● **Faculty Information**

Name: Tanya Griffith
E-Mail: tgriffith@odessa.edu
Phone: 432-335-6521
Office: SH 208

Office Hours	
Campus Office Hours:	Monday - Thursday 3:00 to 5:00 PM; Friday 10:00 to 12:00 noon
Online Office Hours:	Online Office Hours by Appointment

About Your Instructor

My name is Tanya Griffith and I will be your Instructor for the fall session. The following is just a little insight into my background … I am a licensed CPA in both Wyoming and New Mexico, with a BBA in Business and Accounting, and a Master's degree in Education. I have worked in both the private and non-profit business sectors before pursuing my passion as an Instructor and Mentor in Higher Education. I look forward to working with each of you this semester.

Preferred Method of Communication:

You may contact me by e-mail using the following e-mail address; tgriffith@odessa.edu or by calling my office number 432-335-6521 during the above posted office hours. Be sure to check Blackboard regularly for announcements, including any changes to the course schedule due to instructor illness or conference attendance.

Expectations for Engagement for Instructor:

As an instructor, I understand the importance of clear, timely communication with my students. In order to maintain sufficient communication, I will

- provide my contact information at the beginning of the syllabus;
- respond to all messages within 24 hours if received Monday through Thursday, and within 48 hours if received Friday through Sunday; and,
- notify students of any extended times that I will be unavailable and provide them with alternative contact information (for me or for my supervisor) in case of during the time I am unavailable.

As an instructor, I understand that my students will work to the best of their abilities to fulfill the course requirements. In order to help them in this area, I will
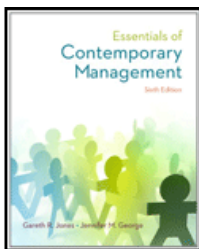
- provide clear information about grading policies and assignment requirements in the course syllabus, and
- communicate any changes to assignments and/or to the course calendar to students as quickly as possible.

As an instructor, I understand that I need to provide regular, timely feedback to students about their performance in the course. To keep students informed about their progress, I will

- post grades for discussion postings within one week of the discussion thread closing.
- provide grades for major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first.

- **Textbook Information and Required Hardware/Software**

Textbook(s):

Essentials of Contemporary Management, 6e

by Jones, G. R. & George, J. M.

Mc-Graw Hill/Irwin. ISBN 978-1259282553

This textbook with Connect access will be signed out to you on the first day of class and collected the day of the final exam for this course. Your instructor will provide instructions for registering and accessing the Connect Marketing site.

Hardware:

Students will need a reliable internet connection, computer with speakers, ability to send and receive e-mail, ability to browse the internet, and must have media (itunes, quicktime, or windows media player).

Software:

In addition to accessing Blackboard and Connect, students will need to have Adobe Reader for viewing PDF articles, Microsoft Word, Windows media player, and Firefox (preferably) for browsing the internet.

Websites:

Connect Course Link: http://connect.mheducation.com/class/t-griffith-bmgt-1309-f80ct-fall-2015

- ## Information About the Course

Instructor's Comments for Course

Be sure to read and follow the instructions found below and also for each assignment. To be successful in the course you should:

- allow plenty of time to do the assignments. The assignments are not designed to be done quickly. Set aside time each day to specifically work on this course.
- pay close attention to the due date for each lesson. Late work is not accepted.
- contact me via email at tgriffith@odessa.edu any time during the semester with questions, comments, or other issues regarding this course. Be sure to include BMGT 1309 in the subject line. I look forward to hearing from you.
  REMEMBER … **Communication is one of the most important keys to success in any learning environment.**
- grades will be posted to the student grade book within your Blackboard course.

Course Description

BMGT 1309.F80CT Information & Project Management (52.0201)(3-0) 3 credit hours. Critical path methods for planning and controlling projects. Includes time/cost tradeoffs, resource utilization, stochastic considerations, task determination, time management, scheduling management, status reports, budget management, customer service, professional attitude, and project supervision. (ICOs 1, 2, 4, 5, & 6)

Course Student Learning Outcomes

Upon successful completion of this course student will be able to

1. Identify, sequence, and estimate the duration of specific activities that must be performed to accomplish project goals.
2. Identify interactivity dependencies that must occur during the process stages.
3. Identify methods for determining, categorizing, and controlling costs.
4. Demonstrate project plan development and execution schemes.
5. Demonstrate means to coordinate change across a project.

Course Prerequisites:

None.

Course Topics:

- o Management and Managers
- o The Environment of Management
- o Planning, Decision Making, and Competitive Advantage
- o Organizing and Change
- o Leading Individuals and Groups
- o Controlling Essential Activities and Processes

- **Grading**

Type of Assignment	Percentage/Points	
Chapter Assignments	25 %	
Participation/Group Work	25 %	
Current Event Portfolio	10 %	
Tests	30 %	
Final Exam	10 %	
	100 %	TOTAL

Grading Scale:

"A" = 90-100
"B" = 80-89
"C" = 70-79
"D" = 60-69
"F" = 0-59

Grading Policy:

Quality work and active participation is expected and not to be negotiated. You can expect feedback on major assignments within 2 weeks of the due date or at least 3 days before the next major assignment is due, whichever comes first. If you have grade inquiries, you need to contact me within 5 days after grades are posted to Blackboard in order for me to review and change a grade.

- **Student Course Participation**

As a student, I understand that I am responsible for keeping up with the course. To help with this, I will

- identify alternative computer and internet access in case my primary computer crashes or my internet service is unavailable;
- recognize that the college provides free wi-fi and computer labs during regular campus hours to help me with accessing my course; and,
- understand that my instructor does not have to accept my technical issues as a legitimate reason for late or missing work if my equipment or service is unreliable.

As a student, I understand that it is my responsibility to communicate quickly with the instructor any issue or emergency that will impact my involvement with or performance in the class. This includes, but is not limited to

- getting "kicked off" of the system during tests or quizzes;
- having trouble submitting assignments; and
- dealing with a traumatic personal event.

As a student, I understand that it is my responsibility to understand course material and requirements and to keep up with the course calendar. While my instructor is available for help and clarification, I will

- seek out help from my instructor and/or from tutors;
- ask questions if I don't understand; and
- access my course several times during the week to keep up with assignments and announcements.

As a student, I understand that I will have the opportunity to provide feedback on my experience in this course through an end-of-course Student Evaluation of Instruction (SEI).

- **Course Policies**

Disclaimer

This syllabus is tentative and subject to change in any part at the discretion of the instructor. Any changes will be in accordance with Odessa College policies. Students will be notified of changes, if any, in a timely manner.

Original Effort

The work submitted for this course must be original work prepared by the student enrolled in this course.

Digital Protocol

Cell phones must be placed on either *vibrate* or *silent* mode and are to be accessed in emergency cases only. The use of laptops or any other digital device is permitted in order to facilitate learning.

For online submissions, the electronic recording of the time on Blackboard will be considered the time of assignment submission. Take necessary steps to ensure that your assignments are submitted on "Blackboard" time. Back-up and/or additional copies of all assignments submitted is encouraged. **Computers/printers are available to OC students in the LRC (301-303); therefore, not having access to a computer due to technical issues (crash; corrupted files) will not be considered as an acceptable reason for not completing assignments.** If there is a loss of server connection with Odessa College due to maintenance, then an email will be sent to students with pertinent information and status reports. Assignments submitted electronically need to follow the file-type requirements provided by the instructor**.**

Attendance Policy

Students are expected to attend class regularly. Attendance will be taken at the beginning of each class. Excessive absences will be grounds for disciplinary action, and will be determined on a case-by-case basis. If you are more than 15 minutes late to class or leave class early without notifying the instructor, this will count as an absence. Students receive participation points for every class attended.

Grade Inquiry

It is the responsibility of the student to keep track of assignment submissions and grades. At any point, you are welcome to meet with the instructor to discuss your academic progress. Contact the instructor to schedule an appointment.

General Course Requirements

1. Attend class and participate.
2. Contribute and cooperate with civility.
3. **Submit assignments and take quizzes/exams on time. Late work will not be accepted. Medical and/or family circumstances that warrant an extension on assignments need to be presented to the instructor. Extensions will be allowed at the instructor's discretion.**

Incomplete Policy

An 'Incomplete' grade may be given only if:

1. The student has passed all completed work
2. If he/she has completed a minimum of 75% of the required coursework. A grade of an "I" will only be assigned when the conditions for completions have been discussed and agreed upon by the instructor and the student.
3. An Incomplete form is submitted

- **Course Schedule** *(Tentative and Subject to Change)*

DATE	DESCRIPTION	OBJECTIVES	DUE
WEEK 1 *8/24 - 8/30*	***WELCOME! START HERE FIRST! Module:*** Orientation - self-introduction, review syllabus, post syllabus acknowledgement, complete student information sheet, register for Connect, and explore the Blackboard course. ***Chapter 1:*** Read Chapter 1 Homework Assignment Interactive Activities	Getting Started Overview of Information & Project Management The Management Process Today	8/24 8/26
WEEK 2 *8/31 - 9/6*	***Chapter 2:*** Read Chapter 2 Homework Assignment Interactive Activities Current Event Portfolio Introduction	Values, Attitudes, Emotions, and Culture: The Manager as a Person	8/31 9/2
WEEK 3	***Chapter 3:***		

9/7-9/13	* Remember 9/7 Campus Closed for Labor Day Read Chapter 3 Homework Assignment Interactive Activities	Managing Ethics and Diversity	9/9
WEEK 4 *9/14-9/20*	*Chapter 4:* Read Chapter 4 Homework Assignment Interactive Activities Review for Exam **Current Event Portfolio Due**	Managing in the Global Environment	9/14 9/16
WEEK 5 *9/21-9/27*	**Exam 1: Chapters 1, 2, 3, 4 - 9/21** *Chapter 5:* Read Chapter 5 Interactive Activities	 Decision Making, Learning, Creativity, and Entrepreneurship	9/21 9/23
WEEK 6 *9/28-10/4*	*Chapter 5 (cont):* Homework Assignment Interactive Activities *Chapter 6:* Read Chapter 6 Homework Assignment Interactive Activities	Decision Making, Learning, Creativity, and Entrepreneurship Planning, Strategy, and Competitive Advantage	9/28 9/28 9/30
WEEK 7 *10/5-10/11*	*Chapter 7:* Read Chapter 7 Homework Assignment Interactive Activities	Designing Organizational Structure	10/5 10/7
WEEK 8 *10/12-10/18*	*Chapter 8:* Read Chapter 8 Homework Assignment	Control, Change, and Entrepreneurship	10/12 10/14

	Interactive Activities Review for Exam **Current Event Portfolio Due**		
**WEEK 9** _10/19-_ _10/25_	**Exam 2: Chapters 5, 6, 7, 8 - _10/19_** _Chapter 9:_ Read Chapter 9 Interactive Activities	 Motivation	10/19 10/21
**WEEK 10** _10/26-_ _11/1_	_Chapter 9 (cont):_ Homework Assignment Interactive Activities _Chapter 10:_ Read Chapter 10 Homework Assignment Interactive Activities	Motivation 10/26 Leaders and Leadership	 10/26 10/26 10/28
**WEEK 11** _11/2-11/8_	_Chapter 11:_ Read Chapter 11 Homework Assignment Interactive Activities	Effective Team Management	11/2 11/4
**WEEK 12** _11/9-_ _11/15_	_Chapter 12:_ Read Chapter 12 Homework Assignment Interactive Activities Review for Exam **Current Event Portfolio Due**	Building and Managing Human Resources	11/9 11/11
**WEEK 13** _11/16-_ _11/22_	**Exam 3: Chapters 9, 10, 11, 12 - _11/16_**		11/16

	Chapter 13: Read Chapter 13 Interactive Activities	Communication and Information Technology Management	11/18
WEEK 14 *11/23-11/29*	*Chapter 13 (cont):* Homework Assignment Interactive Activities *Chapter 14:* Read Chapter 14 Interactive Activities ** Remember Thanksgiving Holiday is 11/25 to 11/29 Campus Closed	Communication and Information Technology Management Operations Management: Managing Vital Operations and Processes	11/23 11/23
WEEK 15 *11/30-12/6*	*Chapter 14 (cont):* Homework Assignment **Current Event Portfolio Due** Interactive Activities *Current Event Presentations*	Operations Management: Managing Vital Operations and Processes	11/30 12/2
WEEK 16 *12/7-12/9*	Current Events Presentations Review for Exam *Final Exam - In Class on December 9*		12/7 12/9

- **Student Learning Outcomes (SLOs)**

Student Learning Outcome(s)	Core Objectives (CO's)

o Identify, sequence, and estimate the duration of specific activities that must be performed to accomplish project goals. o Identify interactivity dependencies that must occur during the process stages. o Identify methods for determining, categorizing, and controlling costs. o Demonstrate project plan development and execution schemes. o Demonstrate means to coordinate change across a project.	*Critical Thinking Skills* - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information (ICO 1) *Communication Skills* - to include effective development, interpretation and expression of ideas through written, oral and visual communication (ICO 2) *Teamwork* - to include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal (ICO 4) *Personal Responsibility* - to include the ability to connect choices, actions and consequences to ethical decision-making (ICO 5) *Social Responsibility* - to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities (ICO 6)

- **Odessa College Policies**

Tuition Discounts

The *"First Course is Free"* discount waives standard tuition and fees for the first 3 credit hours taken at Odessa College. The discount applies to high school graduates taking their first class at Odessa College as well as transfer students taking their first class at Odessa College.

The *"Academic Progress Discount"* provides a 10% tuition discount upon completion of 30 credit hours until reaching 45 credit hours. It provides a 20% discount upon completion of 45 credit hours until reaching 60 credit hours. Student must maintain a 2.0 GPA to remain eligible for the discount.

Academic Policies

Note that the OC Student Handbook states (page 32) that "[i]n cases of academic dishonesty, the instructor has the authority to impose appropriate scholastic penalties. Complaints or appeals of disciplinary sanctions may be filed in accordance with the college due process procedure. Copies of the college due process procedure are available in the office of The Director of Student Life (CC104)."

For more information on your rights and responsibilities as a student at Odessa College, please refer to the following: *The 411 of OC: Student Handbook 2012-2013; Student Rights & Responsibilities* *http://www.odessa.edu/dept/studenthandbook/handbook.pdf*

Scholastic Dishonesty

Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism and collusion.

"Cheating on a test" shall include:

- Copying from another student's test paper
- Using test materials not authorized by the person administering the test.
- Collaborating with or seeking aid from another student during a test without permission from the test administrator.
- Knowingly using, buying, selling, stealing or soliciting, in whole or in part, the contents of an unadministered test.
- The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
- Substituting for another student, or permitting another student to substitute for one's self, to take a test.
- Bribing another person to obtain an unadministered test or information about an unadministered test.
- "Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.
- "Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements. (Source: *Odessa College Student Handbook 2012-2013, page 29-30)*

Special Populations/Disability Services/Learning Assistance

Odessa College complies with Section 504 of the Vocational Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. If you have any special needs or issues pertaining to your access to and participation in this or any other class at Odessa College, please feel free to contact me to discuss your concerns. You may also call the Office of Disability services at 432-335-6861 to request assistance and accommodations.

Odessa College affirms that it will provide access to programs, services and activities to qualified individuals with known disabilities as required by **Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990 (ADA)**, unless doing so poses an undue hardship or fundamentally alters the nature of the program or activity Disabilities may include hearing, mobility or visual impairments as well as hidden disabilities such as chronic medical conditions (arthritis, cancer, diabetes, heart disease, kidney disorders, lupus, seizure disorders, etc.), learning disabilities or psychiatric or emotional disabilities. A student who comes to Odessa College with diagnosed disabilities which may interfere with learning may receive accommodations when the student requests them and submits proper documentation of the diagnosis. A Request for Accommodations form and guidelines for beginning the request process are available in the OC Help Center or on the Odessa College web site at http://www.odessa.edu/dept/counseling/disabilities/index.htm. The college strives to provide a complete and appropriate range of services for students with disabilities such as assistance with testing, registration, information on adaptive and assistive equipment, tutoring, assistance with access and accommodations for the classroom where appropriate. For information regarding services, students with disabilities should contact the Office of Disability Services in the OC Help Center located in Room 204 of the Student Union Building or call 432-335-6433. (Source: *Odessa College Catalog of Courses 2012-2013, page 52*)

Dropping a Course or Withdrawing from College

Students wishing to drop a non-developmental course may do so online using WebAdvisor, at the Wrangler Express, or Registrar's Office. A student wishing to drop a developmental course or withdraw from college should obtain a drop or withdrawal form from the Wrangler Express or the Registrar's Office. Students are encouraged to consult with instructors prior to dropping a class. Students may not completely withdraw from the college by use of the Web. Students must drop a class or withdraw from college before the official withdrawal date stated in the class schedule. Students who are part of the Armed Forces Reserves may withdraw with a full refund if the withdrawal is due to their being ordered into active duty. A copy of the student's orders must be presented to the Registrar's Office at the time of the withdrawal. For details, please contact the Office of the Registrar. **No longer attending class does not automatically constitute withdrawal from that class, nor does a student's notification to an instructor that the student wishes to be dropped. Failure of a student to complete the drop/withdrawal process will result in a grade of "F."** (Source: *Odessa College Catalog of Courses 2012-2013, page 36)*

Accrediting

Odessa College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award associate degrees and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Odessa College. General inquiries about Odessa College, such as admission requirements, financial aid, educational programs, etc., should be addressed directly to the College and not to the Commission's office.

- **Student Support Services and Technical Support**

Blackboard Support

I can't log into my Blackboard Course, who do I contact?
Contact the Student Success Center: 432-335-6673 or online
at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. The SSC can provide you with your
Blackboard login name. If you are not sure what your password is, they can reset your password.

I'm having a problem in my Blackboard Course, who do I contact?
For any problem that you have in your online course, always contact your Instructor first. Refer
to the Instructor's Contact Information area of the Syllabus for their preferred method of contact
and the expected response time.

Additional Blackboard Help Resources:

Service	Assistance Provided	Available
Blackboard Help for Students	Website with a searchable list of topics on how to navigate and use Blackboard for online courses.	Online **Click here.**
Blackboard On Demand Learning Center for Students	This website provides an extensive list of short tutorial videos for student activities performed in Blackboard.	Online **Click here.**
Blackboard Collaborate: First Time Users	If you have never used Blackboard Collaborate before, this website provides a system requirements check, configuration instructions, and training and resources area.	Online **Click here.**
Blackboard Collaborate: Essentials for Participants	This website provides essential information for Participants of Collaborate sessions. Any Collaborate user, whether first-time or experienced, would benefit from reviewing the information here.	Online **Click here.**

Student E-mail Support

How do I set up, access, or update my Odessa College Student E-mail account?
Go to this website and follow the directions on the page: http://www.odessa.edu/gmail/.

I can't access my student email! I forgot my password!

Contact the Student Success Center: 432-335-6673 or online at https://www.odessa.edu/dept/ssc/helpdesk_form.htm. They can provide you with assistance in accessing your student email (created by OC) and can also assist with resetting your student email password. Make sure to have your student ID number available!

Your Blackboard login name is associated with your OC created student email account. All Correspondence for this course will be submitted using your Odessa College student email address.

Support for Students with Disabilities

How do I contact the Office of Special Populations?

Main Number	432-335-6861
Campus Location	SUB 204N in the Student Union Building
Email	Becky Rivera-Weiss - brivera@odessa.edu
Website	To find out more about services provided by the Special Populations office, please visit: http://www.odessa.edu/dept/counseling/disabilities/index.htm

Learning Resources Center (LRC; Library)

How do I contact the Learning Resource Center?

Main Number	432-335-6640
Email	library@odessa.edu
Campus Location	1st floor of the Learning Resource Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/library Ask a Librarian: https://www.odessa.edu/dept/library/askalibrarian.htm

Equipment and Services Provided:

The Murry H. Fly Library, located in the Learning Resources Center, is a full-service academic library whose mission is to provide research and other educational resources to the Odessa College community.

Super Search, the library's centralized search engine, offers easy access locating materials in the library's collection. The following resources are available through the library.

- **Books, Videos, CDs** – 30,000+ books and 4,000+ media holdings

- **Ebooks** – 50,000+

- **Specialized databases** for current students – 60+
    *Remote access requires OC login

- **Magazines, newspapers, & scholarly journals**

- **Interlibrary loan services** of material from participating Texas libraries

- **Online Tutorials**
    *Tips for research strategies

- **Computers for online research, homework, and printing**

- **Selected textbooks** for short-term use in the library only

- **Photocopier and FAX service** – There is a charge associated with these services

- **VHS/DVDs –** in library use only

- **Quiet study rooms** for individual and group study
    *Must check in at the main desk

- **Larger meeting rooms** – for events, educational workshops, and group computer use. Reservations required

TUTORING SERVICES

Odessa College provides tutoring services to assist students in meeting their academic and career goals. The College strives to provide new and updated resources and services at no charge to OC students. Computers provide Internet access, Microsoft Office, and software resources to assist OC students in improving their reading, writing, and mathematical skills.

Appointments are preferred, but walk-ins are accepted as availability allows. Tutoring services are offered in a number of locations on and off campus. For more information or to make an appointment:

- **Student Success Center**, located in the Learning Resources Center, provides support for a variety of academic subjects as well as TSI test prep, AVID, study skills training, workshops, assistance with Blackboard, student email, OC portal, student orientation tours, and more.

Main Number	432-335-6878
Email	studentsuccesscenter@odessa.edu
Campus Location	1st floor of the Learning Resources Center (LRC)
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/
Live Online Chat Assistance	Click Here Subject to availability. *(If no one is currently available, call or email)*

- **Math Lab**, located on the second floor of the Wood Math and Science building, provides support for all math-related tutoring

Math Lab Main Number	432-335-6537
Email	mymathlab@odessa.edu
Campus Location	Wood Math and Science building, Room 201
Website with Additional Help and Information	http://www.odessa.edu/dept/ssc/math_lab.htm Provides support for all math related tutoring

- **Synapse Lab**, located on the third floor of the Wood Math and Science building, provides support for all science-related tutoring

Synapse Lab Main Number	Coming soon
Email	SynapseLab@odessa.edu
Campus Location	Wood Math and Science building, Room 308
Website with Additional Help and Information	http://www.odessa.edu/dept/biology/tutoring.htm Provides support for all science related tutoring

- **Writing Center**, located on the first floor of Wilkerson Hall, provides support for all writing-related tutoring

Writing Center Main Number	Coming soon
Email	writingcenter@odessa.edu
Campus Location	Wilkerson Hall, 106
Website with Additional Help and Information	Coming soon Provides support for writing related tutoring

- **Offsite tutoring services** are available in the Rodeo and Agriculture Graham Center located in Gardendale
- **Online tutoring** is available 24/7 through Upswing, which will start Fall II, a web-based, student-friendly service

Veterans Support

How do I contact the office for Veteran's Outreach?

Main Number	432-335-6833
Campus Location	204M (Help Center) in the Student Union Building
Email	Gloria Rangel - grangel@odessa.edu
Website	To find out more about services provided by the Veteran's Outreach office, please visit: http://www.odessa.edu/dept/counseling/veterans/index.htm