



COURSE SYLLABUS – MGT 420
Project Management (3 credit hours) CRN 20147, SEC 01
Monday & Wednesday – 2:30pm-3:45pm – Rahall 311
Spring 2019

Instructor Contact Information

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Office Hours:

Monday 12:00pm-2:00pm
Tuesday and Thursday 10:00am-11:00am,
2:00pm-3:00pm
Wednesday and Friday by appt only

Inclement weather schedule:

www.concord.edu/emergency-alerts

Sign up for emergency text messages:

<http://sms.concord.edu>

Mission: The Mission of the Business Administration degree program at Concord University is to transform our students into competent and responsible business leaders through high quality teaching and personalized advising, while stimulating their academic and service zeal within the context of Concord's strong liberal arts tradition. Business faculty engage in active research and service to ensure that our graduates are ready to take on the challenges of the business world or to pursue rigorous graduate education.

Text, Materials, and Technology Required

- *Staffing Organizations* 8th Edition by Heneman, Judge, and Kammeyer-Mueller
ISBN10: 0077862414 | ISBN13: 9780077862411
- Blackboard – course supplements available

Catalog Description: This course develops a foundation of concepts and solutions that supports the planning, scheduling, controlling, resource allocation, and performance measurement activities required for successful completion of a project. Topics include project scope, time and cost management, human resource management, communication, ethics, risk and procurement.

Learning Outcomes: Based upon online discussions, instructional activities and lecture materials, successful completion of learning activities, and the use of course curriculum materials, the students will be able to:

- Identify the life cycle of a project and the benefits of project management
- Organize a project into manageable parts
- Develop project budgets and schedules
- Understand and plan for the risks in project management
- Describe how a project is monitored and reported to key stakeholders
- Develop and present a project plan

Concord University Educational Goals:

The goals of this course are consistent with the mission of Concord University: The mission of Concord University is to provide a quality; liberal arts based education, to foster scholarly activities, and to serve the regional community. This course addresses all three education goals.

Skills: Proficiency in interpreting data, integrating information, formulating ideas, thinking critically, and communicating with others:

1. Effective inter-communication skills and literacy adapted as needed for the demands of various kinds of discourse:
 - listening and speaking
 - reading and writing
 - media and technological literacy
2. An ability to employ appropriate observational, logical, analytical, and critical thinking skills within and across academic disciplines; and to apply these skills in problem solving.
3. An ability to analyze, synthesize, and integrate elements, information and ideas.
4. An ability to evaluate elements, information, and ideas on the basis of appropriate criteria.
5. An ability to apply and to transfer academic and experiential learning appropriately from one context to another.
6. An ability to learn and work effectively both independently and collaboratively.

Knowledge: Familiarity with principles underlying academic discourse in various fields:

1. An ability to discern the reciprocal influences of environments, cultural beliefs and attitudes, and societal institutions and practices.
2. An ability to interpret events and trends within historical contexts.
3. Self-knowledge, including awareness of one's own competencies, deficiencies, and optimal individual learning-style(s).

Attitudes: Tendencies conducive to self-knowledge, personal growth and development, and responsible citizenship

1. Respectful attentiveness to differing perspectives and willingness to engage in dialogue across differences in order to seek mutual understanding and equitable conflict resolution.
2. Cultivation of and support for attitudes and practices that foster physical, mental, emotional, and social well-being.
3. Motivation to pursue lifelong learning and ongoing intellectual growth.

Teaching Strategies/Processes

The following teaching methods will be utilized in the presentation of course materials:

1. **Class Discussions:** Lectures will be utilized to provide important material from the text and outside sources to be covered in class. Students should plan to take careful notes as all material cannot be found in the text or readings.
2. **Case Study analysis** will be utilized review and discuss a variety of cases related to management communication. Discussions in small groups as well as the whole class are encouraged. Students are encouraged to engage in question/answer sessions to facilitate a more effective learning process.
3. **Learning Activities:** Students will engage in a variety of learning activities, to provide hands-on applications of course content presented. A variety of activities including large and small group discussions, peer reviews of work, internet research, research readings, and case studies analysis will be utilized.
4. **Visual Aids and Computer Applications:** Several visual aids including computer presentation media will be used as part of the learning environment. In addition, students will utilize computers to

conduct research using the Internet as part of their assignments. Email will also be utilized during the course as a communication tool.

5. **Assessment Measures:** Assessment measures utilized in this course will include completion of instructional topics and examinations.

Method of Evaluation

A point system will be utilized to configure grades with a total of **1000 possible points**. The grading point scale to be used is as follows:

<u>GRADING SCALE:</u>		
A = 90 – 100%	900 – 1000 Points	Track your points and you can easily determine your grade at any time!
B = 80 – 89%	800 – 899 Points	
C = 70 – 79%	700 – 799 Points	
D = 60 – 69%	600 – 699 Points	
F = Below 60%	599 and below	

Evaluation and Grading

Chapter Assignment/Class Activities	Will vary		600 pts
Tests/Exams	100 pts each	100 pts x 3	300 pts
Class Participation			100 pts
Total points possible			1000 pts

Class Activities:

Class Activities are in-class assignments specific to the chapter we are reviewing. Class Activities will vary from discussions, group work, and individual work. All class activities must be complete IN CLASS. If you miss a class, then you miss the class activities. **No exception.**

Chapter Assignment:

These assignments are designed to enhance the chapter learning objectives. Typically, you will follow the directions in the textbook for these exercises/homework; though, I sometimes will provide you with an “answer” sheet or alter the directions.

Instructor’s Classroom Management Policies

The Learning Environment – An orderly classroom is essential to teaching and learning, and respect for all students and the instructor is expected. In order to maintain a productive learning environment, it is requested that each student in this course follow and maintain the classroom policies as outlined below.

Attendance and Make-up Work -- In order for students to complete assignments and to actively and effectively learn the course content presented, consistent class attendance is essential. Roll will be taken at the beginning of each class meeting.

- If you are absent, a **valid (University) excuse** must be presented within one week of the absence or the absence will be considered unexcused and any work missed will be graded as zero. In addition to university-excused absences and medically excused absences, I will work with each individual student to determine what is determined as an excused or unexcused absence.
- If you are absent from class and the absence is EXCUSED, you will have **one week** from the absence to submit makeup work – this also includes making up a missed exam. It is the student’s responsibility to contact the instructor for the missed assignment/homework.

- Students who miss exams without my prior knowledge and who do not have a valid excuse, will not be considered to makeup the missed exam.
- **It is the student's responsibility to complete work assigned, to obtain notes and instructions missed during an absence.**
- **Assignments:** All homework assignments will be due at the **beginning** of the assigned class or on Blackboard per the professor's instructions. Emailed assignments will not be accepted. I prefer that homework assignment be typed but on occasion will take a hand written assignment if completed in class. When submitted, assignment and/homework must include your name, the due date, the chapter and assignment name.
- **Late Assignments:** In order to be fair to students who get their assignments in on time and to keep my schedule, **NO** late work will be accepted. The only exception will be if you have a University approved excuse. If you have a University approved excuse, you will have one week from the original due date to submit the assignment.

Tardiness and Leaving Class-- The class will begin promptly at 2:30pm. The class atmosphere is disrupted by tardy students and by students who excuse themselves during class. Consistent tardiness or leaving the classroom early may result in an instructor withdrawal from the course. This is considered disruptive behavior and is identified in the catalog as a reason for instructor withdrawal.

General policies for maintaining a productive learning environment

- **Please keep all cell phones on silent during class.**
- Laptops in class are permitted, in fact, encouraged to facilitate better note taking and completion of work. However, individuals who are using their laptops for other activities rather than what is directly related to class **will be asked to NOT bring their laptops to future class sessions.**
- Students who disturb the learning environment by talking, whispering, laughing, making motions to fellow students, ignoring the computer laboratory rules, placing their feet on desks, sleeping, or other types of nuisances, are a distraction not only to the instructor but to their fellow students, and will be corrected.

Department of Business and RTM-- General Expectations of Students

All students seeking a Business Administration degree will have an attitude and demeanor that demonstrates a real commitment to the learning process. You will adhere to the expectations developed by the Division Faculty while in class and while representing the Department of Business and RTM and Concord University. A complete list of these expectations can be found displayed on Department bulletin boards and the website -- <http://www.concord.edu/business/>

Accessibility/Accommodations

Concord University is committed to responding to the needs of students with disabilities as defined by the Americans with Disabilities Act. Please inform your instructor at the beginning of the class semester if you have a disability and are requesting accommodations. It is your responsibility to self-disclose that you are requesting accommodations. The University and instructor will provide you with a reasonable accommodation. You should register with CU's Disability Services Office, located in the Athens campus Jerry and Jean Beasley Student Center, Bottom Floor, across from the Campus Post Office. The Disability Services Office phone is 304-384-6086 or you can email the Director, Nancy Ellison, at nellison@concord.edu for assistance.

Academic Dishonesty

Academic dishonesty is morally unacceptable as well as destructive to the learning and teaching atmosphere. Academic dishonesty includes the giving or receiving of improper help on examinations or assignments, falsifying documents, and plagiarism (the act of stealing and using, as one's own, the ideas or the expression of the ideas of another). Such dishonesty can lead to a variety of penalties — including but not limited to failure of assignment, failure of course, loss of institutional privileges, or dismissal from the University. (See University Catalog Academic Policies and Procedures.)

Concord University Honor Code

A Concord University Honor Code was approved by students, staff, faculty, administration, and the CU Board of Governors. The Code states:

"As a member of the Concord University Community I will act with honesty and integrity in accordance with our fundamental principles and I will respect myself and others while challenging them to do the same."

The Honor Code is intended to unite the Concord community behind a culture of honesty, integrity, and civility.

Class/Online Attendance Policy

Regular class attendance is part of a student's academic obligation at Concord. Irregular attendance may affect academic performance adversely and is detrimental to the atmosphere of a class. (See University Catalog Academic Policies and Procedures.)

Emergency Alert System

In an effort to increase safety and security on our campus, Concord University encourages everyone to register for instant text message alerts. Alerts will only be used for security and safety notices. All students, faculty, and staff are eligible to receive text message alerts on their cell phones or email alerts. Please contact the IT Help Desk for further assistance (304-384-5291).

Emergency Information

Emergency/courtesy telephones are located at the main entrance of each residence hall and at various other locations on campus. Emergency telephones can be identified by the flashing blue light and will provide the user with a direct link to Public Safety at the press of a button. To report an on-campus emergency, call 304-384-5357 or 911. The Office of Public Safety is located on the bottom floor of the Rahall Technology Center. For further emergency information go to:

<http://www.concord.edu/administration/office-public-safety>.

Inclement Weather Policy

As a general policy, the University will remain in normal operations during adverse weather conditions. In the event of severe weather conditions, the following may occur:

University Closure

No students or employees are to report.

Classes Cancelled

Students do NOT report BUT employees are expected to report to work at their normal time.

Operating on an Inclement Weather Delay

Under this schedule, all 8 a.m. classes will start at 10 a.m. Students and faculty will follow the Inclement Weather Schedule. (See <http://www.concord.edu/emergency-alerts> for Athens/Beckley

Inclement Weather Schedules.)

**Announcements invoking the late schedule or other options referenced above are aired on area radio and television stations and are sent as text and email messages to those enrolled for this service.*

Student Conduct

In classrooms, online, laboratories, and during any activities that are part of course requirements, students are expected to observe reasonable rules of conduct.

Sexual Harassment & Assault

Federal law, Title IX, and Concord University policy prohibits discrimination, harassment, and violence based on sex and gender (Including sexual harassment, sexual assault, domestic/dating violence, stalking, sexual exploitation, and retaliation). If you or someone you know has been harassed or assaulted, you can receive confidential counseling support through the Concord University Counseling Center (304-384-5290). Alleged Violations can be reported non-confidentially to the Concord University Title IX Coordinator at 304-384-6327 or titleix@concord.edu. Reports to Campus Security can be made at (304-384-5357). As an employee at Concord University, I am a mandatory reporter which means I must report any sexual misconduct I am made aware of. This includes verbal or written (such as in an assignment) disclosures of sexual harassment or sexual assault.

Technology Services

Contact the CU Help Desk at extension 5291 from campus or 304-384-5291 off campus. You may also e-mail cuhelpdesk@concord.edu.

Syllabus Disclaimer

"This syllabus is subject to change based on the needs of the class. Please check it regularly."

Please review the following websites, which may be useful to you:

- The inclement weather schedule: <http://www.concord.edu/emergency-alerts>
- The Beckley inclement weather schedule: http://www.concord.edu/userfiles/files/emergency/HEC_Inc_Weather_Schedule.pdf
- Concord University encourages everyone to register to receive instant emergency text message alerts via cell phones and/or email alerts: <http://sms.concord.edu/>
- "General Expectations of Business Students" and the "If Students Miss an Exam Policy" <http://www.concord.edu/academics/business/current-students/policies>
- The Division of Business Mission statement and reference to the Division of Business homepage: <http://www.concord.edu/academics/business/>
- The university Honor Code and Mission statement, www.concord.edu/userfiles/files/Academics/StudentHB2010-2012.pdf

TENTATIVE Schedule for MGT 420	
Week	Class Work and Assignments
<i>Week 1 January 14 & 16</i>	Introduction and Review of Syllabus
<i>Week 2 January 21 & 23</i>	Monday – No Class – Martin Luther King, Jr Day Chapter 1 Review
<i>Week 3 January 28 & 30</i>	Chapter 2 Review
<i>Week 4 February 4 & 6</i>	Chapter 3 Review
<i>Week 5 February 11 & 13</i>	Chapter 4 Review Wrap up and Review for Exam #1
<i>Week 6 February 18 & 20</i>	<u>Exam #1 – Chs 1, 2 3,4</u> Chapter 5 Review
<i>Week 7 February 25 & 27</i>	Chapter 6 Review
<i>Week 8 March 4 & 6</i>	Chapter 7 Review
<i>Week 9 March 11 & 13</i>	Spring Break – No Class
<i>Week 10 March 18 & 20</i>	Chapter 8 Review
<i>Week 11 March 25 & 27</i>	Chapter 9 Review Wrap up and Review for Exam #2
<i>Week 12 April 1 & 3</i>	<u>Exam #2 – Chs 5, 6, 7, 8, 9</u> Chapter 10 Review
<i>Week 13 April 8 & 10</i>	Chapter 11 Review
<i>Week 14 April 15 & 17</i>	Chapter 12 Review
<i>Week 15 April 22 & 24</i>	Chapter 13 Review
<i>Week 16 April 29 & May 1</i>	Wrap Up and Review for Final Exam
<i>Final Exam</i>	<u>Final Exam – Chs 10, 11, 12, 13,</u> <i>Wednesday 8, 2:00pm-4:15pm</i>

INCLEMENT WEATHER SCHEDULE

MWF Classes Regular	MWF Classes Inclement	TR Classes Regular	TR Classes Inclement
8:00-8:50	10:00-10:40	8:00-9:15	10:00-11:00
9:00-9:50	10:45-11:25	9:30-10:45	11:05-12:05
10:00-10:50	11:30-12:10	11:00-12:15	12:10-1:10
11:00-11:50	12:15-12:55	12:30-1:45	1:15-2:15
12:00-12:50	1:00-1:40	2:00-3:15	2:20-3:20
1:00-1:50	1:45-2:25	3:30-4:45	3:25-4:25
2:00-2:50	2:30-3:10		
3:00-3:50	3:15-3:55		
Department of Business			
MW Class Time	MW Inclement Time		
8:30-9:45	10:15-11:15		
11:00-12:15	12:15-1:15		
1:00-2:15	1:45-2:45		
2:30-3:45	2:50-3:50		