TEXAS A&M
UNIVERSITY
COMMERCE

TMGT 599.01E – Technology Management Practicum
COURSE SYLLABUS: Fall, 2012

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.
Office Phone: 903-468-8682
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Faculty WebPage URL: http://www.JDavis.us/ or http://faculty.tamuc.edu/jdavis/
Class WebPage URL: http://faculty.tamuc.edu/jdavis1/tmgt/599/128/
Courseware URL: http://online.tamuc.org/

General Course Information

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.
Prerequisite: This course must be taken in the final semester/term before graduation.

CIP: 1506120019

Textbook (required): None

Suggested Reference Source(s):

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	$28.95
E-book:			$4.99

Publisher: American Psychological Association
Publication date: July 2009
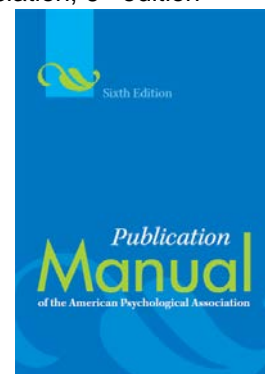
Assessment of Program Goals

Students in this course will be preparing original written documentation that provides evidence mastery of the following stated program goals:
1. Understanding of Technology Management (TM) Fundamentals.
2. Methodology of Utilizing Knowledge Management to Add Value, Foster Innovation and Successful Organizational Change.

Communications with Instructor

- The instructor is available via a variety of avenues. The instructor will be available during scheduled class sessions. Outside of that, 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 it's not something of general interest to others in the course, my Virtual Office is a better choice. Personal content involving grades, progress, etc. should be addressed with me via private e-mail: Jason.Davis@tamuc.edu
- Any emails sent to the instructor must be written in a formal business format, with complete sentences, correctly spelled words, correct punctuation, etc.
- All emails sent to the instructor **MUST** have the following in the email *SUBJECT LINE*:

    TMGT 599.01E - *Your First Name, Your Last Name, Your CWID #, subject of correspondence*

- **Virtual Classroom & Virtual Office:** In the Virtual Classroom and Office you may post course questions and share comments with your classmates. The Virtual Classroom is often a good place to find answers to your questions before you contact you instructor.

Basic Technology Requirements

- For maximum efficiency, you will need a good computer connected to high-speed Internet.
- A recent edition of *Microsoft Office Word* is highly recommended.

Online Access & Navigation

- This online component of the course will be facilitated using *eCollege*, the *Learning Management System* used by **Texas A&M University-Commerce**.
- To begin the course go to: https://leo.tamu-commerce.edu/login.aspx.traditional
- You will need your *Campus Wide Identification Number* (CWID) to log into the course.
- If you have questions and/or problems contact: **Technology Services** at 903-468-6000 or helpdesk@tamu-commerce.edu.

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…)

Course Policies

This graduate course will require you to read, conduct research and write at a level appropriate for a university graduate student. It is assumed that you can read and write at this level coming into the course.

- You will be expected to read and comprehend the course syllabus and course announcements.
- You will be expected to manage your time effectively and efficiently throughout the semester.
- You will be expected to meet all deadlines/due dates.
- You will be expected to participate fully in the course by checking announcements and responding to emails, etc.
- You will be expected to practice civility and formal business writing style/format in all of your correspondence (including emails) and in your verbal interactions with the professor, staff, and students.
- You will be expected to log into **eCollege** and this course at least once per week.
- Work, vacation, sickness/accident/death *outside your immediate family does **NOT** constitute an approved excuse for not completing assignments, projects, examinations and/or not meeting course deadlines/due dates. Late assignments, projects and examinations may receive a score of "0" points at the discretion of the professor based on the facts and evidence presented by the student.*
  No extra credit, additional work to improve a grade or the re-doing of an assignment, project or examination will be permitted in this course.
- *If you find it necessary to miss a deadline/due date and you believe you have a valid reason that meets university guidelines and that meets the course policy, notify me immediately! I will work with you to find a solution for your situation, if possible.*

Tips for Success

Be Proactive

If you have course related questions or do not understand an assignment, it is time for you to seek clarification via the Virtual Classroom or your instructor. Do not wait until your grade is in jeopardy to act; your instructor is there to guide you through the course. *However, your questions should be serious, well-written, positive and to the point.* It is not wise or effective to wait until the assignment, project or examination is due to begin-*your grade will suffer*. Time management, planning ahead and organization are "key" to success in any academic course.

Utilize Available 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://web.tamuc.edu/academics/colleges/humanitiesSocialSciencesArts/departments/literatureLang uages/writingCenter/default.aspx

Avoid Plagiarism

United States law states that words and ideas can be stolen. The expression of original ideas is considered intellectual property, and is protected by copyright laws, just like other inventions. Almost all forms of expression fall under copyright protection as long as they are recorded in some way *(such as a book or computer file).*

All of the following are considered plagiarism:

- Turning in someone else's work as your own.
- Copying words and/or ideas from someone else without giving proper credit.
- Failing to put a quotation in quotation marks.
- Providing incorrect information about the source of a quotation or information source.
- Changing words, but copying the sentence structure of a source without giving proper credit.
- Copying so many words or ideals from a source that it makes up the majority of the work you have written, whether you give credit or not.

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 should 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

Plagiarized assignments, projects, and examinations will earn an automatic grade of F (0 points).

Guide to Grading

In the workplace, you will be expected to produce documents that are clear, easy to read, error-free, and visually effective. Your written products must also satisfy general requirements of the organization, be appropriate for a specific purpose, and meet the needs of your audience. Final course letter grades are defined as follows:

A=Outstanding work: Demonstrates superior analysis of the assignment; provides excellent selection of content, organization, design, and style that addresses both the practical and rhetorical requirements of the particular situation; uses a style that is fluent and coherent; excellent choice and use of visuals, has no major mechanical errors; shows insight, perceptiveness, originality, and thought.

B=Good work: Above the level necessary to meet course requirements; has a thorough, well-organized analysis of the assignment; shows judgment and skill in the presentation of material appropriate for the intended audience and purpose; supports ideas well with concrete details; has an interesting, precise, and clear style; good use of visuals; strong, interesting work; and is free from major mechanical errors, although minor problems may be present.

C=Acceptable work: Meets all basic requirements of the course and assignment; provides a satisfactory analysis of the writing task, subject, and audience; accomplishes its purpose with adequate content, design, and detail; uses details, organization and expression appropriate for the rhetorical and practical context; adequate use of visuals; has acceptable mechanics; nothing remarkably good or bad about the work; equivalent work could be used in the professional world, but generally would be considered minimal.

D=Needs improvement: Minimally meets the assignment but is weak in one of the major areas (content appropriate for purpose, organization, style or mechanics) or offers a routine, inadequate treatment; document design and use of visuals is inadequate or inappropriate; shows generally substandard work with some redeeming features.

F=Unacceptable work: Does not meet the course requirements; fails to meet one or more of the core requirements of the course or assignment; may fail to cover essential points, or may digress to nonessential material; may lack adequate organization and show confusion or misunderstanding of genre or context; may use an inappropriate tone, poor word choice, excessive repetition, or awkward sentence structure; may be unclear; poor quality design and/or use of visuals; may contain an unacceptable level of errors.

Each document, presentation, or visual you prepare reflects your professional knowledge and establishes your professional image. In some cases, a document may be read by your professor and qualified professionals in the discipline. These professionals may be asked to comment on the content, presentation quality, and value of your work for evaluation purposes. It is critical that your work be done in a professional manner and written at the appropriate level for your intended audience.

Final Examination for the Master's Degree
Refer to Texas A&M University-Commerce Procedure 11.04.99.R0.20.

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 online and written. 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. 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.

The Master of Science Degree in Technology Management comprehensive examination is administered as a component of this course, but will not be calculated in the final student grade for this course of study.

The comprehensive examination will be completed during the first five (5) weeks of this semester.

Grading & Evaluation Policy
The final course grade for each student will be based on the following:

- Assignment #1   100 maximum points possible
- Assignment #2   100 maximum points possible
                    200 Total Possible Points

Grading Scale: A = 200-180 points
                 B = 179-159 points
                 C = 158-139 points
                 D = 138-118 points
                 F = 117-000 points

NO EXTRA CREDIT WILL BE GIVEN!

Course Assignments

All work in this course is to be completed individually, without collaboration from others.

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

- Assignments are to be turned-in to me through the eCollege dropbox designated for the particular assignment.
- Except for the cover page, the following information **must** appear using 8 point font, in the upper right-hand corner of **each** page of your assignments:

        Your full name (First Name, Last Name); your CWID number; the assignment number.

- All written work is to follow the **MS-TMGT Manuscript/Assignment Guide** provided unless otherwise specified.

Before you Work on the Required Course Assignments Read the Following:

*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**.*

Required Course Assignments

In addition to the Comprehensive Examination, there will be two course assignments required of all students enrolled in this course. These assignments will require the student to conduct extensive outside readings and research on specific topics presented by the Professor. Students will generate an original scholarly research paper on each topic.

Assignment #1-*Value 100 points.*   ***Due by 11:59pm on Thursday, October 25, 2012***

Assignment #1 requires the following:
- Write an original research paper of between 2100 and 2700 words including the cover page, abstract, body of the paper and references.
- Utilize and cite at least six (6) researched references in the paper.
- Your final paper should include and address the following:

    1. Research the current published body of literature and identify the management principles and practices for Technology Management (TM) utilized in contemporary technology-intensive organizations.
    2. Compare these TM management principles and practices with traditional business management principles and practices.
    3. Identify the ***differences*** between TM management principles and practices and those found in traditional business management environments.
    4. Summarize your findings for the reader.

Assignment #2*-Value 100 points.*   ***Due by 11:59pm on Thursday, December 6, 2012***

Assignment #2 requires the following:
- Write an original research paper of between 2100 and 2700 words including the cover page, abstract, body of the paper and references.
- Utilize and cite at least six (6) researched references in the paper.
- Your final paper should include and address the following:

    1. How could the utilization of Knowledge **Management** principles and practices in a technology-intensive organization add value, foster innovation and insure productive change within that organization?
    2. Summarize your finding for the reader.

University/College/Department Policies & Procedures

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, 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.

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.

Course Activity Calendar

Date	Activity
Monday, August 27	**First Class Day**. Begin reviewing the course syllabus and commence your research and readings for assignments #1 and #2. Review the course Academic Honesty Policy-located in DOC SHARING.
Wednesday, September 5	Comprehensive Examination will be sent via email to leo email of enrolled students.
Wednesday, September 26	Comprehensive Examination due.
Thursday, October 25	Assignment #1 due.
Thursday, December 6	Assignment #2 due.