

**Texas A&M University-Commerce**  
College of Science, Engineering & Agriculture  
Department of Engineering & Technology

## **Course Syllabus-Fall 2012**

**TMGT 599 01E** (82484)

**August 27-December 14, 2012**

Course Title: **Technology Management Practicum** (CIP: 1506120019)

Three (3) semester credit hours.

### **INSTRUCTOR: Dr. Pelin Altintas-deLeon**

**Contact Information:**

<i>Office Location:</i>	Charles J. Austin Engineering & Technology Building, Room 215
<i>Email Address:</i>	pelin.altintas-deleon@tamuc.edu
<i>Contact Telephone:</i>	903-468-8117

**Office Hours:**

MWF 9:00am – 10:00am  
TR 1:00pm – 2:00pm or by appointment

## **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.*

**Textbook (required):** None

### **Suggested Reference Source(s):**

**Publication Manual of the American Psychological Association (APA)**, 6th Edition.  
ISBN-10: 1-4338-0561-8 (2009).

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## **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 Professor**

- All emails sent to the Instructor **MUST** have the following in the email ***SUBJECT LINE***:

TMGT 599 01W – P. deLeon: *Your First Name, Your Last Name, Your CWID #*

## **Basic Technology Requirements**

- For maximum efficiency, you will need a good computer connected to high-speed Internet.
- ***Microsoft Office Word 2010*** is highly recommended.

## **Online Access & Navigation**

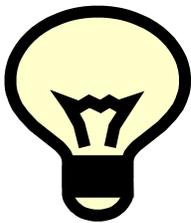
- This course will be facilitated using ***eCollege***, the *Learning Management System* used by **Texas A&M University-Commerce**.
- To begin the course go to: <https://leo.tamuc.edu/>
- You will need your *Campus Wide Identification Number (CWID)* to log into the course.
- If you have questions and/or problems contact: **Technology Services** at 903-468-6000 or [helpdesk@tamuc.edu](mailto:helpdesk@tamuc.edu).
- **eCollege HelpDesk** is available 24 hours a day, seven days a week. You may contact the **eCollege HelpDesk** at: 1-866-656-5511 or [helpdesk@online.tamuc.org](mailto:helpdesk@online.tamuc.org) or through the Online Chat by clicking on the “Live Support” tab within your **eCollege** course.

## **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 devote **at least 12 clock hours** to this course each week of the semester(including on-line and off-line).
- 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 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

*This is an online course of study; therefore, I am providing you the following tips for success as an online learner:*

Do Not Presume: Many students assume that online classes require less work, time and are generally “easier” than traditional face-to-face university courses. In reality, online classes are designed to be just as rigorous, just as detailed, and just as demanding and they include the same content as a face-to-face course. Be prepared to devote a minimum of twelve (12) clock hours a week in an online course-and that is a modest estimate. Some weeks and some courses will require far more than 12-hours per week.

Study and Pay Attention to the Course Student Learning Outcomes: Every course has established learning outcomes that are expected of the student. These are carefully crafted and serve as the foundation on which a well-designed course is built. Every aspect of the academic course including readings, research, assignments, projects and examinations flow from the course student learning outcomes. Understanding these will provide a better understanding of what is expected of you, the student, in all aspects of the course.

Communication in the Online Course: The majority, if not all of your communication in an online course will be by written word; therefore, be prepared to type instead of talk. There may be discussion boards, written assignments/projects, etc. Email is the common mode of communication in this type of course. This is different than the face-to-face course where verbal communication is prevalent. Be prepared to read and write a “great amount”.

Participation in an Online Class: If your class is using a discussion board, you may be required to participate. Always respond to discussion board questions with substantive, well-researched remarks. An example of a **bad** posting would be a very short response such as, “*I agree with the*

*previous post*". An acceptable response would be multi-sentenced, would be thoroughly researched by you and would generate additional thoughts that relate directly to the lesson's subject matter. Use this opportunity to interact and to have a meaningful conversation with your classmates.

**Be Proactive:** If you have course related questions or do not understand an assignment, it is time for you to contact your professor via the course **Virtual Office or email**. Do not wait until your grade is in jeopardy to act; your professor is there to guide you through the course. *However, your questions should be serious, well-written, positive and to the point.*

**Establish a Regular Schedule:** It is a good habit to work on your course each day or at least 5-days a week. Your course requires you to spend at least 12-hours per week reading, researching and/or writing. 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.

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**Surveys:** 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.



### **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.

*In most cases plagiarism can be avoided by citing your sources correctly. Simply acknowledging that certain material has been borrowed, and providing your audience with the necessary information to locate that source, is usually enough to avoid a plagiarism charge.*

## ***Plagiarized assignments, projects and examinations will result in a 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.*

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## **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 administer 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.**

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## **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.

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- Assignments are to be turned-in to me as an **“attachment to an email”**.
  - This course does not use a dropbox.
  - Refer to the Communications with Professor section of this course syllabus.
  - 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-deLeon** provided unless otherwise specified.
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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-deLeon**.

## **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 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 December 5, 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, Room 132**

**Phone (903) 886-5150 or (903) 886-5835**

**Fax (903) 468-8148**

[StudentDisabilityServices@tamu-commerce.edu](mailto:StudentDisabilityServices@tamu-commerce.edu)

Student Conduct - All students enrolled at the University shall follow the tenets of common decency, civility and acceptable behavior conducive to a positive learning environment.

(Refer to the *Code of Student Conduct from Student Guide Handbook*)

Research Studies/Human Subjects – Refer to the **Texas A&M University-Commerce**

Rules & Procedures 15.00.01.R0.01-Human Subject Protection.



## Course Activity Calendar

<u>WEEK OF</u>	<u>Activity</u>
August 27	<b>First Class Day.</b> 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.
September 5	Comprehensive Examination will be sent via email to enrolled students.
September 26	Comprehensive Examination due.
October 24	Assignment #1 due.
December 5	Assignment #2 due.