IDC 6110-900 Communications Project Management

Course Syllabus 1.0

Spring Semester 2014

INSTRUCTOR

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Office Hours (J-349[1]):
Th   8:00 AM to 1:00 PM
(also online chat, phone by appointment, or mental telepathy)

COMMUNICATIONS

E-Mail: khopper@spsu.edu
Home Phone: 770.632.7831 (**primary**—no calls after 10:00 PM)
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COURSE LOCATION AND TIME

Desire2Learn (D2L), teleconferencing, course listserv.

This is a totally online course with no scheduled face-to-face meetings. Some online meetings are **asynchronous** (any time) and some are **synchronous** (refer to course schedule and instructor communications).

INTRODUCTION

This course syllabus provides a general outline or plan for the course. Deviations may be necessary and will be provided in writing in advance of implementation. It is my desire to create a course to best meet your professional goals as these relate to your current competencies in the general area of managing professional projects.

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[1] Instructor's office has changed. And the way things are going, it will change again soon…

This is the instructor's thirteenth course on project management[2], and the course has been revised and refined based on feedback from previous students. Your feedback on the course is encouraged and valued. A discussion board for course feedback will be provided on the course D2L site.

As this is a graduate level course attended primarily by working professionals, we will be learning together. The instructor will provide a structure for the course and substantial amounts of lecture and reading content, but student discourse and collaborative work are essential in making the course a success. Your professional experience and what you learn as the course progresses are intended to be major portions of the course.

CATOLOG DESCRIPTION

Course introduces and applies the literature, tools, and techniques of professional project management. Includes major online course elements. Students will choose a project in technical communication and apply the major phases of project management: definition, planning, execution, and closing. Topics of emphasis include communication skills, project management software tools, and project teams.

INSTRUCTOR'S DESCRIPTION

This is an online course designed to introduce the concepts, tools, and techniques of the professional field of project management, and apply them to the management of technical communication and other projects. Course content closely follows the terminology, underlying philosophy, and body of knowledge of the Project Management Institute (PMI). Course sessions are conducted entirely online. This is a hands-on, collaborative, and highly participatory course requiring students to conduct discourse, reflect, write, and complete projects and assignments to be shared with the class in our learning community.

COURSE OUTCOMES

This course addresses project management (PM) as an established professional field, and applies it to the specific case of technical communication projects. There is latitude for the student to approach the course in a way that best suits his/her background and interests.[3] General course outcomes for all students in the course include:

1. Experience the application of project management theory, tools, and techniques to a real or simulated technical communication project (or other project related to the student's major area of study).
2. Describe the major elements in project management theory, and the structure of project management as an emerging profession.
3. Identify the primary publications and professional resources in the field of project management.

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[2] Good grief…
[3] In case of emergency, stay put and remain calm…instructor will go for help.

4. Define the skills and competencies of an effective project manager, including those of particular importance to the student's major area of study.
5. Demonstrate the use of a project management software tool.

COLLABORATION

The field of project management is by definition a collaborative setting; therefore, this course includes collaborative exercises and events as opportunities to develop collaborative skills, in addition to collaboration as a teaching strategy.

EMBEDDED LIBRARIAN

This course has the luxury of an expert SPSU librarian participating in research and citation undertakings. You may take advantage of the rich resources this scholar provides and also receive direct feedback to tune up citations. In the process, you will learn much about applying the APA style.

TECHNICAL SUPPORT

Address technical support issues in the following order:

1. http://spsu.edu/D2L/student.htm
2. Review the technical pearls discussion thread on the course D2L site.
3. Post a request for help on the course listserv.
4. Sacrifice a chicken, reboot, spit, place tongue in right side of mouth…
5. Email instructor directly.

TECHNICAL REQUIREMENTS

This is an Internet-conducted course. Course elements will be delivered entirely online. At a minimum, the student must have:

- Regular access to the World Wide Web, via either home computer connection or institutional equipment.
- Web-enabled computer with speakers and microphone.
- An SPSU email account—check regularly. You may choose to forward to another email address but the instructor will use only your SPSU email address.
- Regular access to a computer with processing speed, local storage, graphics capability, word processing software, and other hardware, software, and performance elements appropriate for graduate students using current Internet browsers.

TECHNICAL SKILLS

Successful participation in this course assumes that the student arrives with a basic set of computer-related technical skills, including but not limited to the following:

- Keyboarding and mousing[4]
- Connecting to the World Wide Web (WWW); using an Internet browser, including navigating, searching, bookmarking, downloading and uploading files.
- File management (opening, saving, sharing files such as word processing files and PDF files)
- Email application (receiving, reading, printing, composing, sending, managing email messages and attachments)
- Technical trouble-shooting[5]

These skills will not be addressed in this course, except incidentally, and the student must assume responsibility for mastering them. Southern Polytechnic University, various tutorials and technical resources on the WWW, and major bookstores are suggested as resources for self-directed learning. Fellow students are often an excellent resource for help with technical matters.

INTERNET BROWSER

Instructor recommends Google Chrome but most current browsers will be fine.

ADOBE ACROBAT READER

Some course elements are provided in Adobe PDF (Portable Document Format) files, which require Adobe Acrobat Reader. This is a FREE plug-in available for download on the Internet.

☞ Note: Some Adobe Acrobat imitators produce PDF documents that are flawed and annoying. PDFs are not created equal.

COURSE LISTSERV

This course provides a listserv for housekeeping purposes. Occasionally, course content messages may also be distributed via the listserv. A listserv is an email application that automatically distributes a single posted message to **all subscribers to the list**. There are two purposes for the course listserv:

1. To provide a professional listserv experience for all IDC 6110-900 students.
2. To serve as a course housekeeping communications medium. Listservs are simple, reliable technology requiring only an email capability.

Instructor will subscribe students to the course listserv.

To **post** a message to the IDC 6110-S14-L listserv:

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[4] Is *mousing* a word?
[5] It is almost always something simple and the solution is tenacity…and rebooting.

Send the email message to:　　　　　**IDC-6110-S14-L@LISTSERV.UGA.EDU**

Further information about USG listservs may be found at:

http://listserv.uga.edu/

- ☞ Replying to a message from the course list sends your message to the instructor and every student on the list.
- ☞ Messages on the list are not spam. Posting to the list permits instructor to respond to a question once for everyone in the course.

The course listserv will be deactivated when the course ends. It is not necessary to unsubscribe.

TELECONFERENCING

At this writing the tool and its use are uncertain. We WILL use teleconferencing in the course for subject matter expert presentations and possibly student work.

ARTICULATE/FLASH

Some course sessions will be delivered using Articulate, a technology that renders high fidelity, narrated PowerPoint presentations as Flash files to be delivered over the Internet. These should be accessible using either Windows or Macintosh platforms, with most contemporary browsers. Be sure to install the latest Adobe Flash Player.

D2L

Click the GaView/D2L link from the SPSU home page.

In most cases students are automatically enrolled in D2L via the Banner system.

The D2L website is the focal point of this course. An essential first task is to visit the course website, browse, and become familiar with the tools and resources. It is important to visit the course website frequently, not less than several times each week. Housekeeping messages as well as content are placed here and the student is responsible for keeping abreast. Not all D2L options will be used in this course. Particularly important are the following online elements:

- Syllabus — the latest iteration is available as a website page and as a downloadable, printable PDF file. The syllabus is likely to change as this course develops and incorporates student feedback. It is the student's responsibility to ensure that he/she has the current syllabus.
- Schedule — the latest iteration is available as a PDF file.
- Student grades — password-protected and private. Official grade book resides on a private Excel file on instructor's PC.
- Course resources — some specific for this course. Also general resources for online grad students in instructor's many stellar courses.

- Discussion boards — for asynchronous, threaded discussions on class management and content topics. This is an important part of the course and meaningful participation contributes to the final grade.
- Email link to instructor — This course will **not** use D2L's email feature.

ELECTRONIC RESERVES

Some documents required in this course are placed on electronic reserve, courtesy SPSU's Lawrence V. Johnson Library. To access an electronic reserve document:

1. Point your browser to http://gil.spsu.edu
2. Choose search course reserves
3. Under instructor field choose Hopper
     and under course field choose the course number
4. Choose the title location in "Electronic Reserves"
5. Click the blue highlighted e-item title
6. Enter the password: (obtained from Gil Request)
7. **These are PDF files, which you can download and print.**

POLICES

This is intended to be a highly interactive course that depends upon your active participation during every class session, traditional or online. This is also a course that is structured to maximize learning from your peers as well as from your instructor. If you miss a live class session or do not participate in an online one, or arrive late, you are not available to learn from nor contribute to others in this class. As a result, much of what is missed cannot be "made up".

Students with Disabilities who believe that they may need accommodations in this class should contact the counselor working with disabilities at 678.915.7391 right away to better ensure that they get the help they need quickly.

PLAGIARISM

Plagiarism is the act of representing someone else's work as your own, either intentionally or unintentionally. In this course, plagiarism will result in a zero for the assignment and, possibly, a failing grade in the course. Be aware that current Internet search engines can quickly identify almost any previously published document.

CORPORAL PUNISHMENT

A student who misses the presentation of a guest speaker will be publicly pilloried. However, if SPSU's legal department objects to this consequence, an equivalent, less violent substitute will be devised.