COURSE: TMGT 599-01W Technology Management Practicum

CRN: 50179

COURSE SYLLABUS: Summer II, 2012
(July 9 – August 9, 2012)

PROFESSOR

David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor
Office Location: AG/IT 216
Office Hours: By Appointment. As this is a summer, on-line course, there are no normal office hours.
Office Phone: 903.886.5471
Office Fax: 903.886.5960
University Email Address: David.Anderson@tamuc.edu PREFERRED

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

STYLE/FORMAT REFERENCES


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. Prerequisites Enrolled in final semester of MS TMgt degree. (Taken from Catalog). This course will consist of a series of comprehensive written examinations over each course taken.
**Student Learning Outcomes:**

Upon satisfactory completion of the course, the student will:
- Demonstrate the ability to discuss their learning accomplishments and meet the individual course objectives throughout their pursuit of the MS degree in Technology Management.

### COURSE REQUIREMENTS

**Instructional / Methods / Activities Assessments**

All of the course and student performance objectives will be assessed using responses from deliverable materials. The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the individual course objectives, through the submission of final deliverable work(s).

In the workplace, you will be expected to produce documents that are clear, 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 the audiences for the communication. Competencies will be measured by a combination of a student written assignments and deadlines.

**Grading**

Evaluations of assignments will reflect these basic concerns and each deliverable will be graded in accord with the following criteria guidelines:
- **a.** Creative Ability / Originality (25%)
- **b.** Scientific Thought (30%)
- **c.** Thoroughness (15%)
- **d.** Skill (15%)
- **e.** Clarity and format (15%)

**Assignments for Grading Purposes. NOTE: this is a Pass (P) / Fail (F) course.** A series of questions from each course the student has taken during their pursuit of the MS degree will be provided. The student is expected to provide comprehensive answers to those questions. The answers may be evaluated by the primary professor, or may be forwarded to the professor of record that taught the course, or both. The final decision to issue the “P” or “F” grade will be based on a majority of reviewer comments. Students may also be asked to come to the campus for final, comprehensive oral examinations, as well.

**Responses to comprehensive questions.**

Each student will be expected to provide comprehensive answers to the questions posed. The minimum response length is 1500 words per question, with a maximum of 3000 words. The only acceptable format is Microsoft Word (either .doc or .docx files). Internet research cited in your responses is to come from only verifiable and legitimate sources. All references used in your responses must be properly documented (cited).
using the APA Publication Manual as a guide. Your cited sources will be checked and verified by your Professor and must be cited properly per APA. Wiki sources are NOT acceptable.

You will receive your set of questions after you submit your list of coursework, and copies of your syllabi via email. Depending on your initial submissions, the comprehensive review questions should be sent to you via email no later than 15 July, 2012.

Responses are Due at: August 5, 2012 by 10:00pm

TECHNOLOGY REQUIREMENTS

The student will need access to high-speed internet connection, with a modern computer (Windows XP or newer, MS Office, Internet Explorer (6.0, 7.0, or 8.0). It is probable that lectures will be conducted via the web, using ClassLive Pro. Students will be given instructions as to how to access this program via the Drop box. Students also will need a microphone and speakers (preferable a headset) in order to hear and talk with the Professor.

Your courses will also work with Macintosh OS X along with a recent version of Safari 2.0 or better. Along with Internet Explorer and Safari, eCollege also supports the Firefox browser (3.0) on both operating systems.

It is strongly recommended that you perform a “Browser Test” prior to the start of your 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.

ACCESS AND NAVIGATION

This course was developed and will be facilitated utilizing eCollege, the Learning Management System used by Texas A&M University-Commerce. To get started with the course, go to https://leo.tamu-commerce.edu/login.aspx.

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@tamu-commerce.edu. For additional information on how to be a successful student, log in to tamuc; password online, and read the information provided.

Students will access and follow all course instructions found in the weekly content area; they will participate in ClassLive Pro sessions, as well as Discussion Boards, submit assignments via the Drop Box tab, and take the Final Exam.

COMMUNICATION AND SUPPORT
Information on how to contact your Professor is provided on the first page. Email is the preferred method of communication. Every effort will be made to respond to your email within 24 to 48 hours. If personal meetings are desired, an appointment must first be made and confirmed. As this is a summer class, no set office hours are in effect. The Professor will communicate with students via email and eCollege Announcements. All communications are expected to be of professional nature, with proper spelling and punctuation.

**SUBMITTING ASSIGNMENTS**
Protocol for Preparing Homework or Other Submittals

Put your name on the top of your submitted work product. Many submitted documents do not have a student’s name or other needed identifiers. These submittals will not be graded.

You will receive a failing grade that does not have the following information at the top of each uploaded submittal; 1) your name, 2) the assignment including course number, question number, and 3) this course name and number.

*Use spell-check and grammar-check before submitting your work product.*
Required file naming convention: All uploaded files for this course MUST use the following file naming convention. Uploaded files that do not meet this file naming convention **Will Not Be Graded**. E-mail not using the course naming convention will not be returned.

Convention: LastName,Initial(s),CourseNumber,SubmittalName/Number,Extension
Examples: SmithJB-TMGT-599-01W-ComprehensiveFile.doc (No Spaces Use Dashes)

**STUDENT 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 per day, seven days per week:

1. **Chat Support:** Click on “Live Support” on the tool bar within your course to chat with an eCollege representative
2. **Phone:** 1-866-656-5511 (toll free) to speak with an eCollege Technical Support Representative
3. **Email:** helpdesk@online.tamu-c.org
4. **Help:** Click on the “Help” button on the toolbar for information regarding working with eCollege (i.e., “how to submit to the drop box, etc.”)

**COURSE AND UNIVERSITY PROCEDURES/POLICIES**

Course Specific Procedures:

Plagiarism represents disregard for academic standards and is against University policy. Plagiarized work will result in failure of the course and further administrative sanctions according to University policy. Guidelines for properly quoting and citing someone else’s works can be found in a variety of handbooks and online resources.
In addition the College of Science, Engineering and Agriculture (CoSEA) has instituted its own form to prevent plagiarism. All students are required to read the form and send an e-mail to the Professor indicating that they have read, understand, and accept this policy within one (1) week of the start of the semester. Failure to do so will result in being dropped from the course.

**University Specific 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, 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@tamu-commerce.edu
Student Disability Resources & Services

**Student Conduct**

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).

**Late Submittals**

Not accepted. As this is a summer course, no late work is accepted.

Incompletes are not available. A student may drop a course by logging into their myLeo account and clicking on the hyperlink labeled “Drop a class” from the choices found.

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**COURSE OUTLINE / CALENDAR**

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<thead>
<tr>
<th>1st Official Day of Class</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Compile a list of all classes you have taken in your MS degree program, and submit to the drop box for Week 1. <strong>Due by 10:00 pm 07-11-17</strong></td>
<td>Week 1, Day 2</td>
</tr>
<tr>
<td><strong>Syllabi</strong> - compile all of the syllabi and submit to the drop box for Week 2. Syllabi <strong>due by Thursday @ 10:00 pm; final responses due by 07-14-12 @ 10:00 am. EARLY SUBMISSION IS SUGGESTED</strong></td>
<td>Week 1, Day 4</td>
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<tr>
<td>Begin preparing your answers to the questions emailed to you for the</td>
<td>Week 1,</td>
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<tr>
<td>Comprehensive evaluation. Beginning 07-15-12</td>
<td>Day 5</td>
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<tr>
<td>Work on comprehensive questions and answers</td>
<td>Week 2</td>
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<tr>
<td>Work on comprehensive questions and answers</td>
<td>Week 3</td>
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<tr>
<td>Work on comprehensive questions and answers</td>
<td>Week 4</td>
</tr>
<tr>
<td><strong>Final, comprehensive answers – Due 08-05-12 @ 10:00 pm</strong></td>
<td>Week 5</td>
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Even though every effort has been made to produce an error-free syllabus, including due dates and assignments, the Professor reserves the right to edit or modify the syllabus at any time. All materials, including syllabus, notes, etc. are copywrited by the Professor. Revised 6 June 2012.