



TMGT 599.01W & .01E – Technology Management Practicum COURSE SYLLABUS: Spring, 2013

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Class WebPage URL: <http://faculty.tamuc.edu/jdavis1/tmgt/599/132/>
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

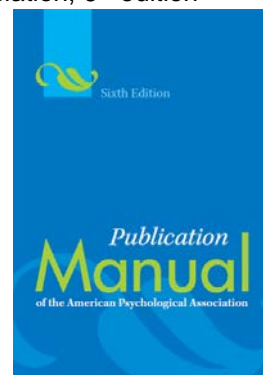
Textbook (required): None

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



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!

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.
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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 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 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 599.01W (or .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 your 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://online.tamuc.edu/>
- 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@tamuc.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 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.

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, or make-up work to improve a grade or the re-doing of an assignment, project, or examination will be permitted in this course.

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/literatureLanguages/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.
- Turning in work you submitted in another course or during a previous attempt at the present course.
- Copying words and/or ideas from someone else without giving proper credit.
- Failing to put a quotation in quotation marks or block quote, as appropriate.
- 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 ideas 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>

Turnitin, or other similar plagiarism services, may be utilized to verify the absence of plagiarism in any or all assignments submitted for comps or course credit. A specific similarity percentage is NOT identified as “allowable.”

Also, be aware that the statute of limitations for penalties for plagiarism does not expire 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.

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.

Gradebook

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.

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. If failed, the comprehensive examination may NOT be retaken during the same semester.

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.

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 Grading & Evaluation Policy

The final course grade for each student will be based on the following:

- Course Study Guides 30 maximum points possible
 - Assignment #1 100 maximum points possible
 - Assignment #2 100 maximum points possible
- 230 Total Possible Points**

Grading Scale: A = 206-230 points
 B = 183-205 points
 C = 160-182 points
 D = 137-159 points
 F = 000-136 points

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

**NO EXTRA CREDIT, MAKE-UPS, OR RETAKES
WILL BE ALLOWED!**

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!

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.

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- 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 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; Assignment #, p. #

- All written work is to follow the **MS-TMGT Manuscript/Assignment Guide** and the **APA 6th ed. Style Manual** unless otherwise specified.
 - All files submitted for the course must be Microsoft Word documents and conform to the following naming convention:
 - CoursePrefixNumber.section-ActivityName-Lastname,Firstname.ext
 - Examples:
 - TMGT599.01W-StudyGuide590-Bunny,Buggs.docx
 - TMGT599.01E-Assignment2-Duck,Daffy.docx
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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** and **APA 6th ed. Style Manual**.*

Required Course Assignments

In addition to the Comprehensive Examination, there will be three study guides and 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 articulate an original scholarly response based on the specific assignment criteria.

Study Guide – TMGT 510 – Value 10 points. *Due before midnight, Wednesday, January 23*

Study Guide – TMGT 590 – Value 10 points. *Due before midnight, Wednesday, January 30*

Study Guide – TMGT 595 – Value 10 points. *Due before midnight, Wednesday, February 6*

Assignment #1 – Value 100 points. *Due before midnight, Wednesday, March 20*

Assignment specifics will be provided in the class.

Assignment #2 – Value 100 points. *Due before midnight, Wednesday, April 24*

Assignment specifics will be provided in the class.

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.

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.

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.

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 than the student's best is insufficient and will most likely be reflected in the grade.

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 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.

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.

Course Activity Calendar

Date	Activity
Monday, January 14	First Class Day. Begin reviewing the course syllabus and complete any preliminary course activities specified. Commence preparing your Study Guides in preparation for the Master's Comprehensive Exam. Review the course Academic Honesty Policy-located in DOC SHARING.
Wednesday, January 23	Study Guide – TMGT 510
Wednesday, January 30	Study Guide – TMGT 590
Wednesday, February 6	Study Guide – TMGT 595
TBA	Comprehensive Examination.
March 11-15	Spring Break
Wednesday, March 20	Assignment #1 due.
Wednesday, April 24	Assignment #2 due.