Gas Industry* that conveys what you understood about the material you read and communicate, ***in your own words***, your understanding of the content of the text.

- Summaries are not essays or research papers. They ***do not contain new information*** derived from outside the text (sources), they ***do not contain your opinions or feelings***, and they ***do not contain direct quotes*** from the article. However, this summary should serve as an indication of a deeper understanding of the materials and not simply repeat lists of factoids.

- The goal of writing an article summary is ***to reflect or explain*** the article in a much shorter form (i.e., do not simply rewrite the article) and ***to identify the key points*** discussed in the article to your reader.

- **Process for Summary Development:**

    ✓ Thoroughly read the article to be summarized from beginning to end, without stopping.

    ✓ Reread the article and ***make an outline*** of the key points you feel need to be summarized in order for the reader to have a good grasp of the content of the article.

✓ ***Check your work for accuracy.*** Reread your article summary and make certain that you have accurately represented the author's ideas and key points.

✓ Review for correct writing style, mechanics, grammar, and punctuation.

- Use proper APA headings as necessary to assist your reader.

- **Assignment Submission Instructions:** Paper is to be submitted through the associated D2L assignment folder. The file name must follow this format: 01W-Your Last Name-Assignment 3.

- Your paper is to be written in Times New Roman, 12 point font.

- **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).

- **Line Spacing:** Single-spaced between all text lines of the paper and a single line between paragraphs (an exception to APA).

- On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. Use 10 point font.

    Example: Doe, John-12345678

                 TMGT 516 01W-04/17/2022

- Pagination: On all pages of the paper, place page numbers in the upper right-hand corner of the page. Use 10 point font.

    Examples: 1 of 10 or Page 1 of 10

- Summary Title: On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be: ASSIGNMENT 3: ARTICLE SUMMARY: CORPORATE DIVERSITY PROGRAMS AND GENDER INEQUALITY IN THE OIL AND GAS INDUSTRY.

- Short bulleted lists are acceptable as they make it easier for the reader to process information. However, they should not serve as a replacement for narrative! Follow APA guidelines for developing bulleted lists.

Remember—forty percent of your assignment grade is related to formatting and mechanics!

Guide & Instructions for Completing Assignment #5 Article Summary:
Implementation of Cross-Disciplinary Teams of Business and Engineering Students for Quality Improvement Projects

DUE: Sunday, May 1, 2022 by 11:59pm

VALUE: 100 Points

- Write a 300-350 word summary of the article: *Implementation of Cross-Disciplinary Teams of Business and Engineering Students for Quality Improvement Projects* that conveys what you understood about the material you read and communicate, ***in your own words***, your understanding of the content of the text. In addition to this article, you will cite at least one other article in your summary dealing with the team building topic.

- Summaries are not essays or research papers. They ***do not contain your opinions or feelings*** and they ***do not contain direct quotes*** from the article or outside readings. However, this summary should serve as an indication of a deeper understanding of the materials and not simply repeat lists of factoids.

- The goal of writing an article summary is ***to reflect or explain*** the article in a much shorter form (i.e., do not simply rewrite the article) and ***to identify the key points*** discussed in the article to your reader.

- **Process for Summary Development:**

  ✓ Thoroughly read the article to be summarized from beginning to end, without stopping.

  ✓ Reread the article and ***make an outline*** of the key points you feel need to be summarized in order for the reader to have a good grasp of the content of the article.

  ✓ ***Check your work for accuracy.*** Reread your article summary and make certain that you have accurately represented the author's ideas and key points.

  ✓ Review for correct writing style, mechanics, grammar, and punctuation.

- Use proper APA headings as necessary to assist your reader.

- **Assignment Submission Instructions:** Paper is to be submitted through the associated D2L assignment folder. The file name must follow this format: 01W-Your Last Name-Assignment 5.

- Your paper is to be written in Times New Roman, 12 point font.

- **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).

- **Line Spacing:** Single-spaced between all text lines of the paper and a single line between paragraphs (an exception to APA).

- On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. Use 10 point font.

  Example: Doe, John-12345678

  TMGT 516 01W-05/01/2022

- Pagination: On all pages of the paper, place page numbers in the upper right-hand corner of the page. Use 10 point font.

  Examples: 1 of 10 or Page 1 of 10

- Summary Title: On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be: ASSIGNMENT 5: ARTICLE SUMMARY: IMPLEMENTATION OF CROSS-DISCIPLINARY TEAMS OF BUSINESS AND ENGINEERING STUDENTS FOR QUALITY IMPROVEMENT PROJECTS.

- Short bulleted lists are acceptable as they make it easier for the reader to process information. However, they should not serve as a replacement for narrative! Follow APA guidelines for developing bulleted lists.

Remember—forty percent of your assignment grade is related to formatting and mechanics!

Guide & Instructions for Completing Assignment #6 Article Summary: *How Ethical Are U.S. Business Executives*

DUE: Sunday, May 8, 2022 by 11:59pm

VALUE: 100 Points

- Write a 300-350 word summary of the article: *How Ethical Are U.S. Business Executives* that conveys what you understood about the material you read and communicate, ***in your own words***, your understanding of the content of the text. In addition to this article, you will cite at least one other article in your summary dealing with the team building topic.

- Summaries are not essays or research papers. They ***do not contain your opinions or feelings*** and they ***do not contain direct quotes*** from the article or

outside readings. However, this summary should serve as an indication of a deeper understanding of the materials and not simply repeat lists of factoids.

- The goal of writing an article summary is **to reflect or explain** the article in a much shorter form (i.e., do not simply rewrite the article) and **to identify the key points** discussed in the article to your reader.

- **Process for Summary Development:**

   ✓ Thoroughly read the article to be summarized from beginning to end, without stopping.

   ✓ Reread the article and **make an outline** of the key points you feel need to be summarized in order for the reader to have a good grasp of the content of the article.

   ✓ **Check your work for accuracy.** Reread your article summary and make certain that you have accurately represented the author's ideas and key points.

   ✓ Review for correct writing style, mechanics, grammar, and punctuation.

- Use proper APA headings as necessary to assist your reader.

- **Assignment Submission Instructions:** Paper is to be submitted through the associated D2L assignment folder. The file name must follow this format: 01W-Your Last Name-Assignment 5.

- Your paper is to be written in Times New Roman, 12 point font.

- **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).

- **Line Spacing:** Single-spaced between all text lines of the paper and a single line between paragraphs (an exception to APA).

- On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. Use 10 point font.

   Example: Doe, John-12345678

                 TMGT 516 01W-05/08/2022

- Pagination: On all pages of the paper, place page numbers in the upper right-hand corner of the page. Use 10 point font.

   Examples: 1 of 10 or Page 1 of 10

- Summary Title: On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be: ASSIGNMENT 6: ARTICLE SUMMARY: HOW ETHICAL ARE U.S. BUSINESS EXECUTIVES.

- Short bulleted lists are acceptable as they make it easier for the reader to process information. However, they should not serve as a replacement for narrative! Follow APA guidelines for developing bulleted lists.

Remember—forty percent of your assignment grade is related to formatting and mechanics!

Guide & Instructions for Completing Assignments #2, #4, and #7: Discussion Boards

DUE: see "Course Calendar"

VALUE: 50 Points Each

Three (3) discussion boards are scheduled during the semester. Each board will be related to a case study provided by the instructor. To receive full credit for the assignment, you must **complete a post of no less than 40 words**, in your own words, on the topic. These posts are to be completed by Tuesday at midnight of the week due. You must also develop **two substantive replies** to the posts of other students (due by the following Sunday at midnight). Responses such as "I agree" or "that's right" are not substantive.

Each discussion board is worth 50 points for a total of 150 points for the three boards. The post is worth 30 points; each of the two replies is worth 10 points. Points on discussion board assignments are the easiest points to score in this class. However, failing to participate fully in these activities can often make the difference in the final letter grade achieved in this class!

Make sure that you take full advantage of the opportunity!

Guide & Instructions for Completing Team Project Video: Mock Interview

DUE: May 12, 2022 by 11:59 pm

VALUE: 150 Points

Teams of two students each will conduct 8-10 minute interviews for the position of *application developer* for a technology organization where the students will take turns being the interviewer and interviewee. Maximum points will be scored by demonstrating your understanding of the principles of a good job interview as presented in an earlier discussion conducted by the instructor. The Zoom video is to be recorded and the link to the recording is to be sent to the instructor at the completion of the assignment.

TECHNOLOGY REQUIREMENTS
Technology Support

Browser Support

D2L is committed to performing key application testing when new browser versions are released. New and updated functionality is also tested against the latest version of supported browsers. However, due to the frequency of some browser releases, D2L cannot guarantee that each browser version will perform as expected. If you encounter any issues with any of the browser versions listed in the tables below, contact D2L Support, who will determine the best course of action for resolution. Reported issues are prioritized by supported browsers and then maintenance browsers.

Supported browsers are the latest or most recent browser versions that are tested against new versions of D2L products. Customers can report problems and receive support for issues. For an optimal experience, D2L recommends using supported browsers with D2L products.

Maintenance browsers are older browser versions that are not tested extensively against new versions of D2L products. Customers can still report problems and receive support for critical issues; however, D2L does not guarantee all issues will be addressed. A maintenance browser becomes officially unsupported after one year.

Note the following:

- Ensure that your browser has JavaScript and Cookies enabled.
- For desktop systems, you must have Adobe Flash Player 10.1 or greater.
- The D2L Support features are now optimized for production environments when using the Google Chrome, Apple Safari, Microsoft Edge, Microsoft Internet Explorer, and Mozilla Firefox browsers.

Desktop Support

Browser	Supported Browser Version(s)	Maintenance Browser Version(s)
Microsoft® Edge	Latest	N/A
Microsoft® Internet Explorer®	N/A	11
Mozilla® Firefox®	Latest, ESR	N/A
Google® Chrome™	Latest	N/A
Apple® Safari®	Latest	N/A

Tablet and Mobile Support

Device	Operating System	Browser	Supported Browser Version(s)
Android™	Android 4.4+	Chrome	Latest
Apple	iOS®	Safari, Chrome	The current major version of iOS (the latest minor or **point** release of that major version) and the previous major version of iOS (the latest minor or **point** release of that major version). For example, as of June 7, 2017, D2L supports iOS 10.3.2 and iOS 9.3.5, but not iOS 10.2.1, 9.0.2, or any other version. Chrome: Latest version for the iOS browser.
Windows	Windows 10	Edge, Chrome, Firefox	Latest of all browsers, and Firefox ESR.

Basic Technology Requirements

- 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.

Running the browser check will ensure your internet browser is supported. The following settings are required:

- Pop-ups are allowed;
- JavaScript is enabled; and
- 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:
  - ✓ Adobe Reader https://get.adobe.com/reader/
  - ✓ Adobe Flash Player *(version 17 or later)* https://get.adobe.com/flashplayer/
  - ✓ Adobe Shockwave Player https://get.adobe.com/shockwave/
  - ✓ 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.

ACCESS AND NAVIGATION

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: 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.

COMMUNICATION AND SUPPORT
D2L Support

Student Support

If you have any questions or are having difficulties with the course material, please contact your Instructor.

Technical Support

If you are having technical difficulty with any part of D2L, please contact D2L Technical Support at 1-877-325-7778 or click on the **Live Chat** or click on the words "click here**"** to submit an issue via e-mail.

System Maintenance

Please note that on the 4th Sunday of each month there will be System Maintenance which means the system will not be available 12 pm-6 am CST.

Assistance Through *The Writing Center*

The Writing Center at Texas A&M University is committed to assisting student writers at all levels. The Writing Center is located on-campus in the Hall of Languages Building, Room 103. The hours of operation are Monday through Thursday from 9:00 a.m. until 4:00 p.m. and on Friday from 9:00 a.m. until 1:00 p.m. There is also an Online Writing Lab, accessed by sending an e-mail to: writing.tamuc@gmail.com

Interaction with Instructor Statement

- Correspondence with your instructor in this course will be done via e-mail.
- All e-mails to your instructor must be written clearly in a formal business format.
- E-mails must be written to reflect your professionalism: complete sentences, correctly spelled words, correct punctuation, grammar, etc.
- All e-mails sent to your instructor MUST have the following in the e-mail *SUBJECT LINE:* TMGT 516 01W: Your First Name, Your Last Name, Your CWID #, Subject of E-mail.
- *Virtual Office Hours:* Virtual office hours are noted on page 1 of this course syllabus. I check also my e-mail inbox regularly and try to reply to all messages within 24 hours.

COURSE AND UNIVERSITY PROCEDURES/POLICIES
Course Specific Procedures/Policies

This class will operate according to the following policies to ensure fairness and equal treatment to all students:

- Work, vacation, travel, and sickness/accident/death outside your immediate family do NOT constitute approved excuse for failing to complete assignments and/or meeting course deadlines and due dates.
- If you find it necessary to miss a deadline/due date and you believe you have a valid reason that meets university guidelines and course policy, notify the instructor immediately in writing!
- Grading policies and requirements identified in this course syllabus are non-negotiable and will be adhered to in this course of study with all students held to an identical and equal standard.

- If you do not agree with any requirement herein, believe any requirement to be "unfair" or "unreasonable," or believe that less should be expected of you than your classmates in order to earn a comparable course grade, you should WITHDRAW IMMEDIATELY from this course and re-evaluate your dedication to the principle of academic integrity and success!
- Grades earned in this course will be based on a numerical value and the final course grade will be recorded/posted as a letter grade (see "Grading Scale").
- Numerical scores that determine the final course grade will not be rounded-up.

NOTICE: If you are not willing to devote the time and effort necessary for the successful completion of this course or if you do not have the prerequisite knowledge/skills to successfully complete this course, you need to discuss this matter with your academic advisor immediately.

<p style="text-align:center;color:red">Civility is the rule at all times!</p>

Syllabus Change Policy

This syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for the instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

University Specific Procedures

Student Conduct

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. The Code of Student Conduct is described in detail in the Student Guidebook.
http://www.tamuc.edu/Admissions/oneStopShop/undergraduateAdmissions/studentGuidebook.aspx

Students should also consult the Rules of Netiquette for more information regarding how to interact with students in an online forum: Netiquette
http://www.albion.com/netiquette/corerules.html

TAMUC Attendance

For more information about the attendance policy please visit the Attendance webpage and Procedure 13.99.99.R0.01.
http://www.tamuc.edu/admissions/registrar/generalInformation/attendance.aspx

http://www.tamuc.edu/aboutUs/policiesProceduresStandardsStatements/rulesProcedures/13students/academic/13.99.99.R0.01.pdf

Academic Integrity

Students at Texas A&M University-Commerce are expected to maintain high standards of integrity and honesty in all of their scholastic work. For more details and the definition of academic dishonesty see the following procedures:

Undergraduate Academic Dishonesty 13.99.99.R0.03

Plagiarism

United States law recognizes that words and ideas have value and can be stolen. The expression of original ideas is considered intellectual property and is protected by copyright laws. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (such as a book, article, musical composition, or computer file).

All of the following are considered examples of plagiarism:

- Turning in someone else's work as your own.
- Copying words and/or ideas from someone else without giving proper credit (references).
- 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.

Be aware that your instructor will be actively looking for all occurrences of plagiarism and, when caught, the results may be devastating to your academic career (see "Academic Integrity"). To avoid plagiarism, a student must give credit whenever they:

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

Any works referenced should be properly cited in accordance with the APA 6th edition Publication Manual. *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, projects, and examinations or other coursework. In most cases plagiarism can be avoided by citing 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 receive a grade of F with zero (0) points

Collaboration

All work in this course is to be completed individually, without collaboration from others.

Use of Outside Sources for Written Work, Papers, and Assignments

In this course, if it is determined that a student used paid services to obtain previously written work, have the service write course papers, or prepare course assignments, that student will receive a failing grade (0 points) on the work in question. In addition, the student may be subject to recourse according to University policy (see "Academic Integrity"). This type of practice is unethical and is not in keeping with the established tenets of obtaining a higher education degree. *Zero tolerance applies to this policy!*

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 be administrated as a component of the TMGT 599 course. 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 is 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.

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
Velma K. Waters Library - Room 162
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
E-mail: studentdisabilityservices@tamuc.edu

Website: Office of Student Disability Resources and Services

http://www.tamuc.edu/campusLife/campusServices/studentDisabilityResourcesAndServices/

Nondiscrimination Notice

Texas A&M University-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.

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.

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 be administrated as a component of the TMGT 599 course. 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 is 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.

COURSE CALENDAR

Week	Topic	Due Date (11:59 pm)	Activity
1	Class Introduction	**March 21, 2022**	**First Day of Class (textbook reading begins)**
		March 25, 2022	Preliminary Quiz Due
		March 27, 2022	Read Chapters 1 and 2
2	Candidate Identification	April 2, 2022	Live Streaming Video Lecture: *Candidate Identification and Job Interviews*
		April 3, 2022	Read Chapters 3 and 4
3	Employee/Leader Training & Development	April 10, 2022	Read Chapters 5 and 6
		April 10, 2022	Assignment #1 Article Summary: *Providing Effective Employee Training*
		April 7, 2022	Discussion Board #1 Post Due
		April 10, 2022	Discussion Board #1 Replies Due
4	Hiring with Diversity	April 17, 2022	Read Chapters 7 and 8
		April 17, 2022	Assignment #2 Article Summary: *Corporate Diversity Programs and Gender Inequality in the Oil and Gas Industry*
5	Dispute Handling	April 24, 2022	Read Chapters 9 and 10
		April 21, 2022	Discussion Board #2 Post Due
		April 24, 2022	Discussion Board #2 Replies Due
6	Team Building	May 1, 2022	Read Chapter 11
		May 1, 2022	Assignment #3 Article Summary: *Implementation of Cross-Disciplinary Teams of Business and Engineering Students for Quality Improvement Projects*
		April 30, 2022	Live Streaming Video Lecture: *Ethical Schools of Thought*
7	Ethical Practices	May 8, 2022	Read Chapter 12
		May 8, 2022	Assignment #4 Article Summary: *How Ethical Are U.S. Business Executives*
		May 5, 2022	Discussion Board #3 Post Due
		May 8, 2022	Discussion Board #3 Replies Due
8	Job Interview	May 12, 2022	Team Project Video: *Mock Interview*

Refer to the University Master Calendar for additional important dates.

Biographical Summary for Your Instructor

Dr. Marcus L. Smith, Jr. is an assistant professor of technology management in the Department of Engineering & Technology/College of Science & Engineering. He received his Doctor of Business Administration from the University of the Incarnate Word, San Antonio, Texas. He also holds a Master of Science degree in Engineering Management and a Bachelor of Science degree in Computer Science from the Missouri University of Science & Technology located in Rolla, Missouri.

Dr. Smith has over thirty-five years of information technology experience including ten years in the Chief Information Officer (CIO) role for three companies. Additionally he served as the Chief Technology Strategist for AT&T's Signature Client Group. In that

capacity, he assisted major customers including United Services Automobile Association (USAA), Clear Channel Communications, H.E. Butt Grocery Company (H-E-B), Valero, Whole Foods, and Advanced Micro Devices (AMD) in aligning their strategic business objectives with a technology roadmap. His total body of career experiences represents a combination of best practice consultant and industry practitioner.

Prior to joining AT&T, Dr. Smith served as CIO for Pabst Brewing Company, Mallinckrodt Medical Company, and OmniAlert (a technology start-up). He also worked for top-tier consulting firms including Price Waterhouse, Ernst & Young, and Computer Sciences Corporation (CSC). While at CSC, Dr. Smith led the development of a set of innovative frameworks and methods for a new consulting practice that linked and aligned clients' business plans with their information technology plans.