

CIS 4351-110 - 81083 - IS Project Management

Fall 2021

Texas A&M University - Central Texas

COURSE DATES, MODALITY, AND LOCATION

Course Dates: 23 Aug - 10 Dec

Modality: Face-to-Face

Location: Room HH308, 9:30AM - 10:45AM

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Emmet Gray

Office: Founder Hall, Room 323Q

Phone: No office phone, COBA Admin - (254) 519-5437

Email: Canvas Inbox (preferred) or TAMUCT email (e.gray@tamuct.edu)

Office Hours:

My normal "walk in/no appointment" office hours are shown below. I'm also available outside of those times by appointment.

- Tuesdays and Thursdays: 11:00-11:30

I am also available for "virtual" office hours via WebEx, Zoom, Teams, etc. Please contact me via Canvas to schedule a time to be online.

Mode of instruction and course access:

This a face-to-face course that makes extensive use of the TAMUCT Canvas Learning Management System (<https://tamuct.instructure.com>). The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material, and should check Canvas several times a week for updates

Student-instructor interaction:

I typically respond to Canvas email within 24 hours except on weekends. I can meet with students at the university by appointment.

WARRIOR SHIELD

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

Warrior Shield 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 Warrior Shield through their myCT email account.

Connect to Warrior Shield by 911Cellular [<https://www.tamuct.edu/police/911cellular.html>] to change where you receive your alerts or to opt out. By staying enrolled in Warrior Shield, university officials can quickly pass on safety-related information, regardless of your location.

Fall 2021 Return to Campus Plan. For the most recent campus information regarding COVID-19 see the Texas A&M University-Central Texas Fall 2021 Return to Campus Plan (Links to an external site.) [<https://www.tamuct.edu/covid1>

COURSE INFORMATION

Course Overview and description:

This course studies the processes, methods, techniques and tools that organizations use to manage their information systems projects. The course covers a systematic methodology for initiating, planning, executing, controlling, and closing projects. This course assumes that project management in the modern organization is a complex team based activity, where various types of technologies (including project management software as well as software to support group collaboration) are an inherent part of the project management process. This course also acknowledges that project management involves both the use of resources from within the firm, as well as contracted from outside the organization.

Course Objective:

This course presents a comprehensive introduction to modern project management as applied to Information Systems. Intended for beginning students, the course provides practical lessons and many concepts, skills, tools, and techniques of information technology project management. This course provides the students a strong foundation to prepare for PMI certifications such as Project Management Professional and Certified Associate in Project Management.

Student Learning Outcomes:

A student successfully completing this course will be able to:

- Demonstrate an understanding of the foundations of project management
- Demonstrate an understanding of the phases of the project management lifecycle
- Manage project teams, including the fundamentals of leadership and team motivation
- Manage project communication, both internal to the team, and external to other project stakeholders
- Initiate projects, including project selection and defining project scope
- Manage project schedules with appropriate techniques and tools
- Manage project resources, including human resources, capital equipment, and time
- Manage project quality and risk
- Manage the project procurement process
- Manage project execution
- Control projects through information tracking and cost and change control techniques.
- Demonstrate an understanding of the mechanisms for dealing with legal issues in complex project contexts
- Apply for PMI certification

Competency Goals Statements (certification or standards):

Section not used

Required Reading and Textbook(s):

Required:

Information Technology Project Management, 9th Edition
Author: Kathy Schwalbe
Publisher: Course Technology
Edition: 9th
ISBN: 978-1-337-10135-6

Note: An electronic version of the book may be available.

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.

Supplemental Material:

The course textbook will be supplemented with other materials including lecture notes, handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

Required Reading:

The student is expected to read and review all material presented in the assigned chapter prior to class.

COURSE REQUIREMENTS

Course Requirements

Examinations: There will be two exams, one midterm and one final exam. Each is worth 12.5 points. The midterm covers chapters 1-6 and the final covers chapters 7-13. Exams will be conducted in class.

Quizzes: There will be 6 take-home small quizzes. Each quiz is worth 5 points. The quizzes will be available via Canvas for a short period of time (typically 1 week), must be completed in one session, and be will timed.

Assignments: There will be 6 take-home assignments. Each assignment will be worth 5 points. Assignments will typically be available on Canvas for 2 weeks. Multiple submissions are typically allowed.

Term Project: There will be 1 term project that is worth 15 points. This assignment will typically be available on Canvas for 4 weeks.

Point Scores: The final grade for the course will be based upon the following:

| Item | Quantity | Points | Total | Percent |
|--------------|----------|--------|---------|---------|
| Exams | 2 | 12.50 | 25.000 | 25% |
| Quizzes | 6 | 5.00 | 30.000 | 30% |
| Assignments | 6 | 5.00 | 30.000 | 30% |
| Term Project | 1 | 15.00 | 15.000 | 15% |
| Total | | | 100.000 | 100% |

Grading Criteria Rubric and Conversion

| Grade | Points | Percent |
|-------|-----------------|-----------|
| A | 100 - 90 points | 100 - 90% |
| B | 89 - 80 points | 89 - 80% |
| C | 79 - 70 points | 79 - 70% |
| D | 69 - 60 points | 69 - 60% |
| F | 59 - 0 points | 59 - 0% |

Note: Point scores are not rounded

Exams & Quizzes: Exams and quizzes will receive a numeric score (0-100) each. Scores will be converted to points and totaled as shown in the example below:

| Quiz | Score | Percent | Max Points | Points |
|--------|-------|---------|------------|--------|
| Quiz 1 | 95 | 95% | 5.00 | 4.75 |
| Quiz 2 | 100 | 100% | 5.00 | 5.00 |
| Quiz 3 | 80 | 80% | 5.00 | 4.00 |
| Quiz 4 | 85 | 85% | 5.00 | 4.25 |
| Quiz 5 | 86 | 86% | 5.00 | 4.30 |
| Quiz 6 | 88 | 88% | 5.00 | 4.40 |

Requirements for Assignments: Assignments must follow the requirements as stated in the Canvas assignment system, demonstrate the concepts, pass validation, be organized, meet accessibility guidelines, and use proper English.

The following grading rubric is used for assignments:

| Criterion | % of Grade | Excellent (100%) | Adequate (80%) | Poor (60%) | Not Met (0%) |
|--------------------------------|------------|---|---|---|---|
| Assignment Requirements | 25% | Meets all of the requirements of the assignment | Minor details of the requirements are missing | Significant details of the requirements are missing | Significant portions of the requirement are not met |
| Topic-specific Objectives | 30% | Fully demonstrates the concepts of the topic | Applies major and minor concepts of the topic | Applies major concepts of the topic | Topic concepts not in evidence |
| Valid Project features | 30% | No issues | 1 or 2 issues | 3 or 4 issues | 5 or more issues |
| Readable, Organized | 10% | Page is well organized, easy to understand | Minor issues with formatting, organization | Majority of assignment has formatting issues | No formatting found |
| Spelling, punctuation, grammar | 5% | No issues | 1 or 2 issues | 3 or 4 issues | 5 or more issues |

File Naming Convention: Submit your assignments via Canvas using file names with the following format:

CIS4351 [AssignmentID] [LastName.FirstName].[extension]

Example:

CIS4351 Assignment1 Doe.John.docx

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 will be posted within 7 days after of the due date.

Late Policy: Exams, Quizzes, and Assignments are due by midnight on the date assigned in Canvas. Typically, this is 11:59 PM on Thursdays. A 5-point penalty will be assessed for each day a requirement is late.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

| Week | Class | Date | DOW | Class Activity | What's Due | Notes |
|------|-------|------------|-----|-------------------|-----------------|--------------|
| 1 | 1 | 08/24/2021 | Tue | Intro & Chapter 1 | | |
| 1 | 2 | 08/26/2021 | Thu | Chapter 1 | Syllabus Quiz | |
| 2 | 3 | 08/31/2021 | Tue | Appendix A | | |
| 2 | 4 | 09/02/2021 | Thu | Appendix A | Assignment 1 | |
| 3 | 5 | 09/07/2021 | Tue | Chapter 2 | | |
| 3 | 6 | 09/09/2021 | Thu | Chapter 2 | Quiz 1 | |
| 4 | 7 | 09/14/2021 | Tue | Chapter 3 | | |
| 4 | 8 | 09/16/2021 | Thu | Chapter 3 | Assignment 2 | |
| 5 | 9 | 09/21/2021 | Tue | Chapter 4 | | |
| 5 | 10 | 09/23/2021 | Thu | Chapter 4 | Quiz 2 | |
| 6 | 11 | 09/28/2021 | Tue | Chapter 5 | | |
| 6 | 12 | 09/30/2021 | Thu | Chapter 5 | Assignment 3 | |
| 7 | 13 | 10/05/2021 | Tue | Chapter 6 | | |
| 7 | 14 | 10/07/2021 | Thu | Chapter 6 | Quiz 3 | |
| 8 | 15 | 10/12/2021 | Tue | Review | | |
| 8 | 16 | 10/14/2021 | Thu | Midterm Exam | Exam (in class) | Midterm |
| 9 | 17 | 10/19/2021 | Tue | Chapter 7 | | |
| 9 | 18 | 10/21/2021 | Thu | Chapter 7 | Assignment 4 | |
| 10 | 19 | 10/26/2021 | Tue | Chapter 8 | | |
| 10 | 20 | 10/28/2021 | Thu | Chapter 8 | Quiz 4 | |
| 11 | 21 | 11/02/2021 | Tue | Chapter 9 | | |
| 11 | 22 | 11/04/2021 | Thu | Chapter 9 | Assignment 5 | |
| 12 | 23 | 11/09/2021 | Tue | Chapter 10 | | |
| 12 | | 11/11/2021 | Thu | | Quiz 5 | Veterans Day |
| 13 | 24 | 11/16/2021 | Tue | Chapter 11 | | |
| 13 | 25 | 11/18/2021 | Thu | Chapter 12 | Assignment 6 | |
| 14 | 26 | 11/23/2021 | Tue | Chapter 12 | | |
| 14 | | 11/25/2021 | Thu | | Quiz 6 | Thanksgiving |
| 15 | 27 | 11/30/2021 | Tue | Chapter 13 | | |
| 15 | 28 | 12/02/2021 | Thu | Chapter 13 | Term Project | |
| 16 | 29 | 12/07/2021 | Tue | Review | | |
| 16 | 30 | 12/09/2021 | Thu | Final Exam | Exam (in class) | Final |

Chapters:

1. Introduction to Project Management.
- Appendix A. Guide to Using Microsoft Project 2016
2. The Project Management and Information Technology Context.
3. The Project Management Process Groups: A Case Study.
4. Project Integration Management.
5. Project Scope Management.
6. Project Time Management.
7. Project Cost Management.
8. Project Quality Management.
9. Project Human Resource Management.
10. Project Communications Management.
11. Project Risk Management.
12. Project Procurement Management.
13. Project Stakeholder Management

University Calendar

| Date | Activity |
|------------|--|
| 08/23/2021 | Add, Drop, and Late Registration Begins for 16- and First 8-week Classes |
| 08/23/2021 | Classes Begin for Fall Semester |
| 08/25/2021 | Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes |
| 08/30/2021 | Deadline to Drop First 8-week Classes with No Record |
| 09/06/2021 | Labor Day (University open and classes will be held) |
| 09/07/2021 | Deadline to drop 16-week Classes with No Record |
| 10/04/2021 | Deadline for Teacher Education Program Applications |
| 10/01/2021 | Deadline to Drop First 8-week Classes with a Quit (Q) or Withdraw (W) |
| 10/15/2021 | Deadline for Clinical Teaching/Practicum Applications |
| 10/15/2021 | Classes End for First 8-week Session |
| 10/15/2021 | Deadline to Withdraw from University for First 8-Week Classes (WF) |
| 10/18/2021 | Add, Drop, and Late Registration Begins for Second 8-Week Classes |
| 10/18/2021 | Classes Begin for Second 8-Week Session |
| 10/18/2021 | Class Schedule Published for Spring Semester |
| 10/19/2021 | Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm) |
| 10/20/2021 | Deadline for Add, Drop, and Late Registration for Second 8-Week Classes |
| 10/25/2021 | Deadline to Drop Second 8-Week Classes with No Record |
| 10/19/2021 | Deadline for Graduation Application for Fall Ceremony Participation |
| 11/01/2021 | Deadline for GRE/GMAT Scores to Graduate School Office |
| 11/01/2021 | Registration Opens for Spring Semester |
| 11/05/2021 | Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W) |
| 11/11/2021 | Veteran's Day (University Closed) |
| 11/20/2021 | Deadline for Final Committee-Edited Theses Fall Semester with Committee Approval |
| 11/25/2021 | Thanksgiving (University Closed) |
| 11/26/2021 | Thanksgiving (University Closed) |
| 11/29/2021 | Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W) |
| 12/10/2021 | Deadline to Withdraw from University for 16- and Second 8-Week Classes |
| 12/10/2021 | Fall Semester Ends |
| 12/10/2021 | Deadline for Applications for Tuition Rebate for Fall Graduation (5pm) |
| 12/10/2021 | Deadline for Fall Degree Conferral Applications to the Registrar's Office |
| 12/10/2021 | Fall Commencement Ceremony Bell County Expo 7 pm |
| 12/14/2021 | Deadline for Faculty Submission of 16-Week and Second 8-Week Final Class Grades |

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements.

This course will require that you use Microsoft Word and Project.

Project is not part of the normal Office suite, so you will need to get an account on "Azure Dev Tools for Teaching" so that you can download Microsoft Project for your own PC. You should use the instruction in Supplemental Materials to obtain an account. *I highly recommend that you do NOT wait until the first day of class to process your request.*

Software for this course requires that you use a Windows based PC (preferably Windows 10). This software is not available on the Apple Mac.

This course will use the A&M-Central Texas Instructure Canvas learning management system. We strongly recommend the latest versions of Chrome or Firefox browsers. **Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in

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>

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

Technology issues are not an excuse for missing a course requirement – make sure your computer is configured correctly and address issues well in advance of deadlines.

COURSE AND UNIVERSITY RESOURCES, PROCEDURES, AND POLICIES

Drop Policy

If you discover that you need to drop this class, you must complete the Drop Request Dynamic Form through Warrior Web.

[<https://dynamicforms.ngwebsolutions.com/casAuthentication.ashx?InstID=eaed95b9-f2be-45f3-a37d-46928168bc10&targetUrl=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%2Fsubmit%2FForm%2Fstart%2F53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty 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. Once you submit the completed 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more information regarding the Student Conduct process,
[<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may submit a report,
[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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 Office 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 Office of Access and Inclusion, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our Access & Inclusion Canvas page (log-in required)
[<https://tamuct.instructure.com/courses/717>]

Important information for Pregnant and/or Parenting Students

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related 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. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit Student Affairs [<https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html>]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these requirements and guidelines online, 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 Associate Dean in 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, on a remote online basis. Visit the Academic Support Community in Canvas to view schedules and contact information. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Student success coaching is available online upon request. If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, success coaching, or have any other question, contact Academic Support Programs at (254) 501-5836, visit the Office of Student Success at 212F Warrior Hall, or by emailing studentsuccess@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. Access Tutor.com through Canvas.

University Writing Center

University Writing Center: Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University—Central Texas (A&M—Central Texas) is a free service open to all A&M—Central Texas students. For the Fall 2021 semester, the hours of operation are from 10:00 a.m.-5:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and Saturday 12:00-3:00 p.m.

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 UWC is here to help!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor by making an appointment via WOnline at <https://tamuct.mywconline.com/>. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor..

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 24 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 virtually through WebEx, Microsoft Teams 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 [<http://tamuct.libguides.com/index>]

OPTIONAL POLICY STATEMENTS

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 Wellness and 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/compliance/titleix.html) [<https://www.tamuct.edu/compliance/titleix.html>].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [<https://www.tamuct.edu/bit>]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5800.

INSTRUCTOR POLICIES

Policies related to absence, grading, etc.

- You are responsible for all class material presented during an absence.
- All work is submitted through Canvas and due on the specified due date/time.
- A penalty of 5 points per day is applied to late Exams, Quizzes, and Assignments.
- Most assignments can be submitted multiple times, even after grading
- Late penalties are also applied to resubmitted items
- Missed exams, quizzes, and assignments will receive a grade of zero.

My Personal Statement

- You will receive feedback in the form of graded assignments within 7 days after the due date.
- I want you to read the feedback that I provide to you (your personal grading notes, Canvas emails, and Canvas discussion forums).
- I am almost always available via email and typically respond within 24 hours except on weekends.
- I prefer email over phone conversations

Copyright Notice.

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