MGMT 3361 SECTION 010 Project Management
Spring 2022

Course Description

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.

Prerequisite Knowledge
Junior or Senior level standing and a general understanding of Management Information Systems is recommended.

Course 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 a live class. Lectures are on Tuesdays and Thursdays 11am to 12:15 in RAS 117.

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

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: Office hours 12:15 - 1:00 pm Tuesday & Thursday in room 247; online and by appointment.

Student Learning outcomes

By the end of the course, students will be able to:

1. Understand fundamental Project Management concepts.
2. Employ techniques for managing and controlling complex projects.
3. Employ techniques for scheduling complex projects.
4. Have familiarity with typical Project Management software tools.

Assessment Methods
Assignments, quizzes, tests, participation, and discussions.

Course Textbook and Required Readings

Required:

Successful Project Management 7th Edition
by Jack Gido (Author), Jim Clements (Author), Rose Baker (Author)
ISBN-13: 978-1337095471   ISBN-10: 1337095478

Other readings will be assigned in a timely manner as needed and will be provided to you as PDF, in MS Word format, or as a link to an online resource.

Grading Policies

Angelo State University employs a letter grade system. Grades in this course are determined on a percentage scale:

A = 90 – 100 %
B = 80 – 89 %
C = 70 – 79 %
D = 60 – 69 %
F = 59 % and below.

The table below shows how assignment points are allocated.

Assignments	Each Worth	Course Total
13 Assignments	10	130
13 Session Responses	5	65
13 Quizzes	15	195
Midterm chapters 1-6	55	55
Final Exam chapters 7-13	55	55
Total		500

Attendance
Attendance in the classroom during scheduled class hours is required. If you have an illness contact the instructor by email and accommodations including recordings of lectures will be made.

Session Responses
Students are expected to attend and participate in class with the instructor. To earn the full session response points students must attend class and submit the response. Points may be deducted for missed class sessions.

Directions for each response can be found on Blackboard in the particular week they are due. Response questions pertain to individual class lectures and topics.

Weekly Quizzes
Quizzes cover that week's material with a focus on the chapter reading and class lectures. They are graded automatically, and you should see your score posted on Blackboard immediately on completion. Quiz times will be announced on Blackboard. Quizzes are typically 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. Occasionally a quiz might be disrupted due to connectivity issues, for instance during a storm. If your quiz is disrupted contact your instructor immediately via email to see if your quiz is eligible to be reset.

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.

Exams
The midterm exam covers chapters 1 – 6. The final exam covers chapters 7 – 13. Questions will cover each week's material with a focus on the chapter readings, required articles, and synchronous sessions. Whether given live or online exams and quizzes are considered individual assignments and collaboration with others while taking the exam is considered cheating. If you are found to be collaborating with other students on a test or cheating on your test, you will receive a zero for the test and might receive an F in the class and/or be dismissed from ASU.

Familiarity with the material is key so watch the synchronous sessions, complete all required readings, and complete the assignments. Well organized notes will be most helpful.

Missed/Late Work
Scheduling and meeting deadlines are important project management skills. You are free to complete your work early. Quizzes and synchronous session responses typically cannot be taken after the due date. For all other assignments, 10% will be deducted each day an assignment is late. Without a university approved excuse late work and missed work will not be accepted beyond five days or beyond the last day of class. If you have a university approved excuse, notify the instructor as soon as possible. "Placeholder" submissions i.e. "accidentally" submitting something other than what was assigned will be considered a missed assignment.

Participation/Absenteeism

Students are expected to check the course website a minimum of few times each week and read course announcements. Students are also expected to participate in a weekly or semi-weekly synchronous session with the instructor and weekly or semi-weekly discussion questions with other students. If you are unable to attend the synchronous session it will be recorded and watching the recording within the required time is considered full participation.

Response Time
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. Assignments are generally graded within 10 days of the due date.

Course Policies

Academic Honesty and 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, which is in both print and web versions of the ASU Student Handbook.

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 no violate this trust. Violation of academic integrity will result in a failing grade for the course.

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.

Plagiarism

Plagiarism is a serious topic covered in ASU's Academic Integrity policy in the Student Handbook. Plagiarism is the action or practice of taking someone else's work, idea, etc., and passing it off as one's own. Plagiarism is literary theft. In your discussions and/or your papers, it is unacceptable to copy word-for-word without quotation marks and the source of the quotation. It is expected that you will summarize or paraphrase ideas giving appropriate credit to the source both in the body of your paper and the reference list.

Papers are subject to be evaluated for originality via Turnitin. Resources to help you understand this policy better are available at the ASU Writing Center.

Copyright Policy

Students officially enrolled in this course should make only one printed copy of the given articles and/or chapters. You are expressly prohibited from distributing or reproducing any portion of course readings in printed or electronic form without written permission from the copyright holders or publishers.

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 others points of view at all times while in our class sessions. The use of profanity and harassment of any form is strictly prohibited (Zero Tolerance), as are those remarks concerning one's ethnicity, life style, religion, etc., violations of these rules will result in appropriate disciplinary actions.

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.

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 emailing studentservices@angelo.edu, or by contacting:

Mrs. Dallas Swafford
Director of Student Development
Office of Student Affairs
University Center, Suite 112
325-942-2047 Office
325-942-2211 FAX
Dallas.Swafford@angelo.edu

Title IX at Angelo State University:

Angelo State University is committed to providing and strengthening an educational, working, and living environment where students, faculty, staff, and visitors are free from sex discrimination of any kind. The University prohibits discrimination based on sex, which includes pregnancy, sexual orientation, gender identity, and other types of Sexual Misconduct. Sexual Misconduct is a broad term encompassing all forms of gender-based harassment or discrimination including: sexual assault, sex-based discrimination, sexual exploitation, sexual harassment, public indecency, interpersonal violence (domestic violence and/or dating violence), and stalking. As a faculty member, I am a Responsible Employee meaning that I am obligated by law and ASU policy to report any allegations I am notified of to the Office of Title IX Compliance. This is done in order to connect students with resources and options in addressing the allegations reported. As a student, are encouraged to report any incidents of sexual misconduct directly to ASU's Office of Title IX Compliance and the Title IX Coordinator. You may do so by contacting:

Michelle Miller, J.D.
Title IX Coordinator
Mayer Administration Building, Room 210
325-942-2022
michelle.miller@angelo.edu

You may also file a report online 24/7 at www.angelo.edu/incident-form. If you are wishing to speak to someone about an incident in confidence you may contact the University Health Clinic at 325-942-2171, Counseling Services at 325-942-2371 or the ASU Crisis Helpline at 325-486-6345. The Office of Title IX Compliance also provides accommodations related to pregnancy (such as communicating with your professors regarding medically necessary absences, modifications required because of pregnancy, etc.). If you are pregnant and need assistance or accommodations, please contact the Office of Title IX

Compliance utilizing the information above. For more information about Title IX in general you may visit www.angelo.edu/title-ix.

Student absence for religious holidays

As stated in the Angelo State University Operating Policy and Procedures (OP 10.19 Student Absence for Observance of Religious Holy Day), a student who intends to miss class 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. For undergraduates, 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 Procedures (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, has experienced inequitable evaluation procedures, or inappropriate grading practices, 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 grade appeal 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.

Tentative Course Schedule

Week		Topic	Topic/Lecture
1	Jan 18 & 20	intro	WK 1 Session, Introduction/Syllabus
2	Jan 25 & 27	Ch 1	WK 2 Session, Assignment 1, Quiz 1
3	Feb 1 & 3	Ch 2	WK 3 Session, Assignment 2, Quiz 2
4	Feb 8 & 10	Ch 3	WK 4 Session, Assignment 3, Quiz 3
5	Feb 15 & 17	Ch 4	WK 5 Session, Assignment 4, Quiz 4
6	Feb 22 & 24	Ch 5	WK 6 Session, Assignment 5, Quiz 5
7	Mar 1 & 3	Ch 6	WK 7 Session, Assignment 6, Quiz 6
8	Mar 8 & 10	Ch 7	Assignment 7, Quiz 7, Midterm
9	Mar 15 & 17		Spring Break: no class
10	Mar 22 & 24	Ch 8	WK 10 Session, Assignment 8, Quiz 8
11	Mar 29 & 31	Ch 9	WK 11 Session, Assignment 9, Quiz 9
12	Apr 5 & 7	Ch 10	WK 12 Session, Assignment 10, Quiz 10
13	Apr 12 & 14	Ch 11	WK 13 Session, Assignment 11, Quiz 11
14	Apr 19 & 21	Ch 12	WK 14 Session, Assignment 12, Quiz 12
15	Apr 26 & 28	Ch 13	WK 15 Session, Assignment 13, Quiz 13
16	May 3 & 5		Final; May 13 is last day of class