COURSE: TMGT 590-01E TECHNOLOGY MANAGEMENT SEMINAR I

CRN: 82501

COURSE SYLLABUS: Fall, 2012

MEETS AG/IT 211; Monday 8:00 – 9:15 AM

PROFESSOR

David O. Anderson, PhD, CIH, CSP, QEP, CPEA – Assistant Professor
Office Location: AG/IT 216
Office Hours: By Appointment, preferred. Normal hours are 9:00 – 11:00 am and 12:00 - 3:00 pm. Due to University and other commitments, appointments are strongly suggested
Office Phone: 903.886.5471
Office Fax: 903.886.5960
University Email Address: David.Anderson@tamuc.edu

COURSE INFORMATION

Materials – Textbooks, Readings, Supplementary Readings:

Textbooks Required:

TITLE: The 21 Irrefutable Laws of Leadership, 10th Ed.
AUTHOR: John Maxwell
ISBN: 978-0-7852-8837-4
ISBN: 978-0-7852-8935-7 (IE)
PUBLISHER: Thomas Nelson, Inc.
PUBLICATION DATE: 2005

AND

STYLE/FORMAT REFERENCES

[Required without exception].

SUGGESTED READINGS:
“Any current text related to the content of this course, including leadership and ethics.”

**COURSE DESCRIPTION:**
Formal investigation and research of a specific approved topic/project related to engineering, technology or construction. Emphasis is placed on conducting, creating, reading and the understanding of technical research. Students will be required to create a professional portfolio and written documentation of their work. A panel of professionals will or may be requested to provide a critique of the student’s final projects. Prerequisite, Co-requisite: TMGT 595. This course involves conducting independent research into a current technologies, problems, or issues impacting or having the potential to impact engineering and/or the development of industrial capability and application of Maxwell’s 21 Irrefutable Laws of Leadership. As a second portion, the student will select and produce a written document addressing Leadership and Ethics. (Note: This course is web-enhanced; discussion boards will be used to augment lectures and encourage discussions. **Students should keep copies of this syllabus for the TMGT 599 Practicum Course).**

**Student Learning Outcomes:**
Upon satisfactory completion of the course, the student will:

- Accomplish the selection, planning, execution, and completion of an appropriate research project focusing on leadership in one of the following areas:
  - industrial engineering practices
  - future and trends in manufacturing
  - manufacturing / production technology
  - industrial management
  - industrial safety / industrial hygiene / environmental
  - construction
- Gain in-depth knowledge and a working understanding of a specific area in engineering or technology leadership and management.
- Apply Maxwell’s Leadership Laws to the topics of leadership and ethics.
- Develop skills in writing graduate level research reports and presenting research results to various types and levels of leadership.

**COURSE REQUIREMENTS**

**Instructional / Methods / Activities Assessments**

All of the course and student performance objectives will be assessed using responses from briefing and other deliverable materials. The learners will be expected to articulate appropriate comments, observations, answers, or treatise concerning each of the course objectives, during discussions, the final executive briefing and the 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 class participation.**

**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 / APA Format (30%)
c. Thoroughness (15%)
d. Skill (15%)
e. Clarity (15%)

**Attendance**

*More than 3 unapproved absences from the class results in failure for the course.*

**Points for Grading Purposes**

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Maximum Points</th>
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<tbody>
<tr>
<td>Class Participation (discussion boards), etc.</td>
<td>130</td>
</tr>
<tr>
<td>Research Manuscript (Leadership)</td>
<td>400</td>
</tr>
<tr>
<td>Supporting PowerPoint for manuscript</td>
<td>170</td>
</tr>
<tr>
<td>Leadership and Ethics manuscript</td>
<td>300</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td>1000</td>
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</tbody>
</table>

Grades will be determined by the following:

<table>
<thead>
<tr>
<th>%</th>
<th>Total Points</th>
<th>Grade</th>
</tr>
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<tbody>
<tr>
<td>90-100</td>
<td>900-100</td>
<td>A</td>
</tr>
<tr>
<td>80-89</td>
<td>800-899</td>
<td>B</td>
</tr>
<tr>
<td>70-79</td>
<td>700-799</td>
<td>C</td>
</tr>
<tr>
<td>60-69</td>
<td>600-699</td>
<td>D</td>
</tr>
<tr>
<td>&lt; 60</td>
<td>&lt; 600</td>
<td>F</td>
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**Research Manuscript (Leadership) (400 Points)**

Each student will be expected to read the textbook adopted for this course and additionally conduct extensive and verifiable research. Based on the research and its finding, each student will be expected to write a scholarly research paper using the Manuscript Format Guide, which will be provided via Doc Sharing. Your topic MUST be approved by the Professor prior to starting any work, and must include at least three (3) of Maxwell’s Laws.

Your cited sources will be checked and verified by your Professor and must be cited properly per APA. A drop box including Turn-it-in, will be used.
Supporting PowerPoint (170 Points)
Supporting Power Points are required to enhance your Manuscript. Guidelines will be provided.

Participation in Discussion Boards (130 Points)
Students will be asked to participate in weekly discussion boards and submit weekly progress reports regarding their final research manuscript. More details, including grading rubric, will be provided through announcements and/or Doc Sharing.

Leadership and Ethics Manuscript (300 Points)
Students will be expected to provide an additional manuscript based on the requirements above. Prior topic approval is not required. Additional information will be provided via Drop Box or Discussion Board. This additional manuscript will tie in Leadership, Maxwell’s Laws, and Ethics. Turnitin will be used.

It is critical that you read the course textbook thoroughly. Responses to questions will require the student to conduct additional outside readings and research.

All references used in your responses must be properly documented (cited) using the APA Publication Manual and an example posted in the Doc Sharing folder.

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, ClassLive Pro, 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*

Submitted student work must be prepared using Microsoft Word, and PowerPoint; other word processing formats will not be accepted. Keep your electronic copies for future use in capstone or portfolio courses.

Neat, professional appearing submittals, which are well organized, communicate your thoughts well, and contain technically correct information will receive higher scores. Additional guidelines for the term paper and PowerPoint slides will be provided in the Doc Sharing section and/or Announcements.

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 for each assignment that does not have the following information at the top and in the title of each uploaded submittal; 1) your name, 2) the course name and number, and 3) the chapter homework 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 **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-590-01E-Research manuscript.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.”)

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**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 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**

Late work is not 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.

**COURSE OUTLINE / CALENDAR**

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
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<tbody>
<tr>
<td>1st Official Day of Class</td>
<td>08-27-12</td>
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<tr>
<td>Review objectives, syllabus, etc. Become familiar with MyLeo and e-</td>
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<td>College software.</td>
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<tr>
<td>Submit Acceptance of Academic Honesty Policy and brief biographical</td>
<td>09-02-12</td>
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<tr>
<td>sketch to Drop Box, Week 1, by 10:00 pm.</td>
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<tr>
<td>Participate in WEEKLY Discussion Boards; your initial response is due</td>
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<tr>
<td>each Wednesday by 10:00 pm; you must submit at least 2 other comments</td>
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<tr>
<td>to other postings no later than Sunday at 10:00 pm.</td>
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<tr>
<td>Select a Research Proposal and submit for approval by 10:00 pm.</td>
<td>09-16-12</td>
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<tr>
<td>Research Proposal to address the following four (4) items:</td>
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<tr>
<td>-Purpose of the research project</td>
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<tr>
<td>-Research procedures and/or techniques including use of Maxwell's</td>
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<tr>
<td>Laws of Leadership</td>
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<tr>
<td>-Value of the research project</td>
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<td>-Definition and schedule of research activities with anticipated</td>
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<tr>
<td>completion dates</td>
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<tr>
<td>Individual Research Manuscript /PowerPoint Due: Monday, October 15,</td>
<td>10-15-12</td>
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<td>2012 at 8 a.m.</td>
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<tr>
<td>Leadership and Ethics Manuscript Due: Sunday, December 09, 2012 at</td>
<td>12-09-12</td>
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<td>10:00 pm</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 8 August 2012.