



# A&M-COMMERCE

To access COVID-19 information, please visit the [Stay Healthy Lions Webpage](#).

## SHCB 358 , Summer 2022 Essentials of Project Management COURSE SYLLABUS:

### INSTRUCTOR INFORMATION

Instructor: Dr. Chitram Lutchman DBA, MBA, CSP, CRSP.  
Office Location: Online  
Office Hours: Email or Telephone or Virtual by Appointment  
Office Phone: N/A  
University Email Address: Chitram.Lutchman@tamuc.edu  
Preferred Form of Communication: **Email**  
Communication Response Time: Within 24 Hours

### COURSE INFORMATION

#### Materials

This course has been designed using Open Educational Resources (OER). All materials are embedded within the course and are accessible via the internet. After taking the Pre-Tests for each unit, students are encouraged to bookmark, download, or save materials provided via the internet for use during quizzes, assignments, and projects in this class.

#### Supplemental Materials

Links and files will be provided within the course.

#### BAAS – SHCB Degree

The BAAS - SHCB degree at A&M-Commerce is an applied program of study in which students explore the impact of environmental and occupational hazards on human health and society, as well as develop effective interventions to control and prevent exposure to hazards. Students will develop the knowledge necessary to function at the safety and health professional level in industry.

### COURSE DESCRIPTION

This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Basic project management tools will be introduced.

### STUDENT LEARNING OUTCOMES

Completion of this course provides the student with the knowledge to:

1. Define Project Management and key Project Management terms
2. Identify and define the Project Life Cycle

3. Differentiate between the different organizational structures, identify sources of conflict, and recognize different conflict resolution strategies
4. Identify, describe, and apply various tools used in initiating and planning a project
5. Analyze risks associated with project execution
6. Explain the process of project implementation and describe how to close a project

### Program Outcomes

The Program Outcomes that this course will satisfy are:

- 2] Problem-Solving**
  - 2a) Apply critical thinking processes to complex issues
- 3] Written and Oral Communication**
  - 3b) Examine effective means of communicating safety and health issues in the workplace
- 6] Leadership**
  - 6f) Recommend sound management solutions for occupational safety and health related issues

### COURSE REQUIREMENTS

**Minimal Technical Skills Needed:** Students will need reliable computer and internet access for this course. Students must be able to effectively use myLeo email, myLeo Online D2L, and Microsoft Office.

**Instructional Methods:** This course is an online course. To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) must be completed. Please contact the instructor by email for any assistance.

Email your instructor as soon as you complete your pre-test so the instructor can access and grade your work.

**Student Responsibilities or Tips for Success in the Course:** To be successful in this course, all content and course modules should be read and reviewed. All assignments and quizzes (both graded and not graded) should be completed. Please contact the instructor by email for any assistance.

### ASSESSMENT

Students must achieve 80% or higher for the both the average of the Post-Tests and culminating project to demonstrate competency and pass the course.

#### Course Pre-tests

The purpose of the pre-tests is to provide a baseline understanding of your knowledge in this competency. The pre-tests are required before you begin studying unit course materials. If you do not make at least 80% on the pre-tests in each unit, students will be expected to complete assignments, quizzes, and other course content to prepare for the unit post-tests and culminating project.

Content	Description	Value	Notes
Pre-tests	These are the initial assessments in each course unit to provide a baseline understanding of a student's knowledge of the course	Vary	Required before completing any other work in the unit. The grades on the pre-tests does <b>not</b> count in the final grade for this course.

Content	Description	Value	Notes
	content and competencies. Pretests are taken once.		

### Learning Objective Discussions

A brief short-answer item that the student that requires students to synthesize and apply the concept, theory, process, etc., introduced in the Learning Objective Module. Discussions are submitted and do not require comments or “discussion” with other students in the course. Discussions are optional and do not factor into your final grade.

### Learning Objective Quizzes

A brief assessment at the end of each module that is intended to emphasize key concepts, theories, processes, etc., introduced in the Learning Objective Module. Quizzes are optional and do not count toward your final grade.

### Course Post-tests (6)

The end-of-units that assesses student knowledge and understanding of major concepts, theories, processes, etc., in the course. **An average score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Post-tests	Measures your competency of learning outcomes through essay, short answer, and multiple-choice questions.	100 points	Required and you must score an average of 80% or higher. <b>DUE: Last day of week 7, Friday by 11:59 PM CST</b>

If you score less than 80% on the post-test, you will have an opportunity to review the material and retake the post-test two additional times. If the posttest score is less than 80% within three attempts, students will receive a grade of “F” in the course and will be required to retake the course in the new term. Students who fail the posttest should review feedback from the instructor before reattempting the posttest.

### Culminating Project

The project assesses your knowledge of terms and the application of concepts presented in this course. A **score of 80% or higher is required** to demonstrate competency.

Content	Description	Value	Notes
Project	Measures your competency of learning outcomes the completion of a competency-based project.	100 points	Required and you must score 80% or higher. You have up to three attempts. <b>DUE DATE if you want feedback for revisions: End of week 6.</b> <b>HARD DUE DATE: Last day of week 7, Friday by 11:59 PM CST</b>

If students score less than 80% on the culminating project, they will have an opportunity to review the material and resubmit the project up to two additional times. If the culminating project is less than 80% within three attempts, students will receive a grade of “F” in the course and will be required to retake the course in the new term.

## GRADING

A score of 80% or higher on both the Culminating Project and Posttest is required to demonstrate competency and receive credit for the course. The following items will be used to calculate the final grade in the course.

Item	Worth
Average of Post-Tests (6)	100 points
Culminating Project	100 points
<b>Total</b>	200 points

### Grading Scale

A = 90%-100%

B = 80%-89%

F = 79% or Below

## TECHNOLOGY REQUIREMENTS

### LMS

All course sections offered by Texas A&M University-Commerce have a corresponding course shell in the myLeo Online Learning Management System (LMS). Below are the technical requirements

Learning Management System (LMS) Requirements:

View the [Learning Management System Requirements Webpage](#).

LMS Browser Support:

Learn more on the [LMS Browser Support Webpage](#).

YouSeeU Virtual Classroom Requirements:

Visit the [Virtual Classroom Requirements Webpage](#).

## 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](mailto: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

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 Brightspace, please contact Brightspace Technical Support at 1-877-325-7778. Other support options can be found on the [Brightspace Support Webpage](#).

## **Interaction with Instructor Statement**

This is an online course; therefore, expect most communication to be online as well. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). The instructor will make every effort to respond to emails within 24 provided the correspondence follows the requirements listed below. Students are encouraged to check university email daily.

### **All emails from students should include:**

- **Course name and subject in the subject line (ex. SHBC 358 – Posttest)**
- **Salutation**
- **Proper email etiquette (no “text” emails – use proper grammar and punctuation)**
- **Student name and CWID after the body of the email**

## **COURSE AND UNIVERSITY PROCEDURES/POLICIES**

### **Syllabus Change Policy**

The 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.

### **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 online in the [Student Guidebook](#).

Students should also consult the [Rules of Netiquette Webpage](#) for more information regarding how to interact with students in an online forum.

### **TAMUC Attendance**

For more information about the attendance policy, please view the [Attendance Webpage](#) and the [Class Attendance Policy](#)

### **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 Policy](#)  
[Undergraduate Student Academic Dishonesty Form](#)

### **Students with Disabilities-- 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  
Velma K. Waters Library Rm 162  
Phone (903) 886-5150 or (903) 886-5835  
Fax (903) 468-8148

Email: [studentdisabilityservices@tamuc.edu](mailto:studentdisabilityservices@tamuc.edu)

Website: [Office of Student Disability Resources and Services](#)

### 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.

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.

The Counseling Center at A&M-Commerce, located in the Halliday building, Room 203, offers counseling services, educational programming, and connection to community resources for students. Students have 24/7 access to the Counseling Center's crisis assessment services by calling 903-886-5145. For more information regarding the Counseling Center's events and confidential services, please visit [www.tamuc.edu/counsel](http://www.tamuc.edu/counsel).

### COURSE OUTLINE / CALENDAR

<b>Learning Objectives and Competencies</b>	<b>Assignments</b>
LO1: Define Project Management and recognize common PM terms	Take the Unit Pre-Test Read the material for the week. Answer any discussion questions (optional). Complete the module quiz. (recommended) Complete the Unit Post-Test
LO2: Identify and define the project life cycle	Take the Unit Pre-Test Read the material for the week. Answer any discussion questions (optional). Complete the module quiz. (recommended) Complete the Unit Post-Test
LO 3: Differentiate between the different organizational structures, identify sources of conflict, and recognize different conflict resolution strategies	Take the Unit Pre-Test Read the material for the week. Answer any discussion questions (optional). Complete the module quiz. (recommended) Complete the Unit Post-Test

Learning Objectives and Competencies	Assignments
LO4: Identify, describe, and demonstrate the use of various tools used in initiating and planning a project	Take the Unit Pre-Test Read the material for the week. Answer any discussion questions (optional). Complete the module quiz. (recommended) Complete the Unit Post-Test
LO5: Analyze risks associated with project execution	Take the Unit Pre-Test Read the material for the week. Answer any discussion questions (optional). Complete the module quiz. (recommended) Complete the Unit Post-Test
LO6: Explain the process of project implementation and describe how to close a project	Take the Unit Pre-Test Read the material for the week. Answer any discussion questions (optional). Complete the module quiz. (recommended) Complete the Unit Post-Test
Demonstrate all LOs in completion and development/creation of a project from initiation, planning, and risk management	<b>Submit Culminating Project.</b>