TMGT 599.01B – Technology Management Practicum
COURSE SYLLABUS: Spring, 2016

Instructor: Jason Lee Davis, PhD – Associate Prof. & Sr. Grad. Faculty
Office Location: Charles Austin Engineering Building (Ag/IT), 213C
Office Hours: See Instructor Schedule on faculty webpage and below.
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Faculty WebPage URL: http://www.JDavis.us/ or
                http://faculty.tamuc.edu/jdavis/
Class WebPage URL: http://faculty.tamuc.edu/jdavis/tmgt/599/162/
Courseware URL: http://online.tamuc.org/

COURSE INFORMATION

CRN: 22243 (01B)   **CIP:** 15061 20019

Delivery format: Blended (01B)

Semester Credit Hours: 3 SCH

Catalog Course Description:

The course documents the graduate students' learning experience resulting in a consolidation of a student's educational experience and certifies mastery of workplace and/or academic competencies. The practicum experience must occur during the last semester of the student's educational program. Methods of providing a capstone experience will include one of the following: comprehensive, discipline specific examination prepared by the faculty of the workforce education program and administered at the conclusion of the program; or, course involving the preparation of a portfolio.

Prerequisite: Enrolled in final semester of MS TMgt degree.

Functional Course Description:

This course serves to demonstrate and document the students' learning experience and mastery of expected/required program of study competencies, goals and learning outcomes within the Master of Science degree in Technology Management. Additionally, included in this course will be a written comprehensive examination that will measure the student's mastery of content taught in the required major core courses. This course is to be taken during the final semester of coursework in the TMGT program following the completion of all other core courses.

Textbook (required): None

Recommended Reference Source(s): *(You should still have this text from TMGT 595)*

> **Title**:   Publication Manual of the
>   American Psychological Association, 6th edition

Author: American Psychological Association
APA Item #:   4200066
 # Pages: 272 pages
Format availability:

Format	Item#	ISBN-13	List $US
Hardcover:	4200067	978-1-4338-0559-2	$39.95
Spiral Bound:	4200068	978-1-4338-0561-5	$36.95
Softcover:	4200066	978-1-4338-0561-5	$29.95
E-book:			**$4.99**

Publisher: American Psychological Association
Publication date: July 2009
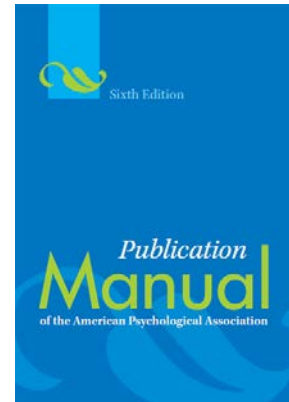
Program Student Learning Outcomes:

Graduates of the Master of Science in Technology Management program at Texas A&M University-Commerce will...

1.   evaluate and defend leadership and organizational strategies associated with technology-intensive enterprises;

2.   summarize and explain organizational development and strategies common to technology-intensive enterprises;

3.   formulate and assemble component ideas in order to successfully execute a project plan; and

4.   analyze information in order to formulate effective solutions.

COURSE REQUIREMENTS

IMPORTANT NOTICE!!! Grading policies and requirements identified in this syllabus are non-negotiable and will be followed in this course with all students held to an identical standard. If you do not agree with any requirement herein, believe any of them to be "unfair" or "unreasonable," or believe that less should be expected of you than your classmates to earn a comparable grade, you should IMMEDIATELY DROP this course and re-evaluate your dedication to academic integrity and success!

Final Comprehensive/Qualifying Examination for the Master's Degree - NOT for course credit

Refer to Texas A&M University-Commerce Procedure 11.04.99.R0.20 Examinations for Graduate Degrees.

Date Due: Friday, February 19, 5:00pm CT. Late submissions will not be accepted and an automatic "F" will be assigned on Comps.

All master's degree candidates must satisfactorily pass a comprehensive examination covering course work within their master's degree program of study. For candidates pursuing the Master of Science Degree in Technology Management the comprehensive examination will be a written response to a

provided scenario and submitted online. The questions on the examination are designed to allow you demonstrate an appropriate level of competency in the Program Student Learning Outcomes listed above. The Comprehensive Examination is a requirement exclusive of any specific course and is therefore not counted for credit in this, or any other course. Evaluation of the comprehensive examination will be conducted by an advisory committee in the Department of Engineering & Technology and the final student grade will be recorded as PASS or FAIL. TurnItIn will be utilized to identify a similarity score for Comps submissions as an indication of originality of content. As the Comps Exam is intended to demonstrate the **candidate's** knowledge and understanding, the similarity score should be extremely low (at or near 0%). A similarity score in excess of 20% is considered questionable and will be reviewed for plagiarism. A similarity score exceeding 33% will be considered plagiarized work, either by virtue of intentional academic dishonesty or a lack of basic citation and reference skills expected and required of a master's graduate, and will result in an automatic FAIL on Comps, unless a committee evaluation for plagiarism shows clear evidence to the contrary. The committee's decision is final. A candidate who fails the comprehensive examination must complete whatever further courses or additional study that are stipulated by the advisory committee. This additional work must be satisfactorily completed and the comprehensive examination must be taken again and passed before the student will be eligible for graduation. If failed, a second comprehensive examination attempt may NOT be made during the same semester.

The Master of Science Degree in Technology Management Comprehensive Examination is administered as a component of this course, but is a university requirement exclusive of any specific course and as such the results will not be calculated in the final student grade for this course. Likewise, assignments in this course do not count toward any comprehensive examination requirement. Passing or failing either TMGT 599 or the Comprehensive Examination does not affect the other.

Completed comprehensive examination responses MUST be submitted to the designated Dropbox folder in eCollege by the due date/time specified. No late submissions will be accepted. Failure to submit comps as and when required will result in an AUTOMATIC FAILURE of the exam and graduation will not be approved for the present term.

Course-Credit Activities

Course Assignment(s) – Value 250 points.
Following completion of the Master's Comprehensive Examination, the course assignment(s) will begin. These activities will require extensive outside readings and research on specific topics identified in the assignment guidelines. It is a reasonable expectation that skills and tools used throughout the program will be utilized in the production and delivery of the project. Original scholarly works are to be created based on the specific assignment criteria.

Assignment specifics will be provided in the class at the time of assignment commencement.

Topics and scope for the Course Assignment(s) may be intentionally derived from or related to research agendas of university faculty members. Literature Reviews, or other project components, of sufficient quality could be selected by appropriate faculty for incorporation into professional manuscript(s) for publication. If an individual's work is selected by a faculty for such inclusion, the faculty member, **as lead author of the manuscript**, may contact the student and co-authorship of the manuscript, or appropriate acknowledgement, will be offered as warranted by degree of sustentative individual contribution to the content of the final work.

Grading

Course Activities   250 points

Final Letter Grade via Points Earned – 250 points possible

Total Points Earned	%	Grade
224 – 250	90-100	A
199 – 223	80-89	B
174 – 198	70-79	C
149 – 173	60-69	D
< 149	< 60	F

Note: The point ranges identified here take traditional rounding based on 100% into account.

The instructor maintains the official gradebook and calculates grades externally from the courseware. The eCollege gradebook is NOT the official gradebook and is utilized only for the purpose of retrieving quiz/exam grades, when applicable, and as a convenient feedback utility to inform students of individual assignment grades, once available. The eCollege gradebook may or may not display all credit assignments at any given time during the semester and therefore is NOT to be used as a planning tool for identifying required activities or due dates. Grade totals and percentages in the eCollege gradebook may not reflect actual course performance.

Your instructor genuinely desires to see all students perform exceptionally and earn a passing grade in this course. Likewise, your instructor also firmly believes in a student's right to fail, and shall not deny you that right should you so chose to earn that grade by virtue of your performance, or lack thereof, in this course. **YOU** determine your grade in this course by your performance, **NOT** the instructor!

Non-credit Activities (other than Comps)

Certain activities may be required as part of the course but not be entered in the gradebook as credit activities. Such activities could include the introduction and roster photo posting, course intro activity, or other related activities. Although not conducted for credit, completion of certain activities may be required as internal prerequisite activities before proceeding to the credit-earning activities is permitted. For example, an initial prerequisite quiz/acknowledgements covering the syllabus, academic honesty requirements, and other general course understandings will be administered requiring a score of 100% before further advancement in the course is permitted.

Assignment Submissions

Assignments must be turned-in to me through the eCollege dropbox designated for the particular assignment.

Except for the cover page, the following information **must** appear in the format shown below using 8 point font, in the upper right-hand corner of **each** page of your course-credit assignments (Comps excluded):

Your full name , your CWID number, Assignment #, p. #

Submitted work must be readable and printable using a commonly available Microsoft product (included in Office Suite), Adobe Acrobat (.pdf format), or specified assignment-specific format. Any other formats will not be accepted without prior approval. Students must retain electronic copies of all submitted works and available for resubmission should unforeseen technical circumstances warrant.

The writing and reference formatting style identified in the current edition of the *Publication Manual of the American Psychological Association* (APA) is required for use on written assignments in this course and all courses offered within the TAMU-C Department of Engineering & Technology. The most critical aspect of writing with APA in this course is the observation of correct citation and reference requirements. Failing to properly cite the work of others constitutes plagiarism, an act of academic dishonesty resulting in disciplinary action. The approved TMGT Manuscript Guide provides program specific information on required and allowed variations from APA Style. These two sources are essential references in preparing written assignments for submission. Only specific assignment instructions supersede these established formatting and style requirements.

In the workplace, you are expected to produce documents that are clear, error-free, and visually effective in communicating the intended message. All work submitted for credit in this course must also satisfy these general professional expectations as well as be appropriate for the specific purpose and audience for which the communication is intended. Quality of work will be reflected in the assignment scores.

All work must identify the student and contain an appropriate assignment identifier within the document.

Electronic file submissions MUST conform to the following naming conventions:

LastNameInitial(s)–Course Prefix&Number–Activity ID.FileExtension   (no spaces in filenames)

Examples:
        LastF-TMGT599-ReferencePage.pdf
        TeslaN-TMGT599-RoughDraft.doc
        FeynmanR-TMGT599-LiteratureReview.docx

Important: Files uploaded into eCollege can NOT contain special characters such as the pound symbol (#). Attempting to upload a file with a restricted character will result in an error message and your file will be rejected. For example, use Assignment1 rather than Assignment#1 in your filename. If there are other students in the class that share your last name and first initial, use your last name and full first name.

As you conduct outside readings and research, familiarize yourself with the requirements of this course. As you read, take notes of points that you may wish to include in your assignment responses. After you have read and researched your source materials, review each assignment and begin to organize your thoughts as to the most effective, complete and concise response. Write a draft first, then read, **think,** and make necessary revisions. Repeat this process as many times as you need in order to produce **your best** response. Be careful of format, word usage, spelling, grammar and be sure to cite your sources, if applicable. Additionally, I will be looking for evidence that you have conducted outside readings and research and that you understood what you read. Write to your intended audience and at a level they can understand. Refer to the **MS-TMGT Manuscript/Assignment Guide** and **APA 6th ed. Style Manual**.

Each student in this course of study agrees to accept and abide by the **Academic Honesty Policy** found in DOC SHARING and the terms of this Syllabus.

Timely submission of assignments

Assignments MUST be completed and submitted by the designated due dates, in the designated location. Some assignments may not be accepted late, for any credit. When eligible for late submission, full credit cannot be earned by late or incomplete assignments.   Assignments lose 10% of their possible value each day late if submitted after the posted due date/time. (e.g. Assignments lose all of their value at 10 days past due.) Further, <u>**late assignment submissions may be rejected**</u> at the instructor's discretion. A complaint regarding the late acceptance policy above would likely result in the outright and immediate rejection of a late submission. Any Quizzes that may be given in the course automatically close at the posted deadline and will not be reopened for retakes or late submission. Each quiz MUST be completed by the posted deadline or a zero will be earned. Unless indicated otherwise, assignments may be submitted early; however, students should be aware that this does not imply that assignments will be graded prior to the assignments' due date as assignments are typically evaluated as a group once all submissions have been received. All times specified in the course are in the Central Time Zone.

Due-dates may be listed in multiple locations throughout the course to assist you in keeping deadlines; however, the Class Schedule, available on the class public webpage, and embedded on the Schedule/Calendar page in the Courseware, is the primary and definitive reference for official due-dates for class assignments. The calendar should be referenced for due-date confirmation on all assignments and in the event of any discrepancy between documents or date references within the course, the dates provided on the official Class Schedule will take precedence and be enforced. In the event circumstances warrant a modification of the due-date of an assignment, the change will be announced in a prominent location in the course (the Virtual Classroom or Announcement section) and the Class Schedule will be updated accordingly. Should you find a discrepancy of dates within the course, please notify the instructor as to its exact location so it can be corrected.

Make-up and extra credit assignments

No make-up, extensions, resubmissions, or extra credit assignments are available in this course. Credit is earned exclusively by completing the required activities, as assigned, and submitting by the due date, in the designated location, without exception.

Grade of "X" (Incomplete)

In accordance with the Academic Procedures stated in the TAMU-C Catalog, "students, who because of circumstances beyond their control, are unable to attend classes during finals week or the preceding three weeks will, upon approval of their instructor, receive a mark of 'X' (incomplete) in all courses in which they were maintaining passing grades." The mark of "X" is rarely applicable and will only be considered in strict compliance with University Policy upon submission of complete medical or other relevant documentation. Discovery of an impending failure of a course, although personally disappointing, DOES NOT constitute an emergency in academia and does not meet the criteria for the assignment of an incomplete.

ASSESSMENT OF PROGRAM OUTCOMES

The products of this course will also be utilized to assess the program outcomes identified in the
   Course/Program Student Learning Outcomes in the Course Information section above. This
   assessment is programmatic in nature and results are not reflected in course grades.

TECHNOLOGY REQUIREMENTS

General Technology Requirements

This is an online course; thus, access to a modern computer with a reliable, high-speed, Internet
   connection is required. You must also have sufficient administrative authority on your computer
   to download, install, and run the necessary software applications.

Your courses will work with a PC with recent OS versions or Macintosh OS X. Supported browsers
   include recent releases of Firefox, Aurora, Internet Explorer, Safari, or Chrome.

It is strongly recommended that you perform a "Browser Test" prior to the start of any on-line course.
   To launch a browser test, login in to eCollege, click on the "myCourses" tab, and then select the
   "Browser Test" link under Support Services.

Course-specific Software/Hardware/Peripherals

 Students will make use of the following software applications to complete course assignments:

MS Word

ACCESS AND NAVIGATION

This course will be facilitated using eCollege, the Learning Management System used by Texas A&M
   University-Commerce. To get started with the course, go to: https://leo.tamuc.edu/

In the event the myLEO portal is ever inaccessible and you need to login to eCollege, you should also
   bookmark the direct URL for eCollege: http://online.tamuc.org/

You will need your CWID and password to log in to the course. If you do not know your CWID or have
   forgotten your password, contact Technology Services at 903.468.6000 or helpdesk@tamuc.edu.

To participate in the online course environment, login to eCollege and follow the instructions provided
   for each week of the course. Instructions, project guidelines, and relevant resources will be
   provided as needed throughout the course. The Virtual Classroom should be monitored and
   contributed to regularly. Special announcements or instructions may also be placed in the
   Announcements, the Virtual Classroom, or sent directly to your leo email, which should be
   monitored regularly throughout your enrollment at TAMU-C.

COMMUNICATION AND SUPPORT

Interaction with the Enhanced Section Instructor (Dr. Davis)

Dr. Davis is available via a variety of avenues. The best path depends on the nature of the content
   you wish to convey or ask. If you have a general question about the class content, the syllabus
   and course materials are provided within the eCollege environment and may already provide the

answer you seek. If you have a question or comment of the nature that would presented in a traditional classroom environment, please do so in the Virtual Classroom so that others might benefit from and participate in the exchange. If you know the answer to a fellow student's question, please respond. Personal content involving grades, progress, etc. should be addressed with me via private e-mail: Jason.Davis@tamuc.edu . Your name, CWID, and course number (if regarding a specific course) must be included in any and ALL electronic correspondence. All class related E-mail correspondence must have the following in the subject line:

TMGT 599 - *First Name, Last Name, subject of correspondence*

Of course, if you'd like to meet up for a face-to-face visit, drop by during my office hours, or just let me know and we'll set-up a time to meet at my office in the Charles Austin Engineering Technology (Ag/IT) building, 213C. Your university ID card must be presented to the Administrative Assistant upon arrival in the department for a meeting with faculty. As there are occasionally meetings scheduled that conflict with normally scheduled offices hours, an appointment is highly recommended. Refer to my current office schedule and contact me in advance to confirm availability. The telephone is not a preferred or reliable means of contact with the instructor.

eCollege Technical Support

Texas A&M University-Commerce provides students technical support in the use of eCollege. The student help desk may be reached by the following means 24 hours a day, seven days a week.
- **Chat Support:** Click on *'Live Support'* on the tool bar within your course to chat with an eCollege Representative.
- **Phone:** 1-866-656-5511 (Toll Free) to speak with eCollege Technical Support Representative.
- **Email:** helpdesk@online.tamuc.org to initiate a support request with eCollege Technical Support Representative.
- **Help:** Click on the *'Help'* button on the toolbar for information regarding working with eCollege (i.e. How to submit to dropbox, How to post to discussions etc…)

Writing Assistance

Both on-site and online writing assistance is available through the University Writing Center. The Writing Center is dedicated to helping writers take advantage of all opportunities for learning inherent in the writing process; to that end, center tutors can assist writers at any stage of the writing process. By working with students one-on-one or in small groups, tutors can help writers analyze the rhetorical demands of the writing task, generate and focus ideas at the prewriting stage, ensure they are addressing the writing assignment directly and effectively, elaborate and rework a rough draft after hearing the writer read the draft aloud, discover their strengths and weaknesses in a particular rhetorical context, strengthen arguments, spot weak rhetorical choices and make more effective choices, and address formatting or other surface-level concerns. At no point do center tutors write these papers for the students. All writers working in the Writing Center maintain control of their work; tutors simply offer support and feedback and ask questions they may not have been asking themselves (or may not have even known to ask themselves).

For more information refer to the Writing Center's web pages at: http://www.tamuc.edu/academics/colleges/humanitiessocialsciencesarts/departments/literatureLanguages/writingCenter/default.aspx

Other Questions/Concerns

Contact the appropriate TAMU-C department relating to your questions/concern. If you are unable to reach the appropriate department with questions regarding your course enrollment, billing,

advising, or financial aid, please call 903-886-5511 between the hours of 8:00 a.m.- 5:00 p.m., Monday through Friday.

COURSE AND UNIVERSITY PROCEDURES/POLICIES

Academic Honesty Policy

Texas A&M University-Commerce does not tolerate **plagiarism** and other forms of academic **dishonesty**. Plagiarism represents disregard for academic standards and is strictly against University policy. Plagiarized work can result in a "0" on a given assignment(s) or an "F" for the course as well as further administrative sanctions permitted under University policy. You may discuss course work and other course materials with fellow students (except during tests), but it is inappropriate to have another student do your course work or provide you with any portion of it.

Conduct that violates generally accepted standards of academic honesty is defined as academic dishonesty. "Academic dishonesty" includes, but is not limited to, plagiarism (the appropriation or stealing of the ideas or words of another and passing them off as one's own), auto-plagiarism (duplicate submission of single work for credit in multiple or repeated classes), cheating on exams or other course assignments, collusion (the unauthorized collaboration with others in preparing course assignments), forgery (representing yourself as some else on a document, signing a roster on another student's behalf, soliciting or conspiring to commit a written misrepresentation of identity, etc.), and abuse (destruction, defacing, or removal) of resource material. All works submitted for credit must be original works created **by the scholar** uniquely for the class. Works submitted are subject to submission to TurnItIn, or other similar services, to verify the absence of plagiarism. Consequences of academic dishonesty may range from reduced credit on the plagiarized assignment to petition for removal from the academic program or institution, depending on the circumstances and extent of the violation; however, in typical instances, an automatic F on the assignment is considered appropriate as a minimum consequence. For additional information on the obligations and consequences regarding plagiarism and academic dishonesty, refer to the University Procedure 13.99.99.R0.10 Graduate Student Academic Dishonesty.

Also, be aware that the statute of limitations for penalties for plagiarism does not end upon the completion of the course or even upon graduation. If an instance of plagiarism is found anytime after the completion of the course, the course grade is subject to change accordingly and any awarded degree utilizing the course is subject to revocation.

Avoiding Plagiarism

To avoid plagiarism, an individual must give credit whenever they:
a) use another individual's idea, opinion, or theory;
b) use facts, statistics, graphs, and drawings that are not common knowledge;
c) use quotations of another individual's spoken or written words; or
d) paraphrase another individual's spoken or written words.

Any works referenced must be properly cited in accordance with APA 6th edition style.

Web resources for additional reference regarding what constitutes plagiarism and how to avoid it include:
http://www.plagiarism.org/
http://www.unc.edu/depts/wcweb/handouts/plagiarism.html
http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml

An excessive Similarity Score, as indicated by TurnItIn or similar plagiarism detection tool, on any written assignment, including Comps or the Course Project, is an indication of either Academic

Dishonesty OR a lack of acceptable knowledge regarding how to properly credit sources. Neither of these is acceptable and will lead to an undesirable outcome on Comps, or the course, or both. A Similarity Check Dropbox is provided in the course as a courtesy so that you may submit your work to verify that your similarity score is in an appropriate range BEFORE submitting your final work to the official Dropbox folder designated for the particular activity. You may submit, revise, and resubmit your documents to this Dropbox as many times as necessary to achieve an appropriately low score.

So, what is an appropriate range? As the Similarity Score is an indication of how much of your work can be found in previously published works, the lower the score the better. It is not unusual for students to submit works, particularly on Comps, from 0% to 3%. On the other end, if you submit work that shows to be 25% (1/4 or more plagiarized, either intentional or due to improperly crediting), expect a serious issue and very likely an F. If your score exceeds 33% (1/3+ plagiarized), expect an F on the activity as there is simply no excuse for that high of a Similarity Score if you did the work yourself and credited properly.

Here's the general scale based on the recommendations of the Program Advisory Committee:

0%-7%	Excellent (Shoot for the bottom end of this range.)
8%-14%	Acceptable
15%-24%	Probably OK, but similarity report will likely be checked to be sure there are no serious issues.
25%-32%	Likely NOT OK, will undergo similarity report evaluation and an F is very likely.
33%+	Definitely NOT OK, will undergo similarity report evaluation and an F is almost assured.

As of May 2015, the university has adopted a newly revised Graduate Student Academic Dishonesty procedure that takes a MUCH stronger stance against instances of violations of academic integrity. This opportunity to check your Similarity Scores prior to final submission will help you to address any issues that might otherwise arise to avoid any undesirable consequences resulting from an instance of Academic Dishonesty. Documents submitted to the Similarity Check Dropbox will not be collected or graded. Comps and Assignment Documents are not officially submitted, and do not count for credit, until they are posted to the Dropbox designated that that specific assignment.

Scholarly Expectations

Work submitted, particularly at the graduate level, is expected to demonstrate higher-order thinking skills and represent the student's best possible effort on the assignment. A student should NEVER ask an instructor what they made on a particular assignment for the purpose of determining how much effort to put into the next assignment. Any effort, on any activity, that is less that the student's best is insufficient and will most likely be reflected in the grade. If a passing grade is desired in this course, it must be demonstrated by virtue of your performance throughout the course.

Late Work

Projects and assignments MUST be completed and submitted by the designated due dates. Full credit cannot be earned by late or incomplete assignments.   Assignments may lose up to 10% of their possible value each day late if submitted after the posted due date/time.   (e.g. Assignments can lose all of their value at 10 days past due.) Further, **late project submissions may be rejected** at the instructor's discretion. If a project incorporates peer review activities requiring that all projects be available at the beginning of the review period, one student will not be permitted to hold up the progress of the entire class and may be taken "out of the loop" if necessary to ensure the forward progress of the class.

Time Commitment (16-week term)

In a college-level course, it is a reasonable and accepted expectation that a student will spend between three and four hours outside of class for each hour spent in class. This applies to on-line and web-enhanced courses just as it does to a tradition course when determining the total expectation of time that should be spent on a particular course per week, or day in the case of summer or sub-term courses. The activities in this course are based on a 15-week instruction schedule. An understanding of this expectation can help serve as a gauge for you to determine a range of how much time you will need to allow for and devote to each course. The average time commitment range calculation for a three Semester Credit Hour (3 SCH) course, such as this one, is show in the following table:

Average expected time spent on class or class related work.	Minimum expected average time based on 3:1 time ratio.	Maximum expected average time based on 4:1 time ratio.
"In" class per class week	2hr. 30min.	2hr. 30min.
"Outside" class per class week	7hr. 30min.	10hr. 00min.
TOTAL Weekly Expectation	**10hr. 00min.**	**12hr. 30min.**
TOTAL Term Expectation	**150hr. 00min.**	**187hr. 30min.**

Attendance

All students must be active participants in class activities. There is no "excused" absence in this course. An absence is an absence, regardless of reason. In on-line courses, attendance is equated to the demonstration of an active, regular presence in the virtual course environment and appropriate progress toward timely assignment completion. An active presence may be shown through participation in, and contributions to, on-line class discussions and the Virtual Classroom. Regular attendance and assignment submissions are essential for success. Regular "check-ins" may be required and counted toward the course grade. If an extended situation arises during the course of the semester that prevents you being able to perform to a level allowing you to earn the grade you desire, it may likely be in your best interest to drop the course and re-enroll later. If you're planning an extended vacation during the semester that will interfere with your ability to participate as required, this will not be the time for you to take this class. Go ahead, drop the class, enjoy your vacation, and re-enroll in a semester in which you are ready to dedicate the time and effort necessary to be successful in your studies. Bottom line… Academic studies require significant effort and dedication. Either you're all in and committed, or you need to step back until you're ready and able to rise to the challenge.

Drops & Withdrawals (and understanding the difference)

Drop – Removal of the student from one or more courses while remaining actively enrolled in one or more remaining courses in a given semester. A drop must be initiated by the student, with reason, subject to instructor approval, or it may be initiated by the instructor in the case of excessive absences, at the discretion of the instructor. Drop requests **must** be submitted on or before the drop deadline. A student **may not** be dropped from a single course after the drop deadline is passed. Requests to drop a course are submitted via the student's myLEO account.

Withdraw – Elective removal of the student from **ALL** courses in which (s)he is enrolled in a given semester. A withdrawal request must be initiated by the student submitting the official Withdrawal Form to the Office of the Registrar on or before the last day to withdraw. Withdrawals cannot be initiated by instructors and do not require instructor approval.

During the open registration period at the beginning of the semester, students may add or drop courses without specific authorization (prerequisite requirements and permission-only courses excepted). Should the student determine it to be necessary to drop the course, or withdraw from the semester, it is the student's sole responsibility to submit the proper request **PRIOR** to the official deadlines to complete either of these actions. Drop/Withdrawal requests may **NOT** be submitted through your instructor and informing your instructor of your intent to take either action does not constitute your official request to do so. Instructor approval is required to drop the course after the end of the open-enrollment period and prior to the drop deadline. The student **cannot** be dropped after the drop deadline or withdraw after the withdrawal deadline. (This is university procedure, NOT an instructor decision.) The instructor is **required** to submit the actual grade earned by each student remaining on the official roster after the withdrawal deadline, regardless of the level of grade attainment. The student must contact their academic advisor to determine what effect the drop/withdrawal will have on their academic progress prior to initiating either action.

The student is responsible for confirming official university dates/deadlines and meeting any and all necessary deadlines pertaining to drops & withdrawals.   In the event of a discrepancy between a date provided in the course and a date on the official university calendar, the date on the official university calendar, or revised date officially announced by the registrar or other authorized university official, will take precedence.

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
Gee Library 132
Phone (903) 886-5150 or (903) 886-5835
Fax (903) 468-8148
StudentDisabilityServices@tamuc.edu
Student Disability Resources & Services

Non-Discrimination Statement

A&M-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.

Research Studies/Human Subjects

Refer to the **Texas A&M University-Commerce** Rules & Procedures 15.00.01.R0.01-Human Subject Protection.

Surveys/Course Evaluations

Your feedback may be requested by Texas A&M University-Commerce during the semester/term regarding your course. *It is important that you take a serious and constructive approach to this*

activity. The information gained from you will assist in course evaluation by the university/college/department to insure that effective learning is taking place within the existing course structure. If changes are indicated, this will help with course re-design and/or other revisions that will make the course more relevant for future students and the employers of graduates.

Student Conduct/Citizenship

All students enrolled at the University shall follow the tenets of common decency and acceptable behavior conducive to a positive learning environment. (See *Code of Student Conduct from Student Guidebook).*

Students are expected, at all times, to recognize constituted authority, to conform to the ordinary rules of good conduct, to be truthful, to respect the rights of others, to protect private and public property, and to make the best use of their time and effort toward the educational process.

At no time is a student allowed to exchange dialog with, make requests of, or make implications to a member of faculty that could be construed as a request for, or expectation of, preferential or differential treatment among members of a class. A student may not place an instructor in a position in which there is an expectation by the student that (s)he will be evaluated, assessed, or given consideration in a manner inconsistent with that of the entire class. All students within a class will be held to an identical standard of expectation and assessment, within the law.

This Syllabus

This syllabus constitutes the contractual document between faculty and students in the course. A student's continued enrollment in the course following the posting of the final, official syllabus at the beginning of the term signifies the student's understanding of and complete acceptance of this contract and the procedures, requirements, and evaluation criteria contained herein. Any student not accepting this contract is to immediately drop this course. The syllabus identifies credit-earning activities for which you will be responsible to submit in the course. The occurrence of a need to vary from the original syllabus is rare; however, unforeseen circumstances and logistical issues could arise during the course of a semester that necessitates a minor modification in the originally planned activities or procedures. Changes to a syllabus are not made without sufficient justification and assurance that any changes implemented would not impact the students' ability to complete the course. Any variations that may be determined necessary during the course by the instructor will be appropriately announced in the courseware along with relevant information pertaining to the modification and an updated version of the syllabus will be provided.

COURSE OUTLINE / SCHEDULE

The course schedule and calendar is available in the course and is maintained on Dr. Davis' class public website at:
http://faculty.tamuc.edu/jdavis/tmgt/599/162/
Students will need to monitor and reference these resources regularly for any updates/revisions.
(Any revision of dates or activities on the active schedule linked above will take precedence over those on the tentative schedule shown below).

Course Activity Calendar

Date	Activity
Monday, August 31	**First Class Day**.
Week 1	Review the course syllabus and complete any preliminary course activities specified.
	Review the course Academic Honesty Policy-located in DOC SHARING.
Weeks 2-5	Master's Comprehensive Examination (Not for class credit)
Friday, February 5	*Last day to apply for Graduation this term*
Friday, February 19 – 5:00pm	Master's Comprehensive Examination Submission Due
Weeks 6-14	Course Assignment(s)
Week 14 – Friday, April 4	Submit Final Course Assignment
Week 16 – Wednesday, May 11	Submit Exit Survey (if administered)
Friday, May 13, 4:00pm	*Graduate Commencement Ceremony*