



Your University of Choice

## COURSE SYLLABUS

Term: Summer 2019

### **Project Management-MSM 520**

#### **Instructor Information:**

<b>Instructor Name</b>	Shaunna Finley, PhD
<b>Office Number:</b>	Room 531
<b>Phone Number:</b>	219-331-4120
<b>Email:</b>	sfinley@ccsj.edu
<b>Other Contact :</b>	Note: Optional
<b>Hours Available:</b>	Thursdays-5pm-5:45pm (Please schedule a time)

#### **Instructor Background:**

I have 20+ years' experience in non-profit management, education and workforce development. I am recognized as an education leader in the community known for building strong teams and partnerships. I have a Bachelors in Sociology and Psychology, a Master's in Public Administration, a Master's in Education, and a Doctorate in Education.

#### **Course Information:**

<b>Course Time:</b>	Thursdays-6p-10p
<b>Classroom:</b>	300
<b>Prerequisites:</b>	None
<b>Textbooks:</b>	Larson, E and Gray, C. (2018). Project Management: The Managerial Process 7E. New York, NY: McGraw-Hill Education.

#### **Learning Outcomes/ Competencies:**

1) To ensure students learn the successful development and implementation of all project's procedures. A project, regardless of its size, generally involves five distinctive phases of equal importance: Initiation, Planning and Design, Construction and Execution, Monitoring and Control, Completion. The smooth and uninterrupted development and execution of all the above phases ensures the success of a project.

2) To learn the importance of productive guidance, efficient communication and apt supervision of the

**project's team.** Always keep in mind that the success or failure of a project is highly dependent on teamwork, thus, the key to success is always in collaboration. To this end, the establishment of good communication is of major importance. On one hand, information needs to be articulated in a clear, unambiguous and complete way, so everything is comprehended fully by everyone and on the other hand, is the ability to be able listen and receive constructive feedback.

**3) To understand the achievement of the project's main goal within the given constraints.** The most important constraints are, **Scope** in that the main goal of the project is completed within the estimated **Time**, while being of the expected **Quality** and within the estimated **Budget**. Staying within the agreed limitations always feeds back into the measurement of a project's performance and success.

**4) To ensure optimization of the allocated necessary inputs** and their application to meeting the project's pre-defined objectives, is a matter where is always space for improvement. All processes and procedures can be reformed and upgraded to enhance the sustainability of a project and to lead the team through the strategic change process.

**5) To work towards a complete project which follows the client's exclusive needs and objectives.** This might mean that you need to shape and reform the client's vision or to negotiate with them as regards the project's objectives, to modify them into feasible goals. Once the client's aims are clearly defined they usually impact on all decisions made by the project's stakeholders. Meeting the client's expectations and keeping them happy not only leads to a successful collaboration, which might help to eliminate surprises during project execution, but also ensures the sustainability of your professional status in the future.

#### **Course Description:**

The course will focus on the application of strategies and techniques employed in development and advancing projects in various settings. A conceptual framework pertaining to project management, with a balanced treatment of both the technical and behavioral issues will be addressed. Additionally, the course will introduce project management tools that will be applied to a broad range of industries.

#### **Learning Strategies:**

This course will be collaborative and require EXTENSIVE use of Blackboard.

<b>Assignments</b>		
<b>Blackboard discussions and assignments</b>	Deadline: Each week by Sunday evening (10pm not 10:01pm). See calendar below.	20% of grade
<b>Midterm Exam</b>	See information and due date below.	40% of grade
<b>Final Exam</b>	See information and due date below.	40% of grade

**Blackboard Discussion-Due every Sunday Night by 10p (20%)**

Each week, students will respond to a relevant Blackboard Discussion Board prompt that the instructor will provide. **Respond in at least 300 words.** Students will then offer thoughts, opinions, feelings, reactions, or reflections on someone else's posting as well, in at least 75 words. Please resist the temptation to allow these discussions to spin out of control and please respond at a minimum to one classmate.

<b>Assignments:</b>		
<b>Assignments</b>	<b>Description</b>	<b>Due Date</b>
<b>Chapters 1 and 2 &amp; introduce yourselves</b>	Syllabus overview. Read the chapters and answer the questions on Blackboard.	
<b>Chapters 3 and 4</b>	Read the chapters and answer the questions on Blackboard.	
<b>Chapters 5 and 6</b>	Read the chapters and answer the questions on Blackboard.	
<b>Chapters 7 &amp; 8/Midterm Exam</b>	Read the chapters and answer the questions on Blackboard.  Midterm Exam	
<b>Chapters 9 and 10</b>	Read the chapters and answer the questions on Blackboard	
<b>Chapters 11 and 12</b>	Read the chapters and answer the questions on Blackboard	
<b>Chapters 13 and 14</b>	Read the chapters and answer the questions on Blackboard	
<b>Chapter 15 and 16/Final Exam</b>	Read the chapters and answer the questions on Blackboard.  Final Exam	

**Grading Scale:**

<b>Grade</b>	<b>Points</b>
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A	100-92
A-	91-90
B+	89-88
B	87-82
B-	81-80
C+	79-78
C	77-72
C-	71-70
D+	69-68
D	67-62
D-	61-60
F	59 and below

<b>Policies and Procedures</b>	
<b>Class Policy on Attendance:</b>	Intellectual growth and success in college is reinforced through interaction in the classroom. Students reach personal goals and course outcomes through regular and prompt attendance. The Organization Management’s accelerated classes are intense and rigorous and demand student presence and participation. Therefore, <b>if a student is absent “one (1) time” the student will be subjected to a grade of F or FW per policy stated under the Withdrawal from Classes section on this syllabus. More than three late arrivals (20 minutes or more late) will equal one absence.</b>
<b>Class Policy on Electronic Devices</b>	<b>Breaks will included in our schedule. Please take time to make calls and check emails during the scheduled break.</b>
<b>Class Participation:</b>	<b>100% participation is expected.</b>
<b>Statement of Plagiarism:</b>	<p>If an instructor or other Calumet College of St. Joseph personnel find that a student has plagiarized or been involved in another form of academic dishonesty, the instructor or other personnel may elect to bring the matter up for judicial review. The maximum penalty for any form of academic dishonesty is dismissal from the College. The procedures for judicial review are listed under the section of CCSJ handbook that addresses student grievances.</p> <p>PLEASE NOTE: All papers can and may be submitted for checks on plagiarism from the Internet/Electronic sources/Databases.</p>
<b>Citation Guidelines:</b>	Calumet College of St. Joseph uses citation guidelines, generally MLA or APA format, to document sources quoted or paraphrased in student papers. Check the syllabus for <u>each</u> course to see what <u>each</u> instructor requires. The Library has reference copies of each manual;

	<p>the Follett has copies for sale when required by the instructor. In addition, there are brief MLA and APA checklists in your spiral “Student Handbook and Planner” and on the Library website and literature rack. These texts show how to cite references from many sources, including electronic media, as well as how to space and indent the “Works Cited” and “References” pages respectively. EBSCO and ProQuest articles provide both formats for you to copy and paste. Proper documentation avoids plagiarism.</p>
<p><b>Withdrawal from Classes Policy:</b></p>	<p>After the last day established for class changes has passed (see College calendar), students may withdraw from a course in which they are registered and wish to discontinue. A written request detailing the reason(s) for the withdrawal must be completed with the Office of Academic Advising and filed with the Registrar. The Office of Academic Advising must receive written request for withdrawal by the last day of classes prior to the final examination dates specified in the catalogue. Written requests should be submitted in person or, when an in-person visit is not possible, may be mailed to the Office of Academic Advising, emailed, or faxed to 219-473-4336. Students are to make note of the refund schedule when withdrawing from courses. If the request requires instructor approval per the College calendar, it must be forwarded to the faculty member, who makes the final determination to accept or deny the request.</p> <p>If the request is honored by the faculty member, the student will receive notification of official withdrawal from the Registrar after meeting or speaking with a member from Academic Advising, Financial Aid and Athletics (if applicable). These departments will notify the student of academic, financial, and athletic eligibility effects of a possible withdrawal.</p> <p>If the request is denied by the faculty member, the notification will indicate why the withdrawal is disallowed. Please note that if the request does not require instructor approval, the student must still meet or speak with a member from Academic Advising, Financial Aid and Athletics (if applicable) before the withdrawal will be processed.</p> <p>An official withdrawal is recorded as a "W" grade on the student's transcript. Discontinuing a course without a written request for withdrawal automatically incurs an "FW" grade for the course (see Refund Schedule). Failure to Withdraw (FW) is indicated when the student does not complete withdrawal paperwork with the Office of Academic Advising nor does the student notify the instructor of their intent to withdraw due to an illness, accident, grievous personal loss, or other circumstances beyond the student’s control. <u>This grade is</u></p>

	<u>submitted by the instructor at the end of term.</u>
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<b>Resources</b>	
<b>Student Success Center:</b>	The Student Success Center supports Calumet College of St. Joseph students through an interactive learning experience. Students work with faculty tutors to develop course competencies and study skills such as time management, test preparation, and note taking. In addition, students are provided with tutoring support to help pass courses, to improve grade point average, and to promote continuing education and career advancement. Tutors have a specific charge: to help students learn how to master specific subject matter and to develop effective learning skills. The Student Success Center is open to all students at Calumet College of St. Joseph at no charge and is available to support academic courses at the introductory and advanced levels. For assistance, please contact the Student Success Center at 219 473-4287 or stop by the Library.
<b>Disability Services:</b>	<p>Disability Services strives to meet the needs of all students by providing academic services in accordance with Americans Disability Act (ADA) guidelines. Students must meet with the Coordinator of Disability Services to complete an intake form in order to request an accommodation and/or an auxiliary aid (<i>e.g., additional time for tests, note taking assistance, special testing arrangements, etc.</i>). It is the student’s responsibility to contact the Academic Support Programs Office to request an accommodation at least <u>one month prior to enrollment</u> for each academic term. Students who are requesting an accommodation and/or an auxiliary aid must submit documentation from a professional health care provider to verify eligibility under Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Act of 1990. The cost of obtaining the professional verification is the responsibility of the student.</p> <p>If a student believes that he or she needs a “reasonable accommodation” of some kind because of a physical, psychological, or mental condition, he or she should contact Disabilities Services. The Coordinator will secure documentation pertinent to the disability and work with faculty and staff, if necessary, to address the matter. All questions and inquiries pertaining to disability services should be directed to the Disability Services Coordinator at 219-473-4349.</p>
<b>CCSJ Alert:</b>	Calumet College of St. Joseph utilizes an emergency communications system that transmits messages via text, email, and voice platforms. In the event of an emergency, of weather related closings, or of other

incidents, those students who are registered for the system shall receive incident specific message(s) notifying them of the situation. Please sign-up for this important service at any time on the College's website. Alternatively, you can register at the time you register for classes. This service requires each user to register once per academic year. Therefore, at the beginning of each academic year, please remember to re-register for the system. This can be done at: <http://www.ccsj.edu/alerts/index.html>.

**School Closing Information:**

**Internet:** <http://www.ccsj.edu>

<http://www.EmergencyClosings.com>  
Facility: Calumet College of St. Joseph  
Phone: 219.473.4770

**Radio:**

WAKE – 1500 AM  
WGN - 720 AM  
WIJE – 105.5 FM  
WLS – 890 AM  
WZVN – 107.1 FM  
WBBM NEWS RADIO 78

**TV Channels:**

2, 5, 7, 9, 32