



TMGT 513 – Knowledge Management in Engineering & Technology Organizations COURSE SYLLABUS: Spring, 2016

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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/513/162/>

Courseware URL: <http://online.tamuc.org/>



COURSE INFORMATION

CRNs: 22235 (.01B) 20677 (.01W) 22302 (.02W)

Delivery formats: **Blended section – Tuesdays, 1:00pm-2:15pm, Ag/IT 214.**
 Online, Web-based sections – No required physical meetings.

Semester Credit Hours: 3 SCH

Course Description: Study of knowledge management and its organizational impact. Students will be required to conduct extensive research into how knowledge management affects the contemporary organization. Emphasis on how organizational knowledge is captured, retained, accessed, and used to provide a competitive edge in the global environment. Prerequisites: TMGT 595 (or co-requisite), or permission of Department Head.

Materials – Textbooks, Readings, Supplementary Readings:

Textbook Required:

Title: Knowledge Management in Theory and Practice,
2nd ed.

Author: [Kimiz Dalkir](#)

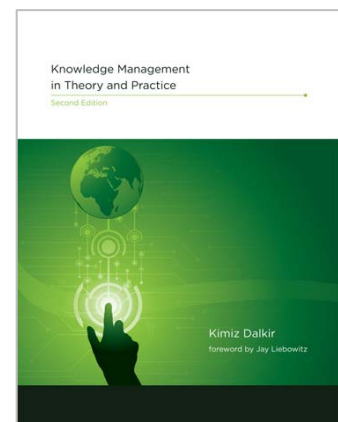
Format availability: 504 pages List \$US

 Hardcover: ISBN-13: 978-0-262-01508-0 \$62.00

 E-book: ISBN-13: 978-0-262-31058-1 \$62.00

Publisher: [MIT Press](#)

Publication date: March, 2011

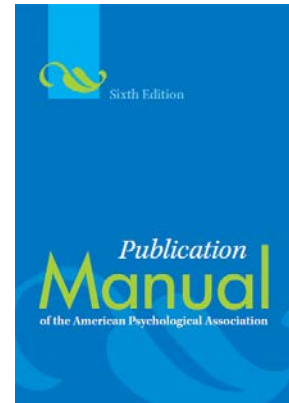


Highly Recommended Reference Source(s): *(You should have this text from TMGT 595)*

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

Publisher: American Psychological Association
Publication date: July 2009

**Student Learning Outcomes:**

Upon satisfactory completion of the course, the learner should:

- have an advanced understanding and concept of knowledge of U.S. business and industry,
- be able to define knowledge management as it applies to contemporary business and industry,
- be able to conduct advanced internet research of sources in order to development a comprehensive understanding of the various aspects and practices of knowledge management,
- be able to write a scholarly paper utilizing APA suitable for journal publication, and
- be able to define the future impact of knowledge management in U.S. business and industry.

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!

Instructional Activities / Methods / Activities Assessments

This is a course that contains a series of assignments and assessments to assist in achieving the course learning objectives/outcomes. There are various combinations of assignments and activities including discussions, readings, research, case analysis, technology utilization, etc. A total of **300 points** can be earned in this course.

In the workplace, employees are expected to produce documents that are clear, error-free, and visually effective. Written products from the course must also satisfy these general requirements, be appropriate for a specific purpose, and meet the needs of the audiences of the communication. As a graduate-level course, grammar, spelling, and demonstrated organization of thought will be considered in the grading of all assignments. Non-professional communication, such as texting “short-hand,” is not appropriate for use in academic coursework or professional settings.

Subject Content of Course

The content of selected chapters of the textbook will be studied. The content subjects include:

- Chapter 1 – Introduction to Knowledge Management
- Chapter 2 – The Knowledge Management Cycle
- Chapter 3 – Knowledge Management Models
- Chapter 4 – Knowledge Capture and Codification
- Chapter 5 – Knowledge Sharing and Communities of Practice
- Chapter 6 – Knowledge Application
- Chapter 7 – The Role of Organizational Culture
- Chapter 8 – Knowledge Management Tools
- Chapter 9 – Knowledge Management Strategy
- Chapter 10 – The Value of KM
- Chapter 11 – Organizational Memory and Organizational Learning
- Chapter 12 – The Knowledge Management Team
- Chapter 13 – Future Challenges for Knowledge Management
- Chapter 14 – KM Resources

Students are expected to explore and utilize resources beyond the assigned textbook in completing activities and assignments.

Credit Activities

Discussion Activities: 120 points (40% of total course grade) – 4 discussions @ 30pts each

Four interactive discussion opportunities will be provided through the semester. These activities will make use of VoiceThread to facilitate a multimedia threaded discussion forum.

Discussion activities may require responses, reflections, research, reports, etc. Students must make value-added contributions and responses to each of the topics presented for discussion. It is difficult to provide quality input with only one or two short comments. Better input earns better points. Comments limited to “me too,” “I agree,” “why,” restating the comment, or similar in content do not qualify as thoughtful, independent, and value-added contributions and do not earn discussion credit. Each of the four discussion activities requires a minimum of one original thread submission (20pts) and a follow-up post to one peer’s (not your own) thread (10pts).

Course Assignments: 150 points (50% of total course grade) – 2 assignments @ 75pts each

Assignments will address various aspects of Knowledge Management and may include individual and/or group assignments and peer review activities. Project details and specific requirements will be provided for each activity.

Required Weekly Attendance and Check-ins (“Virtual Attendance”): 30 points (10% of total course grade)

Physical Attendance is required, and will be recorded, for required meetings of Blended sections (.01B, .02B, etc.) of the course, except as directed by the instructor. Students must bring their official university-issued, Campus ID to each class and to any meeting with faculty, scheduled or not, for presentation upon request. In the event a sign-in roster sheet is implemented in lieu of a formal meeting, your official student ID card must be presented for confirmation of identity before being permitted to sign the roster. Students may only sign-in for themselves. On weeks that a blended section meeting is held, or a sign-in roster is implemented, attendance or sign-in will count for one of the two required check-ins and the other will be an on-line check-in. On occasions that a blended section does not hold a physical meeting or require a roster signing during a particular week, the Virtual Attendance

requirements described below apply. On-line/Web sections of the course do not have any required physical meetings. For all on-line sections (.01W, .02W, etc.), Virtual Attendance is required as described below. Check-ins must occur on two separate days per week, minimum. A critical aspect contributing to student success in online courses is the facilitation of an active learning community. In order to interact and participate in ongoing and evolving dialog, post and respond to questions, contribute to the knowledge base, and remain aware of class dynamics, students must login regularly to identify opportunities for participation and be active participants whenever possible. Regardless of current assignments or activities, every student **MUST** login to the course a minimum of two (2) separate days each academic week (Monday-Sunday), with the exception of the first and last weeks of the semester. One login is required during the first and last week. The check-in during the final week must be made on or before Thursday of that week. These logins should be utilized as an opportunity to complete classwork and check any announcements and threads in the Virtual Classroom or other forums for valuable information and opportunities to contribute. A prudent student may well find themselves checking into the course on a daily basis. The courseware automatically tracks all student access. Logins are automatically logged by the courseware; however, the duration of time spent connected, as recorded by the courseware, is irrelevant and not factored into this grade. This requirement is separate from all other course activities. Check-ins in excess of two in a week cannot be “banked” or “rolled over” to following weeks. Likewise, missed check-in opportunities cannot be “made up” in following weeks. Note that the LMS records each day in the Central Time Zone as 1:00am to 12:59am.

Absences: There is no "excused absence" recognized in this course. If a student does not complete the required weekly check-in(s), they are considered absent for purposes of counting attendance, regardless of reason.

Perfect Attendance Bonus: +5 points

Students who complete all of the introductory activities, including Preliminary Quiz, introduction, and photograph posting, within the first two weeks of the course, AND meet **all** weekly attendance/check-in requirements throughout the semester will earn a 5 point Perfect Attendance Bonus.

Grading

Discussions (4)	120 points	~40%
Assignments (2)	150 points	~50%
Attendance/Required Weekly Check-ins	30 points (+5 bonus)	~10%
Total points possible for semester	300 points (305 w/ bonus)	

Final Letter Grade via Points Earned – 300 points possible

Total Points Earned	%	Grade
269 – 300	89.5-100	A
239 – 268	79.5-89.4	B
209 – 238	69.5-79.4	C
179 – 208	59.5-69.4	D
≤ 178	≤ 59.4	F

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

The official gradebook for the course is maintained by the instructor in an external spreadsheet. The eCollege gradebook feature, if made available, may be utilized by the instructor as a mechanism

to provide student feedback on earned scores. In the event of any discrepancies between the official and eCollege gradebooks, the instructor's official gradebook will take precedence.

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!

Projects produced in this course that are deemed to be of sufficient quality may be utilized as examples in future offerings of this course.

Non-credit Activities

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.

General Rubric Scale for Evaluating Assignments

Assignment specific evaluation rubrics may be provided within the course. Most assignments will use the following rubric scales, or a scaled variation thereof:

- 0 No attempt at addressing the criteria is evident.
- 1 An attempt at addressing the criteria is evident; however, the implementation is unsuccessfully or incorrectly executed.
- 2 Criteria is implemented with minimal success and/or execution is well below a reasonable standard of expectation.
- 3 Criteria is marginally executed or implemented but with apparent room for improvement.
- 4 Criteria is successfully executed or implemented to an acceptable standard of expectation. Typical "good" score.
- 5 Criteria is fully and successfully executed or implemented to or beyond the highest standard of expectation. Has "wow factor."

Assignment Submissions

Submitted work must be readable and printable using the native format of software specifically identified for use in the course, a commonly available Microsoft product (included in Office Suite), or Adobe Acrobat (.pdf 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 appropriate assignment identifier. Submissions without this required information will not be graded and a “0” will be assigned for that activity. This is part of “following instructions” and meeting the requirements of the course. Submissions **MUST** contain the following information at the top of the page:

1. Your name
2. Course number & Section (TMGT 513-0XX)
3. Assignment name, chapter number, or relevant descriptor

Electronic file submissions **MUST** conform to the following naming conventions:

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

Examples:

Sanayal-TMGT513-01B-Activity1.xlsx

KhanS -TMGT513-01W-Abstract2.pdf

PhilbenR -TMGT513-02W-Project2.docx

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, **late assignment submissions may be rejected** 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, posted 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 their exact locations so it can be corrected.

Make-up and extra credit assignments

No make-up or extra credit assignments are available in this course. Credit is earned exclusively by completing the required activities, as assigned, 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.

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 Office Suite (Word, Excel, & PowerPoint)
[VoiceThread](#) (Note that VoiceThread is integrated directly into the eCollege system.)

Auxiliary Hardware/Accessories:

Computer Microphone (required, built-into most modern webcams)
Video Webcam (necessary for video requirement of VoiceThread Discussion Activities)

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 (3 days per week minimum). Special announcements or instructions may also be placed in the announcements area or sent directly to your leo email, which should be monitored regularly throughout your enrollment at TAMU-C.

COMMUNICATION AND SUPPORT

Interaction with the Instructor

The instructor 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 be 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/literature_languages/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 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 the assignment, and most likely the course. 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 that score 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. 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 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 than the student's best is insufficient and will most likely be reflected in the grade. Further, work submitted at the graduate level is expected to be of significantly higher quality than work produced at the undergraduate level.

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 traditional 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 shown 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, whether in the classroom or on-line. 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. 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 trip or 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 time away or 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.

Master's Qualifying (Comprehensive –AKA– “COMPS”) Examination

Students will be required to successfully pass a written comprehensive exam at the end of their MS TMGT program. It is strongly recommended that students retain electronic copies of the syllabus and coursework, as well as the textbook, for each graduate course used to satisfy the M.S. Technology Management degree requirements in order to prepare for the comprehensive exam in the TMGT 599 course.

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](#)***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 Guide Handbook*).

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 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.

FINAL COMPREHENSIVE EXAMINATION FOR THE MASTER'S DEGREE

Refer to Texas A&M University-Commerce Procedure 11.04.99.R0.20.

Technology Management Master's Students will be required to successfully pass a qualifying/comprehensive examination at the end of their MS TMGT program. It is strongly recommended that students retain electronic copies of the syllabus and coursework for each graduate course used to satisfy the M.S. Technology Management degree requirements in order to prepare for the comprehensive exam that will be administered in association with in the TMGT 599 course.

COURSE OUTLINE / SCHEDULE

The course schedule is maintained on the class public website at:

<http://faculty.tamuc.edu/jdavis/TMGT/513/162/>

Students will need to monitor and reference the above linked course schedule regularly.