Course: MGT 331_7101

Professor: Jonathan Kush

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Office: CCB 319: (508) 999-8422

Office hours: Tue @ 3:30-4:30pm, Wed @ 12-2pm, Thur @ 9:30-10:30am

Course Description

Project management, and the skills and techniques underpinning it, are incredibly important in the modern workplace and can also be helpful in everyday life. In this course, you will learn about the goals, strategies, and teamwork behind effective project management. We will cover what makes effective teams through discussing past research, doing exercises, and completing a course-long group project. Students will propose a project that will benefit the community by working with an external group or organization. Throughout the course, you will develop a project plan and implement it before December 10th, 2019.

Course Objectives

- Learn how to effectively define goals for projects and assess different options on the basis of risk/fit
- Learn how to motivate employees, create a positive environment, and communicate goals effectively
- Learn how to negotiate within and outside of the project team and deal with difficult team members
- Develop skills to schedule project work, breaking up tasks and assigning them effectively
- Develop the ability to assess current progress in a project and where improvements can be made
- Learn how to identify and combat the most common group decision-making issues

Course Materials

We will be using select readings throughout the course that will be listed on the schedule and available on the course website. Most chapters will be used from this freely available textbook: Managing Groups and Teams There will also be a series of podcasts and videos that will be required listening/watching for the course. All of these will be made available on the course website for free and can be watched or listened to through any capable computer, phone, etc..
Assignments and Grading

Your final grade will be composed of:

1. Exams (2) 30%
2. Reading and PodDay Assignments 35%
3. Final Project 35%

Exams (30%)

There are two exams in the course that will each be worth 15% of your final grade. Exams will be open-book and open-notes as I am not interested in how much information you can cram into your head the night before an exam. However, I strongly advise you to study well for each exam, as you will not have sufficient time to search for answers and write adequate answers. DO NOT COPY AND PASTE RESPONSES FROM SOURCES. I want you to be able to explain, not repeat. Any responses on the exam that appear to be copied directly or used outside of course sources as a reference will be considered plagiarism and treated as such under UMass Dartmouth’s Academic Integrity Policy.

The exams will include multiple choice and essay questions and will focus on application of the material we have learned in class. Exams will be given through MyCourses. Exams will not be cumulative. Exam days are posted below. Please let me know if you need to reschedule your exam.

Exam 1 – Friday, October 18th (available all day)

Exam 2 – Friday, December 6th (available all day)

Reading and PodDay Assignments (35%)

In an effort to provide the best material without additional costs, I have collected freely available sources to supplement and enhance the course lectures and activities. Many of the course sessions will primarily be based on discussing the readings or podcasts that were assigned for that day. All assigned readings, podcasts, or videos will have a series of questions on MyCourses intended to help you in reflecting on the relevance of the material. These questions will be graded and doing the readings/podcasts and questions will help prepare you for participation in class. You must complete the reading assignments and PodDay assignments by the end of the module, end of the day on Sundays.

Grading – These assignments will be graded on the completeness of their response to the prompt or their engagement with the content in the discussion on the course forum. In order for a response to a reading question to get full credit, all questions posed in the prompt must be responded to in a thoughtful way. The English must be understandable and there must be good evidence that the response is drawing on the reading material. In order for a discussion board response to receive full credit, the response must add to the discussion, be on topic, and reflect on a unique element of the topic. Merely stating that you agree is not sufficient. In an effort to encourage a fuller discussion, discussion boards on any given topic will be limited to 5 threads. For both types of submissions, a minimum of 3-4 sentences is typically needed to meet these criteria.

Late assignments – Assignments submitted late or incomplete will automatically receive a 15% point reduction once the deadline has past. Late work from before first half of the class can be submitted until the end of the day before the exam. Late work from after the first exam can be submitted until the end of the last day of scheduled class.
Incomplete assignments – Assignments submitted that are incomplete will receive the late penalty described above. The professor will reach out to the student and if the completed assignment is not submitted within a week, then the student’s incomplete assignment will be assessed.

Course Participation – As this is an online course, you will not have traditional opportunities to participate class through attendance or in-person questions. There will, however, be discussion board associated with each week of the class. For some reading assignments, this will be where you will place your response. Otherwise, you can discuss course topics, pose questions, engage in discussions, or share relevant outside of course material. For the discussion boards for a specific reading, participation (at least one meaningful and thoughtful comment per discussion thread) is expected to get full participation. Additional participation points can be earned through general engagement with myself and the other students in the course.

Final Project (35%)

In many courses, you may spend significant time and effort researching a topic for only the course instructor to read your work. I think that it is more useful to instead direct your effort toward helping others learn about the topic you research. The final project in this course will consist of three main deliverables: improving a Wikipedia article, producing presentation on the topic of the article you improved, and writing a short reflection on your teamwork. We will use this project as a way to get experience with the project management techniques we will discuss in class.

Improving a Wikipedia Article – You will choose an article on Wikipedia related to course ideas that needs some work on Wikipedia. Choosing an article that is short, lacks content, or is messy will increase the amount of difference you can make and help the community more. I will provide some resources for you all to find a page in need of improvement. You should then learn about that topic as much as you can so that you can improve the Wikipedia article for it. In your edits, you should focus on improving the quality of the writing, the amount of material covered, and the organization of the article.

Using Wikipedia – Most students are not familiar with editing Wikipedia so I will provide resources to get you started. It is really very easy! Some logistical tips you will complete as part of the class: make a Wikipedia account (it will make it more likely that your changes will remain), learn how to use the visual editor, make small changes at first, and post your plans in the Talk page before making any major changes.

Common Issues – I will not be the only audience for your work (though I will be determining your grade based on my impressions of your contributions, not other Wikipedians) so you will probably get feedback in the form of edit or reverts (when someone removes all of your changes). This most commonly occurs in the course if students don’t use high-quality sources for their information. Here are some resources on being an effective editor:

- Contributing to Wikipedia
- Guide to Using the Visual Editor

Major milestones:

- Project Ideas – You will need to propose 3 different Wikipedia articles that you would be interested in researching that need improvement. Your articles should be related to: management, project management, or business. You can find the WikiProject page on Business which lists some articles that other Wikipedians think need help: WikiProject on Business. I will provide you
feedback on your choices and suggestions. Try and choose a page that you are both interested in and that has some clear deficiencies that you can improve

- **Project Proposal** – Your team will submit a 1-2 page written project proposal. This document should describe which article you plan to improve as well as what your overall goals for the project are and the next steps. This is not a binding document but should be a formalization based on my comments to you.

- **Minor Changes** – Someone from your team needs to have made some minor changes to a Wikipedia page of your interest. It can be the page you decided to work on but it does not have to be. Make the change and then submit a link to the page you changed, your username, and what the change was. Be sure to use the “Visual Editing” function to make your life easier.

- **Project Plan Due** – This document should describe what the project is what steps have to be taken to complete this project. This document will need to be at least 2 pages and can be as long as you want. You should describe the specific research you will need to do and what changes you intend to make.

- **Progress Report** – This should contain an updated version of the Project Plan with a list or narrative describing what progress has been made so far. Have your goals or deadlines changed and why?

- **Final Progress Report** – This should be an updated version of the prior progress report. I recommend targeting this day to have all of your changes made on your Wikipedia page. You should be thinking about the presentation and the paper by this point.

- **Presentation** – Your team should post a 5-minute audio and or video presentation where you will discuss your topic. You should direct it at a general audience so that all your classmates can get an idea of what you learned while researching the topic. You should give an overview of the topic covered on the page you improved and then discuss the information you learned about and added to the Wikipedia page. This is also when all changes should be final to your page.

- **Final project report** – A 3-5 page paper completed individually describing your process in planning and implementing your project. You should talk about how you organized the work, who did what, and how you feel about the success within your team. Use course concepts to highlight your discussion.

**Final Project Evaluation:**

Improvement to the page itself (7.5%) – Your project will be evaluated on the basis of whether it fits the definition of a project we’ll discuss in the course, the ambition and creativity of the project, and the extent to which you met your goals. You should lean toward being more ambitious in your project and not reaching all your goals than being very conservative.

Updates (15%) – You should be detailed and thorough in your periodic project reports (the plan and progress report). These documents should be well-written, spellchecked, and delivered on time. They should contain all the required information and be updated as your project progresses.

Presentation (7.5%) – The presentation will be evaluated on the clarity of your explanation of your project and your ability to explain the value of your project.

Final Project Report (5%) – The presentation will be evaluated in your use of course concepts to reflect on your experiences within the teams.

**Peer Evaluation:**
Teams will be assigned using CATME (catme.org) and periodic peer evaluations will be issued through CATME to help me assess the dynamics in your teams. It is important that you complete all CATME surveys. Early in the class, you will receive a survey that I will use to assign teams. Please complete this as quickly and accurately as possible so that I can assign you to team members with a similar schedule. Your portion of the final project grade will, in part, be determined by this peer evaluation.

**Course Policies**

**Class Format**

This is an online class and all your work will be submitted through the MyCourses page. You can most easily contact me via email though my phone number and office location is listed at the top of the syllabus. There is also an “Ask Questions Here” forum link on the course page as well as a link to send me an email directly through MyCourses.

This class is a fully online class. The responsibility for learning the material is yours; those who are active participants in the learning process will get their money’s worth. Those who don’t contribute won’t learn. The object of this course is to help you develop interpersonal skills, alert you to weaknesses that you need to work on and nurture your strengths in working with others.

**Teaching Philosophy**

I am here to instruct and to be a resource to you. My goal is to help you achieve life-long learning in this course. I will come to each session prepared to offer you relevant material that will help you to be a clear and effective team member and leader. With your help and positive participation, we will create a professional learning environment where everyone is respected, and ideas lead to meaningful discussion that will offer you valuable insight into the teamwork issues that face today’s managers.

**Course Policies**

Written Assignments: All written material will be evaluated both on content and presentation. This includes turning papers in on time (through MyCourses), the absence of spelling and grammatical errors, and adhering to the required formats (assignments will have specific structures and will be typewritten).

Late assignments will be accepted (until the exam they are covered on is given) with penalties. All assignments turned in late without an excuse will be penalized with a maximum grade of 85%. The scheduling assignments will not be accepted if submitted after they are fully discussed in a course video.

**University Policies**

As noted in the UMass Dartmouth Student Handbook: “All UMass Dartmouth students are expected to maintain high standards of academic integrity and scholarly practice. The University does not tolerate academic dishonesty of any variety, whether as a result of a failure to understand required academic and scholarly procedure or as an act of intentional dishonesty.”

I expect all of you to act in an ethical way, in line with university policies. Examples of violations of this policy as well as other information about your rights and responsibilities can be found at: UmassD Academic Regulations. Any instance of cheating or plagiarism will lead to an automatic 0 on the assignment. Any subsequent cheating will be reported to the University as a Level 2 or higher violation.
This website also addresses your rights as a student such as the right to be absent for the observance of religious holidays: [UmassD Policies on Absence Due to Religious Observance](#) and for health reasons: [UmassD Policy Based on Emergency or Health](#)

Please inform me in writing of the days they will be absent as early as possible and always prior to the day(s) the student will be absent for religious reasons.

If you have a disability that you would like assistance with in this class or any other class, the [Center for Access and Success](#) can help make sure you have the resources that you need. If you need additional time on the exams, I just need a note from CSS and then I can setup the exam in such a way to accommodate for your needs.

**Tutoring and Writing Assistance**

If you have difficulty with the coursework, please contact me directly using the contact information listed at the top of this document. You can also Contact the Academic Resource Center (ARC) for support (508.999.8708).

For help with writing assignments you can also make use of [online writing tutoring](#). Online tutoring can also be accessed by clicking the "Online Tutoring" link at the top of the myCourses Dashboard.

**Technical Help**

24/7 email, live chat, and phone support for myCourses is available at the [myCourses support portal](#).

Support information for all other UMass Dartmouth technologies can be found on the [Technical Resources page](#).

**Plagiarism Policy:**

If you copy from another student or from a website (including the course readings) on assignments, this will be treated as plagiarism and you will receive a 0 on the assignment. The second time I find evidence of plagiarism, I will have to elevate the case to the university disciplinary level. The majority of course assignments will be automatically checked for plagiarism through the use of SafeAssign on MyCourses.

**Incomplete in Course Policy:**

According to the university catalogue, an incomplete may be given only in exceptional circumstances at the instructor's discretion. The student must be passing at the time of the request or be sufficiently close to passing. If the work is not completed within one year of the recording of the incomplete grade, the grade will become an F(I). The incomplete policy for this course is that at least 70% of the course must be already completed and an exceptional circumstance (i.e. medical issue) must exist. If you feel you require an incomplete for an exceptional reason, you need to email me and state your reasons for the incomplete in writing. We will then decide on a course of action.

**Course Conduct**

UMass Dartmouth policies regarding equal opportunity, discrimination, harassment, and sexual violence apply to all learning environments wherever they are located and from wherever they are taught. This applies to all UE face-to-face, off campus, blended, and online courses. Please see the [Office of Diversity, Equity & Inclusion policies page](#) for more information.
Course Schedule:

The course schedule will be available on the course website and will contain a comprehensive list of all readings and due dates. This schedule may be periodically updated (with advance notice).