MIS 3361 SECTION D10 Project Management

Course Description/Overview
This course provides the student with an introduction to the project management process. The course focuses on both the common body of knowledge associated with project management as well as the art of managing projects. Students will be introduced to current project management software and will complete a series of project exercises and a major project. Some assignments may be in teams. This course provides students with a foundation to facilitate a career and professional certification in project management.

Prerequisites
Knowledge
Students should have junior or senior standing at the university level.

Technology
Access to course materials, online assignments, quizzes, synchronous sessions and exams is via Blackboard. Some assignments may require the use of Microsoft Excel, Microsoft Word, and Microsoft Project. Please see the course website for instructions on obtaining Microsoft Project.

Class Meeting Times
This is an online class. Lectures are through weekly synchronous sessions whose times will be announced in the class announcements board.

Technical Support
The Technology Service Center (TSC) may be contacted by calling (325) 942-2911 or 1-866-942-2911 or by email at helpdesk@angelo.edu. If you have trouble accessing Blackboard of LearnSmart, please try the helpdesk by phone or on campus (located in the library and in the Math / Science computer lab.) LearnSmart (Connect) resources and help are available from McGraw Hill online at: http://mpss.mhhe.com/contact.php.

Faculty/Instructor Information
Jeremy St. John, PhD
Assistant Professor of Management Information Systems Office: Rassman 247
Phone: (325)486-6620 (office) E-mail: Jeremy.StJohn@angelo.edu
Office Hours: Monday and Wednesday from 9:00 AM to 11:45 AM, 2:45 PM to 5 PM. Other times by appointment.
Course Objectives

Learning Objectives:

1. Be familiar with fundamental Project Management concepts.
2. Learn techniques for managing and controlling complex projects.
3. Learn techniques for scheduling complex projects.
4. Recognize the importance of project documentation and evaluation.
5. Gain familiarity with typical Project Management software tools.

Course Textbook and Required Readings

Successful Project Management 7th Edition
by Jack Gido (Author), Jim Clements (Author), Rose Baker (Author)
ISBN-10: 1337095478

PowerPoint slides are also available for each chapter as a study guide / test reference material on Blackboard under the “course resources” tab found on the course home page.

Grading Policies

Grades are based on your total points. A= 1000 - 900 points
B = 899 - 800 points
C = 799 - 700 points
D = 600 – 699
F = 599 - 0 points

The table below shows how assignment points are allocated.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Each Worth</th>
<th>Course Total</th>
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<tbody>
<tr>
<td>14 Synchronous Sessions</td>
<td>5</td>
<td>70</td>
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<tr>
<td>13 Weekly Cases/Assignments</td>
<td>30</td>
<td>390</td>
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<tr>
<td>13 Weekly Quizzes</td>
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<td>Final Exam</td>
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<td>124</td>
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Weekly Quizzes

Quizzes cover that week’s material with a focus on the chapter reading and synchronous session. They are graded automatically, and you should see your score posted on Blackboard immediately on completion. Quizzes typically open after the synchronous session and can be taken at any time but are always due at the end of the week, by midnight Sunday. Quizzes are multiple choice and timed so please prepare well for each test. Because each quiz is timed, familiarity with the material is key so watch the synchronous session, complete the chapter readings, and complete the assignments before attempting the quiz. Questions come from a test pool and will be ordered
randomly. Each quiz is open book and open notes but collaboration with others is not allowed. These are individual assignments.

If you are found to be collaborating with other students on a test or cheating on your test, you will receive an F in the class and might be dismissed from ASU.

**Weekly Assignments**
Weekly assignments vary and may include cases, projects, software assignments, short answers, essays, or exercises. Weekly assignments are normally graded within one week of the due date.

**Synchronous Sessions**
Students are expected to participate in a weekly synchronous session with the instructor. Participation points are awarded for attendance. Each session is worth 5 points. To earn the full participation points students unable to attend the live session must watch the video within 48 hours and submit a one paragraph response email to the instructor that highlights either a key takeaway from the session or asks a question related to the content discussed in the session.

**Assignment Deadlines and Missed/ Late Work**
You are free to complete your work early; however, late work and missed work will not be accepted.

**Email**
Response to emails will normally be within 24 hours Monday through Friday. I am here because I want you to learn, so please consider me a resource.

**Course and University Policies**

**Academic Honesty and Other Important Issues**

**Academic Integrity**
Angelo State University expects its students to maintain complete honesty and integrity in their academic pursuits. Students are responsible for understanding and complying with the university Academic Honor Code and the ASU Student Handbook.

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It is the professor’s intention to be as fair and impartial as is humanly possible. Therefore, all students will be asked to adhere to the same set of guidelines and rules UNLESS there are disabilities or documented extenuating circumstances that have been discussed with the professor and the Student Life Office. Please make sure you inform the professor as soon as any situation arises. Do NOT wait until the problem is compounded by poor class performance, poor attendance, etc.
Academic integrity is expected. This includes, but is not limited to, any form of cheating, plagiarism, unauthorized sharing of work, or unauthorized possession of course materials. The professor assumes that all students can be trusted. Please do not violate this trust. Violation of academic integrity will result in a failing grade for the course.

**A special note on plagiarism**

Your research paper and essays will be submitted using “Turn it In” to check for plagiarism and originality, so please cite your sources when quoting from others. The proper way to cite your source is to put quotation marks (“…”) when quoting directly, and in all cases to use APA format to credit the original source. Failure to do so is considered plagiarism and it will earn you a failing grade on the assignment and may result in a failing grade for the course. Please contact the ASU writing center if you need assistance with proper citations or formatting.

**College of Business Code of Ethics**

**Students, faculty, administrators and professional staff of the College of Business should always:**

- Be forthright and truthful in dealings with all stakeholders
- Take responsibility for one’s actions and decisions
- Serve as an example of ethical decision-making and behavior to others
- Admit errors when they occur, without trying to conceal them
- Respect the basic dignity of others by treating them as one would wish to be treated

**Courtesy and Respect**

Courtesy and Respect are essential ingredients to this course. We respect each other's opinions and respect their point of view at all times while in our class sessions. The use of profanity & harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, race (ethnicity), religion, etc., violations of these rules will result in immediate dismissal from the course.

**Accommodations for Disability**

ASU is committed to the principle that no qualified individual with a disability shall, on the basis of disability, be excluded from participation in or be denied the benefits of the services, programs or activities of the university, or be subjected to discrimination by the university, as provided by the Americans with Disabilities Act of 1990 (ADA), the Americans with Disabilities Act Amendments of 2008 (ADAAA) and subsequent legislation. The Office of Student Affairs is the designated campus department charged with the responsibility of reviewing and authorizing requests for reasonable accommodations based on a disability, and it is the student’s responsibility to initiate such a request by contacting: Dallas Swafford, Director of Student Disability Services, Office of Student Affairs, 325-942-2047, dallas.swafford@angelo.edu, University Center, Room 112.
**Student absence for religious holidays**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to observe a religious holy day should make that intention known in writing to the instructor prior to the absence. A student who is absent from classes for the observance of a religious holy day shall be allowed to take an examination or complete an assignment scheduled for that day within a reasonable time after the absence.

**Course Drop**
To view information about how to drop this course or to calculate important dates relevant to dropping this course, you can visit http://www.angelo.edu/services/registrars_office/course_drop_provisions.php.

**Incomplete as a Course grade**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.11 Grading Procedures), the grade I is given when the student is unable to complete the course because of illness or personal misfortune. An I that is not removed before the end of the next long semester automatically becomes an F. A graduate student will be allowed one year to remove a grade of I before it automatically becomes an F. To graduate from ASU, a student must complete all I’s.

**Grade Appeal Process**
As stated in the Angelo State University Operating Policy and Procedure (OP 10.03 Student Grade Grievances), a student who believes that he or she has not been held to appropriate academic standards as outlined in the class syllabus, equitable evaluation procedures, or appropriate grading, may appeal the final grade given in the course. The burden of proof is upon the student to demonstrate the appropriateness of the appeal. A student with a complaint about a grade is encouraged to first discuss the matter with the instructor. For complete details, including the responsibilities of the parties involved in the process and the number of days allowed for completing the steps in the process, see Operating Procedure 10.03 at: http://www.angelo.edu/content/files/14196-op-1003-grade-grievance
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<th>Assignments Due</th>
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