



EAST TEXAS A&M

UNIVERSITY

BGS 481 - Foundations of Project Management

COURSE SYLLABUS

Term:	Fall 1	Year:	2026
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INSTRUCTOR INFORMATION

Instructor Name:	Andrew Rivera, Sr
Office Phone:	817.767.3562
East Texas A&M University Email Address:	Andrew.Rivera@etamu.edu
Instructor Notes:	Office Hours: Tuesdays 5 p.m. – 8 p.m., Fridays 4 p.m. – 8 p.m., Saturdays and Sundays by Appointment Communication Response Time: 24 Hours or Less. Homework is due on Saturday nights, and initial discussion posts are due on Tuesdays at midnight. Grades will be posted the following Monday or Tuesday.

Office Location: Online/Remote

Office Hours: Email, Telephone, or Virtual by Appointment

Preferred Form of Communication: Email

Communication Response Time: 24 Hours or Less (Grading of assignments is typically not completed in 24 hours or less)

The syllabus/schedule are subject to change.

COURSE INFORMATION

Course Materials – Textbooks, Readings, Supplementary Readings

Required Text – Do not buy the International version and get the correct edition.

Project Management: Achieving Competitive Advantage

By: Jeffrey K. Pinto, Publisher: Pearson,

Print ISBN: 9780134730332, 013473033X

eText ISBN: 9780134730509, 013473050X

Edition: 5th

Copyright year: 2019

Etext: <https://www.vitalsource.com/referral?term=9780134730509>

To move through the course, choosing Content at the top left of the page is easiest. As you move through the chapters, you will find the detailed assignments. Be sure to read this entire document, then take the syllabus quiz.

Course Description

This course is designed to teach students the essential concepts of project management from an applied perspective. It will specifically focus on project management principles, the various phases and processes of a project, and project planning and implementation.

Student Learning Outcomes

1. Discuss project management principles.
2. Discuss how project management brings competitive advantage to organizations
3. Demonstrate an understanding of the fundamental properties of projects, including thoughtfully discussing their definitions.
4. Develop a Work Breakdown Structure using software
5. Discuss how important it is for project managers to be able to make cross-functional decisions.
6. Discuss how project management is a 'leader-intensive' profession and how it differs from process management.
7. Document the constraints that make Project Planning and Scheduling tricky.

STUDENT RESPONSIBILITIES FOR COURSE

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 by the due date specified. Please contact the instructor by email for any assistance or support.

CWID and Password

The syllabus/schedule are subject to change.

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@etamu.edu.

Technology-Related Issues

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 ETAMU campus open computer lab, etc.

TECHNOLOGY REQUIREMENTS AND SUPPORT

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.

Learning Management System (LMS) – D2L

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

- View the [Learning Management System Requirements Webpage](#).
- Learn more on the [LMS Browser Support Webpage](#).

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](#).

COMMUNICATION AND SUPPORT

Interaction with Instructor Statement

This is an online course; therefore, expect most communication to be online as well. If you have any questions or are having difficulties with the course material, please contact your instructor. Correspondence will always be through university email (your “myLeo” mail) and announcements in myLeo online (D2L). **You will not RECEIVE email through D2L, so be sure to check your ETAMU email for communication.** 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.

Include the Following in Emails with Instructor:

- Course name and subject in the subject line (ex. EDCB 517 – Posttest)
- Salutation (Good afternoon, Dr. Jackson)
- Proper email etiquette (no “text” emails – use proper grammar and punctuation)
- Student name and CWID after the body of the email (possibly add to student signature on email)

CID Studio

The CID Studio is in D2L and available to all CID students. The CID Studio contains modules intended to support and inform students on their educational journey.

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[CID Studio Link](#) – Please contact your advisor if you need access.

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.

ETAMU Attendance

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

Academic Integrity

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

[East Texas A&M Academic Integrity Guide](#)

[Undergraduate Academic Dishonesty 13.99.99.R0.03](#)

[Academic Integrity Reporting Form](#)

[Overview of Academic Misconduct Reporting Process](#)

CID Policy on Academic Integrity

Academic dishonesty includes cheating, complicity in cheating, multiple submissions (or substantial portions) of the same work for credit without authorization, submitting another's work, plagiarism, submitting algorithmically (AI) plagiarized work, and other acts that may reasonably be called academic dishonesty.

- Students who commit academic dishonesty will receive a grade of 0 for the assignment in the course and be issued a Written Warning that is reported to the CID Assistant Dean's office and listed in a database.
- If the student does NOT have a previous Written Warning for academic dishonesty reported in CID courses and has additional attempts available for the assignment, the student may resubmit the assignment (this applies to CBE courses only).
- If the student has a Written Warning of academic dishonesty reported in CID courses, the student may NOT resubmit the assignment, and the instructor will follow the procedure detailed in [Policy 13.99.99.R0.03](#) for Undergraduate Academic Dishonesty and report the incident to the Provost Office.

Submitting Past Work

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The resubmission of work submitted in a past course is self-plagiarism. Also, the resubmission of substantial parts of work submitted in a past course is self-plagiarism. **If a student would like to resubmit past work or substantial parts of past work, the student must gain permission from the instructor prior to submission and cite the work properly.** If the student does not gain permission and cite the work, then the submission will be flagged for self-plagiarism and result in actions detailed in the CID Policy on Academic Integrity.

Use of Artificial Intelligence

East Texas A&M University acknowledges that there are legitimate uses of Artificial Intelligence, ChatBots, or other software that has the capacity to generate text, or suggest replacements for text beyond individual words, as determined by the instructor of the course.

Any use of such software must be documented. Any undocumented use of such software constitutes an instance of academic dishonesty (plagiarism).

Individual instructors may disallow entirely the use of such software for individual assignments or for the entire course. Students should be aware of such requirements and follow their instructors' guidelines. If no instructions are provided the student should assume that the use of such software is disallowed.

In any case, students are fully responsible for the content of any assignment they submit, regardless of whether they used an AI, in any way. This specifically includes cases in which the AI plagiarized another text or misrepresented sources

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

East Texas A&M University

Velma K. Waters Library Rm 162

Phone (903) 886-5150 or (903) 886-5835

Fax (903) 468-8148

Email: studentdisabilityservices@etamu.edu

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

Nondiscrimination Notice

East Texas A&M University 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 East Texas A&M University 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

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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 ETAMU 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 with your event organizer.

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

East Texas A&M Supports Students' Mental Health – Counseling Services

The Counseling Center at East Texas A&M University, located in the Halladay 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 Counseling Center events and confidential services, please visit <https://www.etamu.edu/counseling-center/>

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. For more information on accessing the app and to explore the resources available to you for guidance and support, please visit their website: <https://www.etamu.edu/telus/>

COURSE REQUIREMENTS

Student Responsibilities or Tips for Success in the Course

Students are expected to log into the course 3-4 times weekly. Initial discussion posts are due on **Tuesday** of each week. Final replies (2 or more) will be due on Saturdays when discussions are assigned. The Introduction is a chance for you to 'meet' your colleagues in the class. When you click on Introduction in the Course Home, specific instructions on what to post are available. At Chapter 4, you will be placed in small groups for discussions. My goal here is to foster a sense of community while you learn from me and each other. Research shows that learning is richer and deeper when students work in small groups. Keep this in mind as you work in your groups.

There are overview lectures for each chapter. These are just the high points; you still must read the chapters in your text. Your instructor created all the materials in the lectures from your textbook.

The **Discussions** relate to the assigned readings, websites, podcasts, or videos. These discussions are critical to learning and provide opportunities to share your experience with peers to research the topics and share your thoughts. After completing the assigned readings, you are expected to engage in an ongoing discussion/debate with your classmates. Your contributions to the discussion forums will be graded for **quality** and a **detailed analysis** linking the material to a critical appraisal of theory, policy, and practice. The introduction of outside materials is mandatory (unless otherwise noted in the discussion topic assignment). In all cases, students must cite in-text and provide a full bibliography/works cited at

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the end of their post for all citations mentioned in the post. See the 'How to Cite' Factsheet). Also, you can find information on the [Purdue Owl](#).

The discussion assignment is in each unit chapter. Click on the Discussion link. The rubric used to grade the discussions will be available with the instructions.

The **Reply** posts are responses to the discussion posts you and your classmates post as assigned.

Reply posts should be meaningful. Merely agreeing or disagreeing with a classmate will not be looked upon favorably, resulting in a loss of points. A meaningful post moves the discussion forward in some substantive way through providing one's perspective, additional information through research, or reframing the discussion in some new way. You are expected to engage in an **ongoing** discussion/debate with your classmates. Ask questions! Your comments will be graded for **quality** and **relevance**. Your comments will also be graded based on your ability to engage in critical thinking. **Students must provide one outside source for at least one comment that they make. Remember, they are 40% of your grade.**

The final project is a simple website created with Adobe Express. **It is 25% of your grade.**

Assessments

Assessment Method: Discussion and Comment posts will be graded using the Discussion Post Grading Rubric located under Grades, Class Progress. A writing assignments rubric is also available there.

Graded Activities

Item	Worth
Student Introduction	5 Bonus Points
Syllabus Quiz	5 points
Discussion Forums	40%
Case Studies	35%
Final Project	25%
Total	100%

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

A = 90%-100%

B = 80%-89%

C = 70%-79%

D = 60%-69%

F = 59% or Below

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Activity Types	Weight	Due Date
Student Introduction	5 Bonus Points	08/31/2024
Academic Honesty Policy	1 Bonus Point	08/31/2024
Syllabus Quiz	10 points	08/31/2024
Read Chapter 1 Chapter 1 Discussion 1, Initial post Case Study 1 Final Posts Due	100	09/14/2024 09/10/2024 09/14/2024 09/14/2024
Read Chapter 2 Chapter 2 Discussion 2, initial post Chapter 2 Discussion replies	100	09/21/2024 09/17/2024 09/21/2024
Read Chapter 4 Chapter 4 Discussion 3, Initial post due. Chapter 4 Case Study 2 Discussion 3 replies are due	100 100	10/12/2024 10/08/2024 10/12/2024 10/12/2024
Read Chapter 5 Case Study 3, WBS	100	10/26/2024
Read Chapter 6 Case Study 4, Team Building	100	11/02/2024 11/02/2024
Read Chapter 7 Chapter 7 Discussion 4, Initial post due Chapter 7 Replies due	100	11/09/2024 11/05/2024 11/09/2024
Read Chapter 8 Chapter 8 Discussion 5, Initial post due Chapter 8 Replies due Case Study 5	100 100	11/16/2024 11/12/2024 11/16/2024 11/16/2024
Read Chapter 9 Complete the Case Study 6	100	11/23/2024
Read Chapter 12 Complete Case Study 7, 12.3 on page 428	100	12/07/2024
Final Project	200	12/11/2024

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