

**College of Science & Engineering
Department of Engineering & Technology**

Course Syllabus-Spring Semester, 2018

TMGT 350 01W (21777)

Course Title: Principles of Technology Management (CIP: 1506120019)
Four (4) semester credit hours.

Course Dates: January 16, 2018 – May 11, 2018

This section of this course is 100% online. No face-to-face classes are conducted.
All correspondence with professor will be via e-mail.

Professor: **Dr. Marcus L. Smith, Jr.**

Contact Information: *Office Location:* Charles J. Austin Engineering & Technology Building, 213A
E-mail Address: Marcus.Smith@tamuc.edu
Contact Telephone: 903-886-5699 *Fax:* 903-886-5960

Office Hours: *Virtual Hours:* Tuesday: 1:00-3:00 p.m., Wednesday: 9:30-11:30 a.m.
On-campus office visits are available by appointment only.
Call Beverly Pairsh at 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 on-campus appointment.

Class Period: Not applicable.
Location: Not applicable.

Course Description

Study of leadership and management methodologies necessary to be successful and effective in contemporary technology intensive organizations. Course emphasis will be on contemporary organizational structure, societal impacts, decision making, innovation, management strategies, and management of organizational knowledge. Students will be expected to conduct extensive readings, research, and writings conducive with a junior-level undergraduate course in technology management.
Prerequisite: TMGT 303.

Class Resources

Required Course Textbook –*Begin reading the course textbook before first class day!*

Each student is **required** to have a copy of the approved textbook for this course of study.

Managing Technology and Innovation
Edited by: Robert M. Verburg, J. Roland Ortt & Willemijn M. Dicke
Publisher: Routledge-Taylor & Francis Group
ISBN: 10: 415-36229-6 or 13: 9-78-0-415-36229
2006

Suggested Readings:

The course textbook has a list of “Further Reading” at the end of each chapter. These have application to the content of the course.

Reference Sources:

- www.inderscience.com (click on Science, Engineering & Technology)
- www.sciencedirect.com/science/journal/09234748
- www.atmae.org
- www.plagiarism.org
- www.tamu-commerce.edu/studentlife/guidebook.pdf
- **Publication Manual of the American Psychological Association (APA)**
6th Edition
ISBN: 10:1-4338-0561-8
2010

Student Learning Outcomes (SLOs)

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 and mastery of that goal.

- **Student Learning Outcome #1:** *The learner will demonstrate through a written class assignment the ability to read course materials and textbook, analytically comprehend the content, and organize and summarize the major points to others in an effective and concise manner consistent with a junior level university student.*
- **Student Learning Outcome #2:** *The learner will demonstrate through written class assignments the ability to research course related literature and understand and compose comprehensive and concise definitions/descriptions of specific terminology, management principles, management theory, and management practices directly related to the course of study.*
- **Student Learning Outcome #3:** *The learner will demonstrate the ability to conduct a comprehensive review of literature outside the course textbook and to develop written documents and oral presentations that effectively explain to others the key areas of understanding and practices that are required of contemporary managers of technology.*
- **Student Learning Outcome #4:** *The learner will demonstrate through class participation and required writings a working knowledge of and an advanced understanding of the discipline that constitutes technology management.*
- **Student Learning Outcome #5:** *The learner will demonstrate through discussion boards, written assignments, and classroom presentations the ability to effectively apply the principles and practices of technology management to a real-world environment/enterprise.*

Academic Honesty Policy-2017

Each enrolled student in this course agrees to abide by the following Academic Honesty Policy-2017:

Texas A&M University-Commerce
Department of Engineering & Technology
Academic Honesty Policy-2017

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 sanctions 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.

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 shall 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 e-mail 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*. Please download the policy statement, sign it electronically, and forward the document to your professor via the Dropbox.

Dr. Marc Smith, Assistant Professor of Technology Management

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 junior-level course. This fact alone dictates a different learning environment than what you may have experienced in other classes and will require, in some cases, a new approach to the learning process on your part. 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 dedication to this course and a desire to advance your education and the art of learning to a degree that may be new to you. Additionally, as a four-hour online class, your time management skills will be put to the test as you try to balance other courses, career, family, leisure time, and other obligations along with your responsibilities to this course. **Do not fall behind in this class.** Being busy is not an excuse for turning in assignments late!

The educational philosophy of this course. *The student is the center of the learning process;* therefore, **the student is expected to assume the responsibility for their learning** - to the degree and level that learning is achieved. Much of the learning achieved in this class will come as a result of student discussions. In this environment, the professor will serve largely as a 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. Accordingly, **the student must be self-driven** by reading carefully all materials provided by the professor, completing all course assignments in accordance with the instructions and specifications provided by the professor, complying with assignment deadlines, and working within the assignment/course evaluation criteria.

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

Coursework in this class. The coursework in this particular course may be different from other classes you may have taken in the past. First, it is a four-hour class. Consequently it is expected that you will spend more time completing the assignments in this class than you may have in other three-hour classes. Second, this is a project course. The assignments include several writing and oral assignments that are intended to present real world situations and environments, but without a reliance on quizzes and exams as the primary means of confirming the student's retention of facts.

Communications with Your Professor

- Correspondence with your professor in this course will be done via e-mail.
- All e-mails to your professor **must** be written clearly in a **formal business format** with a salutation, body, and closing.
- E-mails must be written in complete sentences, correctly spelled words, correct punctuation, grammar, etc.

- All e-mails sent to your professor **MUST** have the following in the e-mail **SUBJECT LINE**:

TMGT 510 01W – M. Smith: *Your First Name, Your Last Name, Your CWID #*

- **Virtual Office Hours:** Online office hours are noted on page 1 of this course syllabus. I check also my e-mail inbox regularly and try to reply to messages within 24 hours.

Course Operational Policies

This course will require you to read, conduct extensive research, and write at a level appropriate for a junior-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, e-mails, and 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 and e-mails and responding to e-mails when requested. **This should be a daily habit!**
- You will be expected to employ a **formal business writing style and format** in all of your written correspondence (*including e-mails*).
- You will be expected to practice **civility** in your verbal interactions with the professor, staff, and other students.
- You will be expected to devote **at least 12 clock hours** to this course each week of the semester.

NOTICE: If you are not willing to devote the time and effort necessary for the successful completion of this course or if you do not have the prerequisite knowledge/skills to successfully complete this course, you need to discuss this matter with your academic advisor immediately.

- You will be expected to log into **eCollege** often to check for correspondence from your professor.
- Work, vacation, travel, sickness/accident/death outside your immediate family does **NOT** constitute an approved excuse for not completing assignments and/or not meeting course deadlines and due dates.
- If you find it necessary to miss a deadline/due date and you believe you have a valid reason that meets university guidelines and course policy, **notify your professor immediately in writing!**
- Grading policies and requirements identified in this course syllabus are **non-negotiable** and will be adhered to in this course of study with all students held to an identical and equal standard.
- If you do not agree with any requirement herein, believe any requirement to be “unfair” or “unreasonable,” or believe that less should be expected of you than your classmates in order to earn a comparable course grade, you should **WITHDRAW IMMEDIATELY** from this course and re-evaluate your dedication to the principle of academic integrity and success!
- Grades earned in this course will be based on a numerical value and the final course grade will be recorded/posted as a letter grade (refer to the grading scale below).
- Numerical scores that determine the final course grade will not be rounded-up.

Civility is the rule at all times!

Tips for Success in This Class

This course of study uses online learning and collaboration tools; therefore, I am providing you the following tips for success:

Do Not Presume. Many students assume that online courses require less work and time and are generally “easier” than in traditional face-to-face university courses. In reality, online courses are designed to be just as rigorous, detailed, and demanding as their face-to-face course counterparts. Be prepared to devote a minimum of twelve (12) clock hours a week for this course including required online assignments.

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

Participation in an Online Class. You will be required to participate in the discussion boards (see below). Always respond to discussion board questions with substantive, well-researched remarks. An example of a *bad* posting would be a very short, non-value added response such as, “*I agree with the previous post.*” An acceptable response would be multi-sentenced, thoroughly researched by you, and generates 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 and Take Responsibility for Your Grade. If you have course-related questions or do not understand an assignment, it is time for you to contact your professor (presumably through university e-mail). 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 five 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 or project is due to begin—*your grade will suffer.* Time management, planning ahead, and organization are the keys to success in any academic course.

Basic Technology Requirements of This Class

- For maximum efficiency, you will need a good computer connected to high-speed Internet.
- Current anti-virus software must be installed and kept up-to-date.
- At a minimum, you must have Microsoft Office 2010 or later. Microsoft Office is the standard office productivity software utilized by faculty, students, and staff. Microsoft Word is the standard word processing software, Microsoft Excel is the standard spreadsheet software, and Microsoft PowerPoint is the standard presentation software. Copying and pasting, along with attaching/uploading documents for assignment submission, will also be required. If you do not have Microsoft Office, you can check with the bookstore to see if they have any student copies.

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 ensure that effective learning is taking place within the existing course structure. If changes are indicated, this feedback will help with course re-design and/or other revisions that will make the course more relevant for future students and the employers of our graduates.

Plagiarism

United States law recognizes that words and ideas have value and can be stolen. The expression of original ideas is considered intellectual property and is protected by copyright laws. Almost all forms of expression fall under copyright protection as long as they are recorded in some way (*such as a book, article, musical composition, or computer file*).

All of the following are considered examples of plagiarism:

- Turning in someone else's work as your own.
- Copying words and/or ideas from someone else without giving proper credit (references).
- 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.
- 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).

Course Official Grade Book

Your professor maintains the official grade book and calculates grades externally from the courseware. The online grade book is NOT the official grade book and is utilized only for the purpose of retrieving assignment and examination grades, when applicable, and as a convenient feedback utility to inform students of individual assignment grades, once available. The online 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 online grade book may not reflect actual course performance.

Writing Center

The Writing Center at Texas A&M University is committed to assisting student writers at all levels. The Writing Center is located on-campus in the Hall of Languages Building, Room 103. The hours of operation are Monday through Thursday from 9:00 a.m. until 4:00 p.m. and on Friday from 9:00 a.m. until 1:00 p.m. There is also an Online Writing Lab, accessed by sending an e-mail to: writing.tamuc@gmail.com.

COURSE ASSIGNMENTS

*All work in this course is to be completed individually, **without collaboration from others.***

Refer to the section in this course syllabus on plagiarism.

*Each student in this course of study agrees to accept and abide by the **Academic Honesty Policy** found in this course syllabus.*

As you read the textbook and conduct outside readings and literature searches, familiarize yourself with the requirements in the following assignments. Also, as you read, take notes of materials/key points that you may wish to include in your assignment response. Be sure to maintain the title, author, location, etc. of the sources of your research. After you have read and thoroughly researched your source materials, review the assignment again and begin to organize your thoughts as to the most effective, complete, and yet concise way to organize your response while keeping the reader in mind. 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 work**. Be careful of formatting, word usage, spelling, and grammar and be sure to cite all of your sources, *if applicable*.

Additionally, I will be looking for evidence in your response that you read the textbook, conducted appropriate and extensive outside readings, and that you understood and were able to analyze the information you read for the benefit of your reader. Use of extensive quotations without providing a paraphrase of the material does not indicate an appropriate level of personal understanding. Give much attention to paper organization. Write to your intended audience and at a level they can understand. Use the Publication Manual of the American Psychological Association (APA) for all style and writing questions not addressed specifically in this course syllabus.

IMPORTANT NOTICE

It is assumed that as a student in this course you know how to read at a high level, conduct word searches, and write (author) original papers/assignments on a given topic that fully comply with APA formatting guidelines. This course of study is not designed to provide you instruction on how to conduct research and/or write papers, respond to assignments, etc. Therefore, if you feel you do not have this level of knowledge and skill required in this course of study, you will need to discuss this matter immediately with your academic advisor to determine if you should remain in this course of study or what other action(s) you might wish to explore.

Turning In Written Course Assignments

- Assignments are to be turned in to your professor via the associated assignment Dropbox.
- Do **NOT** turn-in your assignments prior to 24 hours before it is due.
- ***Submit your assignments only once. The first one submitted will be the one graded.***

Guide & Instructions for Completing Assignment 1: Technology Management Paper

DUE: Tuesday, February 6, 2018 by 11:59pm

VALUE: 100 Points

- Develop and write an original paper that explains the following:
 - ✓ What is your definition of Technology Management?
 - ✓ How do you currently apply Technology Management in your career or course work?
 - ✓ In your opinion, why is/should be Technology Management important to employers?
- If you use the Internet as a source of your information, ensure it comes from a reliable source. Wikipedia is not considered, generally, to be a reliable source of accurate historical factoids.
- The paper is to be 100 to 125 words including reference pages. **NO ABSTRACT!**
- Use proper APA headings as needed to assist your reader.
- **Assignment Submission Instructions:** Paper is to be submitted as an attachment to an e-mail. The file name must follow this format: 01W-Your Last Name-Assignment 1.
- Your paper is to be written in **Times New Roman**, 12 point font.
- **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).
- **Line Spacing:** Single-spaced between all text lines of the paper (an exception to APA).
- On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. **Use 10 point font.**

Example: Doe, John-12345678
 TMGT 350 01W-2/6/2018

- **Pagination:** On **all** pages of the paper, place page numbers in the upper right-hand corner of the page. **Use 10 point font.**

Example: 1 of 10 or Page 1 of 10

- **Summary Title:** On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be: **ASSIGNMENT #1 TECHNOLOGY MANAGEMENT DEFINITION**
- You are **not** to include a title page, abstract, references, or table of contents for this assignment.

Guide & Instructions for Completing Assignments 2: Chapters 2-5 Review

DUE: Tuesday, February 20, 2018 by 11:59pm

VALUE: 150 Points

The textbook chapters that relate to Assignment #2 are 2-5.

Based on your reading and study of Chapters 2-5 and additional outside readings/research, use 150 to 200 words to describe/define five of the ten topics listed below for your paper. Knowledge Management is a required topic; the remaining four are your choice.

1. Knowledge management
 2. Technology firm
 3. Value creation
 4. Concurrent design
 5. Virtual organization
 6. Agility
 7. Human resource management
 8. Cost accounting
 9. Management accounting
 10. Strategic and tactical planning
- In addition to using the textbook as a reference source for each topic, you must cite at least one (1) additional source for each topic.
 - Write 150 to 200 words per topic (not counting the list of references).
 - Use proper APA formatting to assist your reader.
 - **Assignment Submission Instructions:** Paper is to be submitted as an attachment to an e-mail. The file name must follow this format: 01W-Your Last Name-Assignment 2.
 - Your paper is to be written in **Times New Roman**, 12 point font.
 - **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).
 - **Line Spacing:** Single-spaced between all text lines of the paper (an exception to APA).
 - On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. **Use 10 point font.**

Example: Doe, John-12345678
TMGT 350 01W-2/20/2018

- **Pagination:** On **all** pages of the paper, place page numbers in the upper right-hand corner of the page. **Use 10 point font.**

Example: 1 of 10 or Page 1 of 10

- **Summary Title:** On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be (example): **ASSIGNMENT #2 CHAPTERS 2-5 REVIEW**
- You are **not** to include a title page, abstract, or table of contents. Your paper **must** include a reference section for your citations.
- Bulleted lists are acceptable as they make it easier for the reader to process information, but such lists do not replace narratives. Follow APA guidelines for developing bulleted lists.

Guide & Instructions for Completing Assignment 3: Chapters 6-12 Review

DUE: Sunday, March 11, 2018 by 11:59pm

VALUE: 200 Points

The textbook chapters that relate to Assignment #3 are 6-12.

Based on your reading and study of Chapters 6-12 and additional readings/research write in 200 to 250 words a description/definition: Select three of seven topics listed below for your paper. Globalization is a required topic; the remaining three are your choice.

1. Globalization
 2. Innovation
 3. Decision-making
 4. Forecasting
 5. Consumer research
 6. Data analysis
 7. Business and IT strategy alignment
- In addition to using the textbook as a source for this assignment, you must cite at least one (1) additional source for each topic your responses.
 - Write 200 to 250 words per topic (not counting the list of references).
 - Use proper APA formatting to assist your reader.
 - In addition to using the textbook as a reference source for each topic, you must cite at least one (1) additional source for each topic.
 - **Assignment Submission Instructions:** Paper is to be submitted as an attachment to an e-mail. The file name must follow this format: 01W-Your Last Name-Assignment 3.
 - Your paper is to be written in **Times New Roman**, 12 point font.
 - **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).
 - **Line Spacing:** Single-spaced between all text lines of the paper (an exception to APA).
 - On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. **Use 10 point font.**

Example: Doe, John-12345678
 TMGT 350 01W-3/11/2018

- **Pagination:** On **all** pages of the paper, place page numbers in the upper right-hand corner of the page. **Use 10 point font.**

Example: 1 of 10 or Page 1 of 10

- **Summary Title:** On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be (example): **ASSIGNMENT #3 CHAPTERS 6-12 REVIEW**
- You are **not** to include a title page, abstract, or table of contents. Your paper **must** include a reference section for your citations.
- Bulleted lists are acceptable as they make it easier for the reader to process information, but such lists do not replace narratives. Follow APA guidelines for developing bulleted lists.

Guide & Instructions for Completing Assignment 4: Research Paper

DUE: Tuesday, April 10, 2018 by 11:59pm

VALUE: 200 Points

Identify, locate, and research published information about one (1) current topic related to an area of technology management from the list to be provided. These areas may include, but are not limited to:

1. Management of technology projects,
 2. IT strategic planning,
 3. Management of technology development,
 4. Impact of disruptive technologies on business strategies,
 5. Technology skill recruitment, or
 6. IT software development offshoring.
- Develop and write an original paper that describes the topic and explains the potential impact that the situation will have on the broader technology management field over the next five years.
 - If you use the Internet as a source of your information, ensure it comes from a reliable source. Wikipedia is not considered, generally, to be a reliable source of accurate historical factoids.
 - The paper is to be 300 to 400 words including reference pages. **NO ABSTRACT!**
 - Use proper APA formatting to assist your reader.
 - Each paper is to have, at least, three (3) cited references other than the textbook.
 - **Assignment Submission Instructions:** Paper is to be submitted as an attachment to an e-mail. The file name must follow this format: 01W-Your Last Name-Assignment 4.
 - Your paper is to be written in **Times New Roman**, 12 point font.
 - **Margins:** One (1") inch margins left, right and bottom and a two (2") inch margin at top of page (an exception to APA).
 - **Line Spacing:** Single-spaced between all text lines of the paper (an exception to APA).
 - On **all** pages of the paper, place your full name (last name first), CWID, course number and section, and the date submitted in the upper left-hand corner of the page. **Use 10 point font.**

Example: Doe, John-12345678
TMGT 350 01W-4/10/2018

- **Pagination:** On **all** pages of the paper, place page numbers in the upper right-hand corner of the page. **Use 10 point font.**

Example: 1 of 10 or Page 1 of 10

- **Summary Title:** On the first line of page 1, centered and bold in 12 point font, place the research paper title. The title is to be (example): **ASSIGNMENT #4 RESEARCH PAPER ON ...**
- You are **not** to include a title page, abstract, or table of contents. Your paper **must** include a reference section for your citations.

Bulleted lists are acceptable as they make it easier for the reader to process information. Follow APA guidelines for developing bulleted lists.

Guide and Instructions for Completing Assignment 5: Project

DUE: Tuesday, May 8, 2018 by 11:59pm

VALUE: 150 Points

Create a 4-5 minute Microsoft PowerPoint or similarly constructed presentation of a strategic plan for a fictional IT department following the example I will provide. Record your individual slide with voice-over presentation, post it on YouTube, and provide me with the link to the presentation. In the presentation, you must show the linkages between company strategies, the strategies of the IT department, and the proposed projects for the coming year. The outline of the presentation must include the following:

- Cover page
- Vision statement
- Mission statement
- Key responsibilities of IT functional groups
- Customers and stakeholders of the IT department
- Competitive analysis including SWOT, apparent strategies, and stated core competencies
- Strategic issue statements/analysis
- Key IT strategies
- Enabling IT strategies
- Proposed initiatives and investments
- Specific one-year horizon objectives
- Project summary
- Organization chart
- Planning assumptions
- Capital and operating budgets for upcoming year

The video can be made with a smart device with a camera, smart phone, webcam, laptop, etc. This does not need to be a blockbuster film. However, we should be able to hear you and see your slides clearly.

Guide & Instructions for Completing Assignment 6: Discussion Boards

VALUE: 20 Points Each

Five discussion boards will be scheduled during the semester. Each board will be related to a case study provided by the professor. To receive full credit for the assignment, you will complete a post of no less than 40 words, *in your own words*, on the topic. These posts are to be completed by Tuesday at midnight

of the week due. You will also develop two *substantive* replies to the posts of other students (due by the following Sunday at midnight). Responses such as “I agree” or “that’s right” *are not substantive*. Each discussion board is worth 20 points for a total of 100 points for the five boards.

Graded Elements of the Course

Assignment 1 -Maximum value 100 points.	<i>Due by 11:59 pm on February 6, 2018</i>
Assignment 2 -Maximum value 150 points.	<i>Due by 11:59pm on February 20, 2018</i>
Assignment 3 -Maximum value 200 points.	<i>Due by 11:59pm on March 11, 2018</i>
Assignment 4 -Maximum value 200 points.	<i>Due by 11:59pm on April 10, 2018</i>
Assignment 5 -Maximum value 150 points.	<i>Due by 11:59pm on May 8, 2018</i>
Assignment 6 -Maximum value 100 points.	<i>See class schedule (below) for due dates</i>

Course Grading & Evaluation Policy

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

A = 900-810 points
B = 809-720 points
C = 719-630 points
D = 629-540 points
F = 539-000 points

NOTICE for REQUIRED COURSE ASSIGNMENTS

In this class, you are preparing yourself to be a respected professional in a real world environment. Consequently, you should take advantage of this opportunity and conduct yourself as would be expected by business managers and executives.

The assignments for this course of study have been provided in this class syllabus. You are responsible for turning in your assignments on time. In the real world, your boss will not be sending you reminders to get your work done on time and I will not be either! If you have questions about any of the assignments, it is your responsibility to bring those questions to me in a timely manner. Special allowances will not be made for mismanagement of time.

In the business world, attention to detail is critical. In this day of texting shortcuts and slang, you may not have placed a great deal of importance on spelling,

grammar, or arithmetic calculation accuracy. But you can bet your boss will! These are the details that indicate a dedication to high professional standards and will separate you from others who lack these disciplines. Consequently my grading rubric for written assignments contains three specific attributes: ❶ subject completeness, ❷ factoid accuracy, and ❸ proper paper formatting/language.

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.

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 on page 2 of this course syllabus.

Use of Outside Sources for Written Work, Papers and Assignments

In this course, if it is determined that a student used paid services to obtain previously written work, have the service write course papers, or prepare course assignments, that student will receive a failing grade (0 points) on the work in question.

In addition, the student may be subject to recourse according to University policy.

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

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

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.

Campus Carry – Refer to the **Texas A&M University-Commerce**

Rules & Procedures 34.06.02.R1-Carrying Concealed Handguns on Campus

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 policy, 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 announced appropriately 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

- | | |
|----------------------------|---|
| • January 16, 2018 | First Class Day - <i>Begin reading the course textbook</i> |
| • January 23, 2018 | Acceptance of Academic Honesty Policy Due |
| • February 6, 2018 | Assignment #1 Due (Technology Management Definition) |
| • February 13, 2018 | Assignment #6 Discussion Board #1 Post Due |
| • February 18, 2018 | Assignment #6 Discussion Board #1 Replies Due |
| • February 20, 2018 | Assignment #2 Due (Chapter 2-5 Review) |
| • February 27, 2018 | Assignment #6 Discussion Board #2 Post Due |
| • March 4, 2018 | Assignment #6 Discussion Board #2 Replies Due |
| • March 11, 2018 | Assignment #3 Due (Chapter 6-12 Review) |
| • March 12-16, 2018 | Spring Break |

- **March 20, 2018** **Assignment #6 Discussion Board #3 Post Due**
- **March 25, 2018** **Assignment #6 Discussion Board #3 Replies Due**
- **April 10, 2018** **Assignment #4 Due (Research Paper)**
- **April 17, 2018** **Assignment #6 Discussion Board #4 Post Due**
- **April 22, 2018** **Assignment #6 Discussion Board #4 Replies Due**
- **May 1, 2018** **Assignment #6 Discussion Board #5 Post Due**
- **May 6, 2018** **Assignment #6 Discussion Board #5 Replies Due**
- **May 8, 2018** **Assignment #5 Due (Project)**
- **May 11, 2018** **Final Day of the Spring 2018 Semester**

Refer to the University Master Calendar for additional important dates.

Professional Biographical Summary

Dr. Marcus L. Smith, Jr. is an assistant professor of technology management in the Department of Engineering & Technology/*College of Science & Engineering*. He received his Doctor of Business Administration from the University of the Incarnate Word, San Antonio, Texas. He also holds a Master of Science degree in Engineering Management and Bachelor of Science degree in Computer Science from the Missouri University of Science & Technology located in Rolla, Missouri.

Dr. Smith has over thirty-five years of information technology experience including ten years in the Chief Information Officer (CIO) role for three companies. Additionally he served as the Chief Technology Strategist for AT&T's Signature Client Group. In that capacity, he assisted major customers including United Services Automobile Association (USAA), Clear Channel Communications, H.E. Butt Grocery Company (H-E-B), Valero, Whole Foods, and Advanced Micro Devices (AMD) in aligning their strategic business objectives with a technology roadmap. His total body of career experiences represents a combination of consulting best practices and industry practitioner.

Prior to joining AT&T, Dr. Smith served as CIO for Pabst Brewing Company, Mallinckrodt (now a division of Covidien), and OmniAlert (a technology start-up). He also worked for top-tier consulting firms including Price Waterhouse, Ernst & Young, and Computer Sciences Corporation (CSC). While at CSC, Dr. Smith led the development of a set of innovative frameworks and methods for a new consulting practice that linked/aligned clients' business plans with their information technology plans.
