

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

Course Syllabus-Fall Semester, 2015

TMGT 599 01E (82638)

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

Three (3) semester credit hours.

Course Dates: **August 31-December 18, 2015**

This section of TMGT 510 01E will meet each Wednesday of the fall 2015 semester on the Commerce, Texas campus in room AGIT 217. **Attendance is mandatory and will be recorded.**
The class will meet from 3:30pm until 4:45pm.

Professor: **Dr. Jerry D. Parish, CSTM**

Contact Information: *On-Campus Office:* Charles J. Austin Engineering & Technology Building

Email Address: jerry.parish@tamuc.edu

Contact Telephone: 903-886-5474

Virtual Office Hours: *Online Office Hours:* Monday-Thursday/Times online will vary during day.

On-campus office visits are available by appointment only.

Call 903-886-5474 to schedule an on-campus appointment.

You will be required to present a valid and current TAMUC student ID at the time of your scheduled appointment.

General Course Information

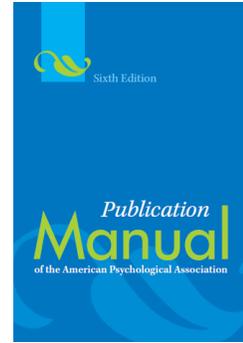
Course Description: This course documents the graduate students' learning experience resulting in a consolidation of a student's educational experience and certifies mastery of workplace and/or academic learning outcomes. The practicum experience must occur during the last semester of the student's educational program. Methods of providing a capstone experience will include the following: Departmental Comprehensive Examination and completion of Professor assigned assignments.

Prerequisite: Enrolled in final semester of the Master of Science in Technology Management degree program.

Textbook(s) Required: None

Suggested Reference Source

Book Title: Publication Manual of the American Psychological Association, 6th edition
Author: American Psychological Association
Publisher: American Psychological Association
Publication Date: January, 2011 (Fifth printing)



Important Message

It is critical that you check your eCollege emails each day of the semester. Failure to do so may result in you not receiving course related messages from your Professor in a timely manner.

Student Learning Outcomes (SLO)

Student Learning Outcomes define what you should know and be able to do as a result of your participation in this course of study. All of the activities that constitute this course are designed toward the accomplishment of that goal.

Graduates of the Master of Science in Technology Management program at Texas A&M University-Commerce will...

1. evaluate and defend leadership and organizational strategies associated with technology-intensive enterprises;
 2. summarize and explain organizational development and strategies common to technology-intensive enterprises;
 3. formulate and assemble component ideas in order to successfully execute a project plan; and
 4. analyze information in order to formulate effective solutions.
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Academic Honesty Policy-2015

Each enrolled student in this course agrees to abide by the following Academic Honesty Policy-2015:

Texas A&M University-Commerce
 Department of Engineering & Technology
Academic Honesty Policy-2015

Statement of Ethical and Professional Conduct:

Students enrolled in this course are expected to follow the highest level of ethical and professional behavior at all times. Each student will be expected to maintain legal, ethical and moral principles, practice professionalism and civility throughout this course of study.

Actionable Conduct:

The following actions on the part of the student will bring sanction against that student:

- **Dishonest Conduct:** Seeking to obtain unfair advantage by stealing, purchasing or receiving unauthorized copies of course related assignments, projects, and/or examinations.
 - Intentionally preventing others from completing their course related work.
 - The falsifying of records in order to gain admission or to complete an academic program of study.
 - The purchase of course related work from any outside or external source.
- **Cheating:** The unauthorized use or copying of another's work and reporting or representing it as your own.
- **Plagiarism:** Using or copying someone else's words, ideas and/or work without citations and the giving of proper credit (reference).
- **Collusion:** Acting with others to perpetrate any of the above actions regardless of your personal gain.

Sanctions:

Faculty, guided by a clearly delineated policy in the course syllabus, will be the arbiter for all in-class violations. All violations will be reported to the Department Head of Engineering & Technology to assure equity and to provide appropriate counsel. In addition, the Department Head will maintain departmental records of violations by students.

Sanctions beyond those imposed on the student by the course faculty member will be at the discretion of the Department Head and College Dean. Administrators, faculty and students are guided by the course syllabus, current undergraduate and/or graduate catalogs of the University, University Rules & Procedures, and

The Student's Guidebook.

Students will always be afforded due process and review as appropriate under University policy.

As an official university student enrolled in this academic course, you will be held accountable for your actions in this course. This *Academic Honesty Policy* is in effect for the duration of this course of study and all enrolled students are expected to abide by the stated policy.

1. If you **cannot accept** this *Academic Honesty Policy* you must notify your Professor immediately by email or in-person and **also officially withdraw from this course of study.**
2. If you choose to remain in this course you are hereby **accepting and agreeing to abide** by this *Academic Honesty Policy*. **No further action on your part is required.**

Dr. Jerry D. Parish, Professor of Technology Management-2015

Please print and read this document before continuing in this course of study.

General Overview of This Course of Study

As you are aware, this is a graduate level course. This fact alone dictates a different learning environment than you may have experienced in your past education and will require, in some cases, a new approach to the learning process on your part. A graduate degree has value in its ability to expand and enhance the depth and breadth of your current career, future career goals and your overall ability to become a more aware thinker, decision maker, resource manager, project manager and communicator. You will be expected to develop your reading, research and writing skills to a level that you may never have experienced previously. This will require a dedication to this course, your desire to advance your education and the art of learning that may be new to you. Additionally, your time management skills will be put to the test as you try and balance other courses, career, family, leisure time and other obligations along with your responsibilities to this course.

The educational philosophy of this course is as follows:

The student is the center of the learning process; therefore, the student is expected to assume the responsibility for their learning and to the degree and level that learning is achieved. The Professor will serve as the guide and facilitator for the student learning experience. The student is expected to approach learning with purpose, commitment, dedication, seriousness and an attitude of exploration. The student is expected to read carefully all materials provided by the Professor, complete all course assignments in accord with the instructions and specifications provided by the Professor comply with assignment deadlines and work within the assignment/course evaluation criteria.

As the student you are to be an active learner, be fully engaged in all facets of the course and its content. You will be expected to assess all of your work **before** and **after** it has been evaluated by the Professor. It is critical to your success for you to comply with the writing guides associated with this course of study and for you to have a high level of understanding of these associated writing guides. Before you turn any work into the Professor, it is your responsibility to compare your written material with the requirements/specifications of the writing guides provided for this course of study and to ensure to the Professor that you have fully complied with all requirements of the assignment, project examination and/or course.

Communications with Your Professor

- Correspondence with your professor in this course will be done via email.
- All emails to your professor must be written in a **formal business format**, with a salutation, body, and closing.
- Emails must be written in complete sentences, correctly spelled words, correct punctuation, grammar, etc.
- All emails sent to your Professor **MUST** have the following in the email **SUBJECT LINE**:

TMGT 599 01E - J. Parish: *Your First Name, Your Last Name, Your CWID #*

- **Virtual Office Hours:** My online office hours are noted on page 1 of this syllabus.
 - If you have course related questions or concerns, you may email me and I will respond.
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Course Operational Policies

This graduate course will require you to read, conduct extensive research and write at a level appropriate for a university master's level 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, course emails 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 and due dates.
 - You will be expected to participate fully in the course by checking announcements, emails and responding to emails when appropriate.
 - You will be expected to practice **civility** and a **formal business writing style and format** in all of your written correspondence (*including emails*) and in your verbal interactions with the professor, staff and students.
 - You will be expected to devote **at least 16 clock hours** to this course each week of the semester (including on-line and off-line).
 - **NOTICE: If you are not willing to devote the time and effort necessary for the successful completion of this graduate level course or if you do not have the prerequisite knowledge/skills to successfully complete this course, then you need to discuss this matter with your academic advisor immediately.**
 - You will be expected to log into **eCollege** often and to check for correspondent from your Professor daily.
 - Work, vacation, travel, 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 and due dates.
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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 in writing!
I will work with you to find a solution for your situation, if possible.

Civility is the rule at all times!

University/College/Department 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 recognizes 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 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 the **APA 6th edition Publication Manual**.

Turnitin, or other similar plagiarism verification services, may be utilized to verify the absence of or presence of plagiarism in any or all student assignments/work submitted for the comprehensive examination or other coursework.

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 any time 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.

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 may result in a grade of F on the assignment and the course.

Course Official Gradebook

Your Professor maintains the official grade book and calculates grades externally from the courseware. The eCollege grade book is NOT the official grade book and is utilized only for the purpose of retrieving assignment, project and examination grades, when applicable, and as a convenient feedback utility to inform students of individual assignment grades, once available. The eCollege grade book 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 grade book 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 of Science Degree in Technology Management 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 be administrated as a component of the TMGT 599 course. 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 or term.

Use of Outside Sources for Written Work, Papers & Assignments

In this course, if it is determined that a student uses paid services to obtain previously written work, to write course papers or to complete course assignments, that student will receive a failing grade on the work in question.

In addition, the student may be subject to dismissal from the course and/or the university.

This type of practice is unethical and is not in keeping with the established tenets of obtaining a higher education degree. Zero tolerance is the rule!

The Comprehensive Examination date for this semester is:

Friday, October 2, 2015.

All students enrolled in this course of study will be expected to take the required departmental comprehensive examination on the above date. The comprehensive examination is administered as a component of this course, but is a program requirement exclusive of any specific course assignments and as such the results will not be calculated in the final student grade for this course. Likewise, graded assignments in this course do not count toward any comprehensive examination requirement.

It is the student's responsibility to make arrangements to be absent from work, etc. that will permit them to set for this examination on the posted date.

Dr. Jason Davis will be in contact with each of you with regard to this examination.

Preparation for the Comprehensive Examination

For the first four to five weeks of the semester you will be expected to devote 100% of your time in this course to preparation for the taking of the comprehensive examination.

During the first week of the semester you will be provided a comprehensive examination study guide.

After the Comprehensive Examination is completed, there will be an additional writing assignment for the remainder of the semester. This assignment will be sent to you via email during the first 4-5 weeks of the semester.

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@tamuc.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.

Non-Discrimination Statement -Texas A&M University-Commerce will comply in the classroom and in online courses with all federal and state laws prohibiting discrimination and related retaliation on the basis of race, color, religion, sex, national origin, disability, age, genetic information or veteran status. Further, an environment free from discrimination on the basis of sexual orientation, gender identity, or gender expression will be maintained.

CRITICAL 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!

Drops & Withdrawals

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 Professor approval, or it may be initiated by the Professor in the case of excessive absences, at the discretion of the Professor. 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 the Professor and do not require Professor 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 Professor and informing your Professor of your intent to take either action does not constitute your official request to do so. Professor 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 a Professor decision.) The Professor 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 must contact their academic advisor to determine what effect the drop/withdrawal will have on their academic progress prior to initiating either action.

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 TAMUC 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 Professor, 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.

Syllabus

This syllabus constitutes the contractual (contract) document between the Professor and students enrolled in the course. A student's continued enrollment in the course following the posting of the official syllabus at the beginning of the semester/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 occurrence of a 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 Professor will be appropriately announced to the enrolled students in the courseware along with relevant information pertaining to the modification and an updated version of the syllabus will be provided.

Important Dates for This Course

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|------------------------------|---|
| • August 31, 2015 | First Class Day of the Fall Semester. |
| • August 31-October 2, 2015 | Comprehensive Examination Preparation. |
| • August 31- October 2, 2015 | Work on Written Assignment provided. |
| • December 4, 2015 | Written Assignment due to your Professor. |
| • December 18, 2015 | Final Day of the fall 2015 semester. |

Refer to the University Master Calendar for additional important dates.

Professional Biographical Summary

Dr. Jerry D. Parish, CSTM, is a tenured Full-Professor of *Technology Management* in the Department of Engineering & Technology/*College of Science & Engineering (CoSE)*. He received his Doctor of Education (Ed.D.) Degree in College Teaching of Industrial & Technical Education from East Texas State University. He also holds a Master of Education Degree in Industry & Technology and a Bachelor of Science Degree in Industrial Technology. Dr. Parish has taught and performed various levels of administrative duties for more than 39 years in higher education. He has worked with Baker College (Oregon), Southeastern Louisiana University, and Berry College (Georgia) before joining **Texas A&M University-Commerce** in 1994. In addition to his years of teaching experience, he has more than 10 years of industrial work experience with companies such as Hardwicke-Etter and Texas Instruments. While at **Texas A&M University-Commerce** he has held the positions of Department Head for Engineering & Technology, Associate Dean for the College of Business & Technology, Interim Dean for the College of Science, Engineering & Agriculture and Director of the Center for Excellence.

He is a member of the American Society for Engineering Education; Institute of Industrial Engineers; Society of Manufacturing Engineers, The Association of Technology, Management, and Applied Engineering and the Association for the Advancement of Cost Engineering International. His consulting experience has included numerous business, manufacturing and educational institutions throughout the United States. He is a Certified Senior Technology Manager (CSTM) awarded by The Association of Technology, Management, and Applied Engineering (ATMAE).

Current research areas include business/industrial leadership, knowledge management and technology management. He has published in various professional journals including the International Journal of Engineering Research and Innovation, The International Journal of Agile Manufacturing, Journal of Industrial Technology, The Technology Interface Journal, and Journal of Epsilon Pi Tau. He has also made formal presentations at numerous professional conferences.
