

Texas A&M University Central Texas
CIS 5351.110
IT Project Management
Online

Instructor: Dr. Anitha Chennamaneni

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Preferred Email: Course Canvas Site, Inbox tool.

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Office Hours: **Monday** 10 am – 2 pm (Room FH 323I)

Tuesday Online (Virtual) via Course Canvas Site 10 am – 2 pm

Wednesday 10 am – 5 pm (Room FH 323I)

Thursday 10 am – 2 pm (Room FH 323I)

Saturday and other times by appointment only

Mode of instruction and course access: This is a 100% online course and uses A&M Central Texas Canvas Learning Management System (<https://tamuct.instructure.com/>). The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules and other course related documents will be posted on canvas. Each student is responsible for the posted material, and should check canvas at least weekly for updates. The course outline in this syllabus shows the basic schedule for the semester. New weekly assignment instructions will be posted EACH MONDAY morning throughout the semester, and assignments, discussions and quizzes, will have an associated Sunday midnight deadline.

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines.

Student-instructor interaction: Please send all course related email correspondence through Canvas Inbox Tool. Please use TAMUCT email only when Canvas is not available. I check email several times a day during the week and at least once during the weekends. I will respond within 24 hours and within 48 hours on Saturday through Sunday. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone / Canvas Conversations Tool or *TAMUCT email*, if there are any personal problems or challenges that are hindering your regular progress in the course.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless of your location.

COURSE INFORMATION

Course Overview and description:

Studies the genesis of project management and its importance to improving the success of information technology projects. Project management concepts and techniques are emphasized, and students are required to apply these concepts by working on a group project as a project manager or active team member.

Prerequisite Course(s): CISK 511 Managing Information Systems or approval of Department Chair

Course Objectives:

Successful completion of this course should enable the student to

- Discuss the growing need for better information technology (IT) project management
- Describe project management and discuss key elements of the project management framework, including project stakeholders, the project management knowledge areas, common tools and techniques, and project success
- Describe the project management profession, including its history, the role of professional organizations like the Project Management Institute (PMI), the importance of certification and ethics, and the advancement of project management software
- Describe the systems view of project management and how it applies to information technology (IT) projects
- Discuss the unique attributes and diverse nature of IT projects
- Describe recent trends affecting IT project management, including globalization, outsourcing, virtual teams, and agile project management
- Discuss how organizations develop IT project management methodologies to meet their needs
- Explain project execution, its relationship to project planning, the factors related to successful results, and tools and techniques to assist in directing and managing project work
- Describe the processes of determining a budget and preparing a cost estimate for an information technology (IT) project

- Describe how leadership, the cost of quality, organizational influences, expectations, cultural differences, and maturity models relate to improving quality in IT projects
- Discuss common sources of risks on information technology (IT) projects
- Describe how project management software can assist in project integration management, project time management, project cost management, project quality management, project risk management and so forth
- Demonstrate knowledge and skills of IT Project management concepts and techniques by working in group project as a project manager or active team member.

Required Reading and Textbook(s):

1. Marchewka, Information Technology Project Management: providing measurable organizational value, 5th Edition. Wiley, 2015, ISBN-13:9781118911013
2. Additional readings will be made available in canvas

Optional / Reference Texts:

1. Project Management Institute (PMI) (2013). A guide to the project management body of knowledge (PMBOK Guide) (5th ed.). (2013). Newtown Square, PA: Author. ISBN: 978-1-935589-67-9.
2. American Psychological Association. (2009). Publication Manual of American Psychological Association (6th ed.). Washington, D.C

Purdue Online Writing Lab for APA: <https://owl.english.purdue.edu/owl/section/2/10/>

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

- **Supplementary Material:** The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc.
- **On-Line References TBA**
- Students preferring to use their own computers are required to have products, data encodings, file names, system structure, and products equal to those provided in the computer lab and the server used in class.
- Current publications - The campus library contains numerous books and periodicals relating to Computer Science. The student should take advantage of this resource by visiting the library.

COURSE REQUIREMENTS

- **Reading Assignments:** All assigned chapters will be used as basis for class /canvas discussions. Students are expected to study the assigned readings before each class session.
- **Class Participation / Canvas Discussions:** Students are required to participate in the discussions on Canvas throughout the semester. There will be four discussions, each worth 25 points. The maximum total for canvas discussions is 100 points. Students are expected to post thoughtful and comprehensive responses to the discussion questions as well as respond on a timely basis to a minimum of two classmates' postings. Failure to do so will result in point loss. Post your initial response to the discussion topic prior to 11.59 pm Wednesday and respond to other student's postings later in the week. Please do not be late in your postings as other students will be waiting on your post to respond to later in the week. Discussion topics, due dates and the grading rubric specific to discussion evaluations are available in canvas and should be used as a guide when participating in discussions. It is each student's responsibility to accumulate notes from assigned readings, supporting videos, and other sources and reference them in the postings to support one's own arguments, add an insight to classmate's postings and/or challenge classmates' postings. Sources when referenced must be cited in the postings. Follow-up posts need to be meaningful and should promote in depth discussions on a topic at higher level of thinking. A mere cursory response such as "I agree" or "I disagree" or a "good post" without any substantive content to backup would result in point loss. In all postings, students are expected to observe proper rules of netiquette in both oral and written communications and conduct in a professional manner. Late submissions are not allowed for discussion forums.
- **Examinations** - There will be two exams, one midterm and one final exam. Each will be worth 150 points. Exams will have a short window of availability via Canvas, must be completed in one session, and will be timed. Makeup exams will be given ONLY when arrangements have been made PRIOR to the class meeting.
- **Quizzes:** There will be 5 quizzes. Each quiz will be worth 20 points. Thus the maximum total for the quizzes will be 100 points
 - Quiz1 covers chapters 1 & 2.
 - Quiz2 covers chapters 3 & 4.
 - Quiz3 covers chapters 5 & 6.
 - Quiz4 covers chapters 7 & 8
 - Quiz5 covers chapters 9 &10
- **Project Management Simulation Assignment:** For this part of the assignment, you are required to plan and execute an IT project in Double Masters Simulations software. The assignment is designed to be both realistic and help you develop your project management skills. See separate write – up in Canvas for complete details. The assignment is worth 200 points. Assignments turned in after due dates are considered *late*. 5% will be deducted for each day the assignment is late. Special circumstances need to be discussed with the instructor ahead of time when possible.

- **Semester Long Project:** Student teams will research and prepare a project management plan for an IT Project. See separate write – up in Canvas for complete details. Students can self-select into teams of 2 to 3 members using the Canvas People tool. Students must choose their teammates by the end of the third week of classes. Projects turned in after due date are considered *late*. 5 points will be deducted for each day the project is late. Special circumstances need to be discussed with the instructor ahead of time when possible.
- **Team Projects:** Each team will select a leader, and the team will have meetings outside class time either online or face to face. I expect each team member to fully participate on team projects. All team members will receive the same grade for the team projects. However, I reserve the right to make exceptions to that practice as circumstances such as performance imbalance or communication issues warrant. Poor individual contributions to the team project as noted by your team members will result in a poorer individual grade on the team project.
- **Research Paper:** Each student is required to write a major paper on a topic area falling under IT Project Management that is of interest to you. Topics must be approved by the professor by the end of third week. This paper must be 10 to 12 pages in length (type written and double-spaced, 12 point font with 1 inch margins) excluding bibliography, table of contents, graphics, tabular or illustrative material. References should include current sources and must conform to APA or Chicago style. The paper is expected to meet graduate-level standards and be suitable for publication in a professional journal. You should research at least 15 external references such as academic journal /conference papers, trade journals, short videos and relevant websites for your paper. At least 10 of these references must be from peer reviewed journals or conferences only. Use of Wikipedia or the class text as a reference will cause a serious loss of points. References must include the published journal name and information, NOT a URL where paper was found. Research paper is worth 100 points. A grading rubric for research paper is available in canvas and should be used as a guide when completing the paper. Late submissions are not allowed for research paper.

Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Exam 1	150 points	15%	
Exam 2	150 points	15%	
Quizzes	100 points	10%	
PM Simulation Assignment	200 points	20%	
Research Paper	100 points	10%	
Team Project	200 points	20%	
Class Participation / Canvas Discussions	100 points	10%	
Total	1000 points	100%	

89.5-100%	895-1000 points	A
79.5-89.4%	795-894 points	B
69.5-79.4%	695-794 points	C
59.5-69.4%	595-694 points	D
0-59.4%	0-594 points	F

Posting of Grades:

All student grades will be posted on the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams will be posted within 7 days following the due date.

COURSE OUTLINE AND CALENDAR

Complete Course Outline

The instructor reserves the right to make changes to this syllabus. Any changes that effect grades or grading will be made in writing.

Week / Dates	Topic	Instructional Activities	Assignments Due
1 16 - 21 Jan	Course Welcome, Introduction, and Expectations <u>Chapter 1</u>	Purchase and receive text Read Syllabus in-depth Read Chapter 1 & assigned readings Take notes on chapter readings & PPT slides	Post to Introductory Meet & Greet Discussion forum Participate in Canvas Discussion Post1
2 22 - 28 Jan	<u>Chapter 2</u>	Read Chapter 2 & assigned readings Take notes on chapter readings & PPT slides	Quiz 1 covers chapters 1 & 2

3 29 Jan - 4 Feb	<u>Chapter 3</u>	Read Chapter 3 & assigned readings Take notes on chapter readings & PPT slides	Research paper topic due
4 5 - 11 Feb	<u>Chapter 4</u>	Read Chapters 4 & assigned readings Take notes on chapter readings & PPT slides	Quiz 2 covers chapters 3 & 4
5 12 - 18 Feb	<u>Chapter 5</u>	Read Chapter 5 & assigned readings Take notes on chapter readings & PPT slides	Participate in Canvas Discussion Post2 Team Project Proposal due
6 19 - 25 Feb	<u>Chapter 6</u>	Read Chapter 6 & assigned readings Take notes on chapter readings & PPT slides	Quiz 3 covers chapters 5 & 6
7 26 Feb - 04 Mar	Microsoft Project Tutorials	Complete the Microsoft Project Tutorials 1 & 2	
8 05 - 11 Mar	Microsoft Project Tutorials	Complete the Microsoft Project Tutorial 3	Exam1 covers chapters 1- 6, available online Mar 7 , 8 a.m. - Mar 11 , 11:59 p.m.;

			once started must be completed in same session
12-18 Mar	Spring Break		
9 19 - 25 Mar	<u>Chapter 7</u>	Read Chapter 7 & assigned readings Take notes on chapter readings & PPT slides	Participate in Canvas Discussion Post 3
10 26 Mar - 1 Apr	<u>Chapter 8</u>	Read Chapter 8 & assigned readings Take notes on chapter readings & PPT slides	Quiz 4 covers chapters 7 & 8 Project Status Report Due
11 2 - 8 Apr	<u>Chapter 9</u>	Read Chapter 9 & assigned readings Take notes on chapter readings & PPT slides	PM Simulation Assignment Due
12 9 - 15 Apr	<u>Chapter 10</u>	Read Chapter 10 & assigned readings Take notes on chapter readings & PPT slides	Quiz 5 covers chapters 9 & 10
13 16 - 22 Apr	<u>Chapter 11</u>	Read Chapter 11 & assigned readings Take notes on	Participate in Canvas Discussion Post 4

		chapter readings & PPT slides	
14 23 - 29 Apr	<u>Chapter 12</u>	Read Chapter 12 & assigned readings Take notes on chapter readings & PPT slides	Team Project due
15 30 Apr - 6 May	<u>Assigned Readings</u>		Research Paper Due
16 7 - 11 May	Final Exam		Exam2 covers chapters 7 - 12, available online May 7, 8 a.m. - May 9, 11:59 p.m.; once started must be completed in same session

Important University Dates:

January 2018

January 2, (Tuesday) Winter Break Ends

January 2, (Tuesday) Priority Deadline for Admissions applications

January 5, (Friday) VA Certification Request Priority Deadline

January 11, (Thursday) Convocation

January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)

January 15, (Monday) Martin L. King Jr. Day

January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)

January 16, (Tuesday) Classes Begins

January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)

January 23, (Tuesday) Last day to drop 1st 8-week classes with no record

January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application

February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W

February 15, (Thursday) Last day to apply for Clinical Teaching
February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program
March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation
March 9, (Friday) 1st 8 week classes end
March 9, (Friday) Deadline for Admissions applications
March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)
March 12, (Monday) Spring Break Begins
March 12, (Monday) 1st 8-week grades from faculty due by 3pm
March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)
March 16, (Friday) Spring Break Ends
March 19, (Monday) 2nd 8 week begins
March 19, (Monday) Summer Advising Starts
March 19, (Monday) Class Schedule Published
March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)
March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)
March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record
March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies
April 2, (Monday) Scholarship Deadline
April 2, (Monday) Registration begins
April 5, (Thursday) Priority Deadline for International Student Admission Applications
April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*
April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week
May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)
May 11, (Friday) Spring Term Ends
May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)
May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)
May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)
May 14, (Monday) Minimester begins
May 15, (Tuesday) Last Day to clear Thesis Office
May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)
May 21, (Monday) Priority Deadline for Admissions applications

May 25, (Friday) VA Certification Request Priority Deadline
May 28, (Monday) Memorial Day

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address) Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and

scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier free education. The Department of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the University's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Department of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. For more information, please visit <https://www.tamuct.departments/index.php>. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender – including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Division of Student Affairs at 254-501-5909 to seek out assistance. Students may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. On-

campus subjects tutored include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or any other question, contact Academic Support Programs at 254-519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log-in and receive FREE online tutoring and writing support. This tool provides tutoring in over forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from 10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WCOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. Tutors are prepared to help writers of all levels and abilities at any stage of the writing process.

While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the University Writing Center is here to help!

If you have any questions about the University Writing Center, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 72,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On-campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available twenty-four hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](https://tamuct.libguides.com/) [https://tamuct.libguides.com/].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

INSTRUCTOR POLICIES.

The instructor reserves the right to make changes to this syllabus during the course of the semester for the benefit of the students. Any changes that effect grades or grading will be made in writing.

Instructor reserves the right to supplement the material presented in the text with additional material including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc. for the benefit of the students

All work is submitted through Canvas and due on the specified due date/time. Work turned in after due date is considered *late*. 5 points will be deducted for each day the

assignment is late. Special circumstances need to be discussed with me ahead of time when possible. Missed assignments, projects, and examinations will receive a grade of zero.

Any work not submitted in the proper format is rejected and receives no credit.

Incidents of violations of academic integrity, such as plagiarism or turning in the work of others as your own work, will result in a cap on the maximum number of points that can be earned in this class. The cap will be 600 points resulting in a best case grade of “D” for the class.

At all times in the class, please observe proper rules of netiquette in your oral and written communication and conduct yourself in a professional manner

The Operation of the Online Course and Being an Online Student. Online learning requires students to be very self-disciplined and demands regular and consistent participation in the class. Please read the document posted on Canvas on what makes a successful online student. Be sure you understand and are prepared to comply with all required class assignments and deadlines. If you are not able to comply, for any reason, you must contact me immediately.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas’ Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.