

IET 4135/ENGR 3250 - Project Management for Engineers Syllabus

Instructor

Instructor: Dr. Renee Butler, P.E.

Instructor's Contact Information

My email address is: rbutle35@kennesaw.edu and phone number 678-915-5414. Ms. Diana Cosme dcosme@kennesaw.edu keeps my calendar and can schedule an appointment for you. I don't do a good job at checking my voicemail, so if you leave a message one, please follow-up with an email.

How to Contact the Instructor

I prefer to communicate with students via email outside of D2L, so please contact me using my KSU email above. Emails sent to any other email address may **not** be processed in a timely manner. You may also come by my office during office hours. I am generally in the office M-F from 9:00 am – 4:30 pm when I am not in meetings.

Student's Email Address

Each student must use the email address assigned to the student by Kennesaw State University. That email address will end with @students.kennesaw.edu.

Email Response Time

All student emails sent to the above email address will be answered within two business days after the day the student first transmits the email.

A **business day** is considered to be a normal workday, Monday through Friday, and it does not include holidays, such as Labor Day, Thanksgiving, etc., or the days between semesters. A business day is considered to end at 5:00 p.m. Eastern Standard Time.

Eastern Standard Time is used for all the components of this course.

Office Hours During Fall 2016

Wednesdays from 9:30 am – 11:40 am and Fridays from 11:00 am – 12:00 pm. My office is in Room M-160A in the W. Clair Harris Textile Center (Building M).

Prerequisites

Engineering Technology Students: IET 2227 or MATH 1107.

Engineering Students: (ISYE 2600 or MATH 2332) and Engineering Status.

Textbooks

There is one required textbooks for this course: **Project Management in Practice, 5th Edition**, 2014, Meredith, Shafer, Mantel, Jr., Sutton, Wiley.

Students may also want to purchase Microsoft Project 2013 Step by Step, 2015, Chatfield and Johnson, Microsoft Press.

Course Description

A comprehensive study of project management concepts, including project definitions, systems, methodologies, cycles, and the roles and responsibilities of project leaders and their associates. Topics will include the definition of tasks, time estimates, cost estimates, resource identification, task delegation, project monitoring and control methods, and risk management. Applications will include industrial and production environments, product development, and research and development. Microsoft Project software will be used to organize, schedule, control, and provide feedback on projects.

Course Learning Objectives

1. Define a project and segment the project into manageable and measureable tasks.
2. Develop reasonable time and cost estimates for each task.
3. Specify the resources required and assign a specific individual to be responsible for the completion of each task.
4. Develop a project tracking procedure with appropriate milestones and identify how often task feedback will be reported and who will be responsible for reporting the feedback and the appropriate contingency plans if the project falls behind schedule or exceeds cost estimates.

Minimum Technology Skills Required

1. Access to a reliable computer and high speed Internet.
2. Working understanding of navigating websites.
3. Knowledge and experience using emails and attachments.

4. Familiarity with Microsoft Office Products, such as Word and Power Point and Excel.
5. Ability to find files on your machine and upload them into D2L.
6. Knowledge and experience with setting the properties of your browser (e.g., enable/disable pop-up boxes).
7. Familiarity with using online resources such as web instructional materials; online talks, presentations, discussions and debates; and discussion boards.

Software and Computer Hardware Requirements

Each student will need to use a web browser, Microsoft Word, and Microsoft Excel to complete the quiz assignments.

Each student will need to use Microsoft Project, Word, and PowerPoint to complete the project assignments.

All online students will need to have working speakers and a microphone, or a good quality headset in order to participate in the Live Classrooms.

Schedule for Spring Semester 2016

Hybrid students will meet in Room M133 on Fridays beginning at 9:30 am.

Online students will meet in the Blackboard Collaborate room "IET4135/ENGR3250 BUTLER FALL2016" on Fridays beginning at 9:30 AM.

All students may access the Recorded Blackboard Collaborate Archives, including Hybrid and Online Students.

Blackboard Collaborate and Archives of the Live Classroom Sessions

Access: To access the **Blackboard Collaborate** go to the Home Page for this course in D2L.

On the right side of the Home Page click on "Course Info - Start Here."

Then click on "Blackboard Collaborate."

A new screen will appear. Wait for it to load and then click on "IET4135/ENGR3250 BUTLER FALL2016"

Wait patiently for the Blackboard Collaborate classroom to load onto your computer. **It can take between 1 to 5 minutes to load depending on your connection speed.**

When it finishes loading you can participate in the Blackboard Collaborate session.

Questions: If you are an online student and you wish to ask a question during a Blackboard Collaborate session then please enter your question in the text block and then click on the "Raise Hand" icon beside your name. When I see your question in the text block I will answer it verbally to the entire class if it is something the entire class should hear, or I may type a response

in the text block area if your question has something to do with a problem you are having with your computer system.

Archives: All students may view the Blackboard Collaborate archives by clicking on "Course Info - Start Here" and then clicking on " IET4135/ISYE3250 FA2016 BUTLER." Wait until the new screen appears and then click on the tab "Recordings" and then click on the date of the archive that you wish to review.

A "pop up" screen will appear. Click on the "play" button to load the archive. Wait patiently for the archive to load. Then you can view the archive.

Additional information about Blackboard Collaborate is at the following link:

[Student Instructions for Blackboard Collaborate \(pdf File\).](#)

Evaluation

Your final grade in this course will be determined using the following weights for each component of this course:

Component	Percent of Grade
Quizzes drop (1) lowest	60%
Participation	10%
Course Project	30%
Total	100%

Letter Grades:

Letter grades are based on the following numerical grades:

A = 90 to 100

B = 80 to 89

C = 70 to 79

D = 60 to 69

F = 59 and Below

A General Rubric for Grading:

Your grades on each of the above elements of this course will be based on the following criteria:

Course Project

In this course, you will complete a semester long project in a team of 5-6 students. The actual product deliverable is important, but good project management (how the project itself is defined, planned and executed) is of at least equal importance. Keep in mind that teams that undertake straightforward product deliverables tend to have simple project deliverables, and thus don't gain the maximum points on their assignments.

CLASS DELIVERABLES

Your team is responsible for five project management deliverables, as well as the final product deliverable. The deliverable descriptions will be in D2L are the minimum requirements. You will want to think through your specific project, and identify what management (me) needs to know.

For most deliverables, your team will submit a draft one week before the deliverable is due. You will be responsible for reviewing a few of your classmates' drafts prior to the next class, and we will hold a Project Review in class to discuss project progress, deliverable drafts, provide feedback and suggestions for improvement. With each deliverable, you will include a revision memo describing the changes made to the document as a result of the project review feedback.

Deliverable Grading

The course project determines 30% of your final course grade. The project deliverables are worth 250 points, and peer feedback from your teammates is worth 50 points, for a total of 300 project points.

The written assignments will be graded as follows:

- Content : 70%
- Writing (organization, grammar and appearance): 30%
- Degree of Difficulty of Project and Value Add to Beneficiary – Factor of 0.6 – 1.0

Grade Feedback:

All deliverables will be graded within one week after the assignment has been submitted.

Grade feedback will be posted in the same Assignment Folder where you submit the deliverable. Grades will also appear in the grade book. The grade book may be accessed using the "Grades" tab on the top right side of the D2L home page for this course. However, the grade book only shows the grades on the assignments and the grade book does not show detailed feedback on each of those assignments. Detailed feedback on each assignment is in the Dropbox where the assignment was submitted.

Academic Dishonesty: All assignments are graded assignments and each student must do the work on the assignment alone. Students may not work together on an assignment and students may not share their work with other students. Students that do not follow these instructions will be committing academic dishonesty and they will receive a grade of zero on the assignment. Depending on the situation the students may also be dismissed from the course with a grade of "F" in the course.

Course Project Information:

1. Detailed information about each project deliverable is contained on the D2L page for that project assignment.
2. Projects are due on the date and at the time indicated on the Course Schedule.
3. Hybrid and online students will need to submit their deliverables using the Assignments Tab on the Menu Bar on the top of the D2L screen before the beginning of the class session in which the presentations will be made.

Project Submission Information: Note that 'Dropbox' has changed to 'Assignments' and the 'Dropbox Submission Folder' is now the 'Assignment Submission Folder.' The Assignment for each Project Deliverable will appear on the D2L page on (or before) the day each deliverable is discussed in class. The Assignment will show the due date and time for the assignment to be submitted on time with no late penalty. However, the Submission Folder will remain open for late submissions until the following Sunday at 11:59 pm. If you submit your assignment in the correct Dropbox on or before the due date and time for that assignment then it will be on time and no late penalty will apply. However, if you submit your assignment in the Dropbox after the original due date and time but before the Dropbox closes then the appropriate late penalty will apply based on the date and time you submit your assignment in the Dropbox.

Project Submission Problems: If you encounter a problem when you attempt to submit your file using the Dropbox and you are unable to successfully submit your file using D2L then you should attach your file to an email addressed to: rbuttle35@kennesaw.edu.

In your email you must explain the problem you had with the Dropbox and the steps you are taking to correct that problem so you can use the Dropbox in the future.

If your email is time dated before the original due date and time for submitting the assignment then there will be no late penalty. But if your email is transmitted after the due date and time then the late penalty will apply.

Project Deliverable Late Penalty: Any Project Assignment that is submitted late will receive a 10-point grade penalty for each day or partial day that the assignment is transmitted late. The 10-point grade penalty is incurred for each day late and it does include weekdays and weekends (Saturdays and Sundays). For example, if the assignment is received at any time during the first 24 hour period after the time it was originally due, then it will receive a 10 point late penalty. If the assignment is received between 24 and 48 hours after it was originally due, then it will receive a 20 point late penalty. For each additional 24 hour period the assignment is late, it will receive another 10 point late penalty. **Any exceptions must be made with the instructor before the Assignment Due Date.**

Quizzes

Each **Quiz** contains instructions for completing the quiz at the top of the page. Quizzes will be comprised of true/false, multiple choice, calculation, and discussion questions.

Student answers to discussion question will be evaluated on the following criteria:

1. How focused the answer is on the original question without drifting off onto unrelated topics.
2. How completely the answer addresses the original question without omitting critical information.
3. How much detail or how many examples are provided that directly support the answer to the original question.
4. How much of the answer is in the student's own words without copying and pasting content from other sources.
5. Using good grammar and clarity of expression.

For discussion questions, if you copy and paste information from a specific reference then you **must include that information inside quotation marks and also state where the information came from.** No more than 10% of an answer to any discussion question may be directly copied and pasted from another reference source. You should summarize the information from other sources to maximize your grade. To receive a passing grade on each quiz question you will need to include more information than what was presented in the Lecture Transcript for this course and in the textbook. If you simply copy or reword the lecture transcript or textbook as your answer then you will receive a poor grade for the quiz question.

Quiz Dates and Location: Each Quiz will be posted on the D2L page for this course on the date indicated on the Course Schedule. The quiz questions will not be available prior to the date and time indicated on the Course Schedule. *Each Quiz can be accessed from the corresponding Learning Module or from the D2L Quizzes tab.*

Quiz Format and Student Answers: Each Quiz will be open book and open notes and open internet. You may use the internet as a resource but you must document any web sites that you use to answer any of the quiz questions by including links (web addresses) to those web sites. A student may **not** consult or work with anyone else while composing his or her answers to the quiz questions. The student should answer the quiz questions using his or her own words. The student may refer to any reference source the student desires but the student should not copy the information from another source and then submit that information as his or her own work.

Time Limit: Each Quiz will be posted on the Course Web Site on the date and at the time indicated on the Course Schedule.

Quiz Late Penalty: If a Quiz is not completed by the ending time, late then it will receive a 10% grade penalty. If you need an extension to the Quiz window, that must be arranged with the instructor prior to the beginning of the Quiz window.

Quiz Feedback: Grades on each of the Quiz questions will be posted in the same place where the student originally submitted the Quiz for grading.

Attendance Policy

1. All students are expected to attend all class sessions beginning with the first class session and continuing all the way through Final Exam Week.
2. Students who miss class for any reason are not exempt from the material covered during the class the student misses.
3. The instructor is not responsible for assisting students catch up on class material when the student is absent from class.
4. Your attendance and participation in the class accounts for 10% of your grade in this course.
5. It should be noted that students who attend class on a regular basis normally perform better on the Assignments and on Quizzes.
6. However, simply being present in class does not guarantee that the student will receive a high grade or a passing grade in this course.

Disability Statement

Any student who, because of a disabling condition, may require some special arrangements in order to meet the course requirements should contact the instructor as soon as possible to arrange the necessary accommodations. Students should present appropriate verification from KSU Student Disability Services.

Disruptive Behavior

The University has a stringent policy and procedure for dealing with behavior that disrupts the learning environment. Consistent with the belief that your behavior can interrupt the learning of others, behavior that fits the University's definition of disruptive behavior will not be tolerated. (See <http://scai.kennesaw.edu/docs/KSU%20Codes%20of%20Conduct-2015.pdf>).

Disruptive behavior includes any student behavior that the instructor believes is of a disruptive nature.

Disruptive behavior includes talking to another student or talking on a cell phone after class has begun and after the instructor has started talking.

Academic Integrity

Every KSU candidate is responsible for upholding the provisions of the Student Code of Conduct, <http://scai.kennesaw.edu/procedures/scai-misconduct.php>, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/ falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

All of the following are examples of **Academic Dishonesty (Cheating)**:

1. To have another person take an quiz for you or complete an assignment for you instead of doing the work yourself.
2. To copy the answers from another person and then submit those answers as your own.
3. To submit the work done by someone else as if you did that work yourself.

All of the following are examples of **Plagiarism**:

1. To copy the work done by another person and then submit that work as if you did it yourself.
2. To pass off as one's own the works or ideas of another person without giving proper credit to the other person.
3. To rephrase or reword or rearrange the work of another person without giving credit to the other person for the work that person did.

Penalty: Any type of Disruptive Behavior or Academic Dishonesty by a student may result in the student being expelled from the course and the student receiving a grade of "F" in the course. This grade of "F" will appear on the student's official university transcript. If the student has a repeated history of either Disruptive Behavior or Academic Dishonesty at the University then the student may also be expelled from the University.

Contact Information for Academic Issues, Technical Issues, and Other Issues

If you have an **Academic Issue** then please contact your instructor for assistance.

The **KSU Writing Center** helps students in all majors improve their writing. Experienced, friendly writing assistants help with topic development, revision, research, documentation, grammar, and more. For more information or to make an appointment, visit writingcenter.kennesaw.edu or stop by English Building, Room 242 (Kennesaw campus) or Johnson Library, Room 121 (Marietta campus)

For **Technology Problems** you may contact the student helpdesk using any one of the following methods:

1. Email: studenthelpdesk@kennesaw.edu
2. Telephone: 770-499-3555
3. Walk-in Help in the Lab in BB475 in the bottom floor of H-Building on the Marietta campus.

For help with your **Personal Computer** go to <http://uits.kennesaw.edu/>. ITS can provide support with campus applications and services such as Owl Express, KSU WiFi, and Desire2Learn. If your computer is running slowly or experiencing pop-ups, ITS can also offer advice on malware removal and ensuring your PC has the most current updates from Apple or Microsoft.

For **D2L Technical Support** go to <http://uits.kennesaw.edu/>.

For **Blackboard Collaborate support** go to https://apps.kennesaw.edu/files/pr_app_uni_cdoc/doc/Blackboard%20Collaborate%20for%20Students.pdf

The **Accessibility Options for Blackboard Collaborate** can be found at the **Blackboard Collaborate Assistive Technology** web page at <http://www.blackboard.com/platforms/collaborate/products/blackboard-collaborate/web-conferencing/accessibility.aspx>

The **Privacy Policies for External Tools** can be found at <http://www.blackboard.com/footer/privacy-center.aspx>

Additional Resources

For **Remote Access to Library Resources** go to <http://library.kennesaw.edu/>

The **USG Copyright Policy** can be found at <http://www.usg.edu/copyright/>

Institutional Support Services and Resources can be found at <http://kennesaw.edu/currentstudents.php>

Student Success Services can be found at <http://www.kennesaw.edu/studentsuccessservices>

Please remember to use the rules of [Netiquette](#) in any online communication environment.

Contact Information for the Course

If the student needs to contact the instructor then please send the instructor an email at the email address that appears at the top of this Syllabus. Emails sent to any email address other than the one at the top of this Syllabus may not be received by the instructor and if they are not received they may not be processed in a timely manner. Therefore it is the student's responsibility to address all student emails to the instructor at the email address shown at the top of this Syllabus.

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