COURSE SYLLABUS
Fall 2013

COURSE LISTING: TECH 5331: Project Management
Planning and scheduling to interface human resources with modern industry.

COURSE DESCRIPTION: The purpose of this course is to provide students with the fundamental concepts related to the field of project management. Through lectures, laboratory activities, and out-of-class assignments, students will gain an understanding of the vocabulary and applications of project management in the modern world. It explains the purpose of projects and provides examples of different types of projects.

TEXTBOOK: (Available through PMI.org, Barnes and Noble, Amazon, and Borders. ($49.95)

GENERAL PERFORMANCE GOALS:
After participating in this class you should be able to:
   • Initiate, plan, execute, monitor, control, and close a project.
   • Understand and apply the Project Management Body of Knowledge.
   • Use the appropriate vocabulary for discussing, writing, and applying project management.

EXPECTATIONS and POLICIES:
1. You have the prerequisite knowledge, skills, and dispositions to participate in this course.
2. You will participate in all discussions, activities, and assignments.
3. You will complete and submit all assignments on time. (Late assignments will not be accepted, for any reason. Technology related issues are not acceptable excuses, submit early!)
4. You will communicate promptly with the instructor concerning any issues related to the course.
5. You will adhere to The University of Texas at Tyler academic honest policies.
6. You will not ask for “sympathy points.” (i.e. give me an “extra” assignment to increase my grade.)
7. The instructor reserves the right to modify this syllabus and will provide written notification of the modifications.

POLICIES THAT MUST APPEAR IN EACH COURSE SYLLABUS
The following University policies must appear on each course syllabus or be provided as an informational sheet (web-links to these policies may be used in the print or electronic syllabus)
http://www.putyler.edu/academicaffairs/syllabuspolicies.pdf

Students Rights and Responsibilities
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www2.putyler.edu/wellness/rightsresponsibilities.php
Grade Replacement/Forgiveness and Census Date Policies

Students repeating a course for grade forgiveness (grade replacement) must file a Grade Replacement Contract with the Enrollment Services Center (ADM 230) on or before the Census Date of the semester in which the course will be repeated. Grade Replacement Contracts are available in the Enrollment Services Center or at http://www.uttyler.edu/registrar. Each semester’s Census Date can be found on the Contract itself, on the Academic Calendar, or in the information pamphlets published each semester by the Office of the Registrar.

Failure to file a Grade Replacement Contract will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates are eligible to exercise grade replacement for only three course repeats during their career at UT Tyler; graduates are eligible for two grade replacements. Full policy details are printed on each Grade Replacement Contract.

The Census Date is the deadline for many forms and enrollment actions that students need to be aware of. These include:

- Submitting Grade Replacement Contracts, Transient Forms, requests to withhold directory information, approvals for taking courses as Audit, Pass/Fail or Credit/No Credit.
- Receiving 100% refunds for partial withdrawals. (There is no refund for these after the Census Date)
- Schedule adjustments (section changes, adding a new class, dropping without a “W” grade)
- Being reinstated or re-enrolled in classes after being dropped for non-payment
- Completing the process for tuition exemptions or waivers through Financial Aid

State-Mandated Course Drop Policy

Texas law prohibits a student who began college for the first time in Fall 2007 or thereafter from dropping more than six courses during their entire undergraduate career. This includes courses dropped at another 2-year or 4-year Texas public college or university. For purposes of this rule, a dropped course is any course that is dropped after the census date (See Academic Calendar for the specific date).

Exceptions to the 6-drop rule may be found in the catalog. Petitions for exemptions must be submitted to the Enrollment Services Center and must be accompanied by documentation of the extenuating circumstance. Please contact the Enrollment Services Center if you have any questions.

Disability Services

In accordance with Section 504 of the Rehabilitation Act, Americans with Disabilities Act (ADA) and the ADA Amendments Act (ADAAA) the University offers accommodations to students with learning, physical and/or psychiatric disabilities. If you have a disability, including non-visible disabilities such as chronic diseases, learning disabilities, head injury, PTSD or ADHD, or you have a history of modifications or accommodations in a previous educational environment you are encouraged to contact the Student Accessibility and Resources office and schedule an interview with the Accessibility Case Manager/ADA Coordinator, Cynthia Lowery Staples. If you are unsure if the above criteria applies to you, but have questions or concerns please contact the SAR office. For more information or to set up an appointment please visit the SAR office located in the University Center, Room 3150 or call 903.566.7079. You may also send an email to cstaples@uttyler.edu

Student Absence due to Religious Observance

Students who anticipate being absent from class due to a religious observance are requested to inform the instructor of such absences by the second class meeting of the semester.
Student Absence for University-Sponsored Events and Activities
If you intend to be absent for a university-sponsored event or activity, you (or the event sponsor) must notify the instructor at least two weeks prior to the date of the planned absence. At that time the instructor will set a date and time when make-up assignments will be completed.

Social Security and FERPA Statement:
It is the policy of The University of Texas at Tyler to protect the confidential nature of social security numbers. The University has changed its computer programming so that all students have an identification number. The electronic transmission of grades (e.g., via e-mail) risks violation of the Family Educational Rights and Privacy Act; grades will not be transmitted electronically.

Emergency Exits and Evacuation:
Everyone is required to exit the building when a fire alarm goes off. Follow your instructor’s directions regarding the appropriate exit. If you require assistance during an evacuation, inform your instructor in the first week of class. Do not re-enter the building unless given permission by University Police, Fire department, or Fire Prevention Services

STUDENTS RIGHTS AND RESPONSIBILITIES
To know and understand the policies that affect your rights and responsibilities as a student at UT Tyler, please follow this link: http://www.uttyler.edu/wellness/StudentRightsandResponsibilities.html

GRADE REPLACEMENT/FORGIVENESS
If you are repeating this course for a grade replacement, you must file an intent to receive grade forgiveness with the registrar by the 12th day of class. Failure to do so will result in both the original and repeated grade being used to calculate your overall grade point average. Undergraduates will receive grade forgiveness (grade replacement) for only three course repeats; graduates, for two course repeats during his/her career at UT Tyler.

GRADING:

Course Activities and Grading Weights
Assignments (x9) 212pts
Project 60pts
Exam 1 35pts
Exam 2 50pts

Weekly Assignments
You are required to complete the assignments each week prior to the next class.

Grading
A = 100 – 90%
B = 89 – 80%
C = 79 – 70%
D = 69 – 60%
F = 59 – 0%
DISABILITY STATEMENT:
If you have a disability, including a learning disability, for which you request an accommodation, please contact Ida MacDonald in the Disability Support Services office so that the appropriate arrangements may be made. In accordance with federal law, a student requesting accommodation must provide documentation of his/her disability to the Disability Support Services counselor. For more information, call or visit the Student Services Center located in the University Center, Room 282. The telephone number is 566-7079 (TDD 565-5579).

COURSE SCHEDULE (Tentative)

<table>
<thead>
<tr>
<th>Course Date</th>
<th>Assignment/Activity</th>
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<tbody>
<tr>
<td>8/26</td>
<td>Introduction and Syllabus Discussion</td>
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<tr>
<td>9/2</td>
<td>The Project Management Framework</td>
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<td></td>
<td>Chapters 1 and 2</td>
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<td>9/16</td>
<td>Project Integration Management</td>
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<td>Chapters 3 and 4</td>
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<td>9/30</td>
<td>Planning Scope Management</td>
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<td>Chapter 5</td>
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<td>10/6</td>
<td>Project Time Management</td>
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<td>Chapter 6</td>
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<tr>
<td>10/18</td>
<td>Exam 1 (Tentative)</td>
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<td>10/21</td>
<td>Project Cost Management</td>
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<td>Chapter 7</td>
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<td>10/28</td>
<td>Project Quality Management</td>
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<td>Chapter 8</td>
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<td>11/1</td>
<td>Project Human Resource Management</td>
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<td>Chapter 9</td>
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<td>11/8</td>
<td>Exam 2 (Tentative)</td>
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<td>11/12</td>
<td>Project Communications Management</td>
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<td>Chapter 10</td>
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<td>11/18</td>
<td>Project Risk Management</td>
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<td>Chapter 11</td>
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<td>11/25</td>
<td>Project Procurement Management</td>
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<td>Chapter 12</td>
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<td>11/27-30</td>
<td>Thanksgiving Holidays</td>
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<td>12/9</td>
<td>Study Day</td>
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<td>12/10-12</td>
<td>Project</td>
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<tr>
<td>12/10-14</td>
<td>Final Exam week</td>
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Absolutely no make up course work or exams. Any make up course work or exams due to a student not submitting it is considered on a case by case basis. Which means the professor reserves the right to decline make up course work or exams.

Note: The instructor reserves the right to modify the syllabus. All modifications will be communicated to the students in a timely manner.