WFA 300—Workforce Admin & Practice and Practice
SYLLABUS—Fall 2018

Course Description

WFA 300 provides a foundational study of Workforce Admin & Practice and technology from theoretical, managerial and practical perspectives.

Learning Objectives

Before the completion of this course students should be able to:
- Understand the differences between project and process management
- Recognize the strengths and weaknesses of basic forms of organizational structure
- Demonstrate how to employ checklists and scoring models
- Identify traits that are strongly linked to effective management and leadership
- Differentiate between the various forms of project and systems costs
- Understand and apply key scheduling terminology
- Recognize critical path models and their strengths and weaknesses
- Apply resource management within a multi-project environment
- Identify the four key steps in the continuous nature of project monitoring and control
- Know the challenges and components of a final project report

Required Materials

The WFA 300 course uses the "Project Management: Achieving Competitive Advantage" by Jeffery Pinto online textbook. This textbook will be embedded into your Blackboard course shell.

Instructor Information

Mrs. Carmen Gaskins, WKU Adjunct (Carmen.gaskins@wku.edu)
270-901-1060 (SKYCTC Office) or 270-202-3734 (Cell)

I do not have office hours; however, I will be happy to meet with you by appointment. The best way to contact me is calling or texting by cell. Since I teach multiple classes, please identify you are a WKU Student enrolled in WFA 300 when contacting me.

I am an adjunct teaching WFA (formerly SM) courses for WKU. I am a full-time Professor at Southcentral Kentucky Community and Technical College (SKYCTC), Bowling Green, Kentucky, teaching Business and Computer courses since 1998. I was born and raised in Indiana but moved to Bowling Green in 1987 to pursue my degrees with WKU. I have earned an Associate of Arts, Bachelor of Science, and Masters of Art in Education from WKU. I have additional graduate credits in Business, Computers, and Library Media from WKU and Morehead State University.

Besides teaching full-time at SKYCTC, I have held various leadership positions. I am married to Randy who works for Bowling Green Metalforming, and we have two children, Griffin (22) and Ragan (16).

Points and Grades

There are 1000 points possible in this course, with 900 required for an "A", 800 required for a "B", 700 required for a "C", 600 required for a "D". The point value items shown below:

Activity	Number and Points	Total Points Possible
Chapter Quizzes	10 @ 30 points	300 points
Chapter Activities	10 @ 20 points	200 points
Discussion Boards	4 @ 25 points	100 points
Midterm Exam	1 @ 200 points	200 points
Final Exam	1 @ 200 points	200 points
TOTAL		**1000 points**

Final Percentage	Total Points Earned	Letter Grade
90-100%	900-1000	A
80-89.9%	800-899.9	B
70-79.9%	700-799.9	C
60-69.9%	600-699.9	D
0-59.9% (or academic dishonesty)	000-599.9 (or academic dishonesty)	F

No Late Assignments

This course is designed for regular progress each week of the semester. All assignments will be available by Monday morning for the current week, and that week's deliverables are due by 10:00 a.m. (CST) of the following Monday. All activities must be completed by the due date. Late work is not accepted.

When you submit work to Blackboard, it is your responsibility to confirm on Blackboard that your work was successfully uploaded. An exclamation mark icon in the gradebook indicates the work was submitted and is waiting for instructor processing.

On Your Own Zone: Even though you have until Monday (10:00 a.m. CST) to complete that week's deliverables, you should avoid procrastination and make every attempt to get your work done by Friday before the weekend. I will try to respond promptly to properly-formatted emails Monday through Friday. However, Saturday and Sunday are the "on your own zone"; therefore, I might not respond to emails during those two days.

Do No Procrastinate! The closer you get to the due date, the more likely it is that an unexpected issue might cause you to miss a deadline. In other words, procrastination may be hazardous to your grade in this course!

"C" or Better Required in ALL WFA Core Classes

All WFA Core Courses must be passed with a grade of "C" or better to count for graduation in the Workforce Admin & Practice major.

E-Mail

My email address is carmen.gaskins@wku.edu. When sending me an email, please include WFA 300 in the Subject line along with the Topic of your email (For Example: WFA 300—Week 1 Discussion Board). Failure to include this information in your Subject line may result in a delay in my replying. You should also proofread your email to ensure you have correct spelling and grammar. Emails that are unprofessional with very poor spelling and grammar will be ignored.

Blended Learning

WFA classes are an Online/Hybrid mix, with all material available online. The workload is the same (or more) than a traditional face-to-face class. The main difference is that most of your interactions will occur electronically through email, Blackboard, or other digital means.

Class Meetings

WFA class will use WKU's Adobe Connect to hold three class meetings per semester. These will be interactive discussions and your participation is welcomed but is **not** required. No graded activities will occur during the online meetings and attendance will not be taken. Dates will be identified in Blackboard when the course opens. Students will not need to purchase any special software to have access to the online meetings.

Time and Effort Expectations

You must make a significant commitment of time and effort if you wish to be successful in this course. Most weeks you will be assigned a book chapter to read, one or more chapter lectures to watch, a hands-on activity to complete that reinforces the chapter material, practice quizzes and an actual quiz. As a rule-of-thumb, you should expect to spend around 5-to-8 hours per week per WFA class!

Technology Requirements

The following is a minimum of the technology expectations for all students in this course:

- You must have a reliable computer in good working order.
- Your computer must have reliable Internet and Blackboard access.
- You should identify an alternate computer with Internet access that you can use in the event your primary computer or Internet access is not working for any reason.

- All written assignments must be submitted in either Microsoft Word or PDF format. You can use any tool to create the document so long as you can save and submit in Word or PDF format.
- Written assignments will be graded both on content and presentation. Your work should look professional, and you should proofread your work to correct any spelling or grammatical errors before submitting it for grading. References should be provided (always reference the textbook) in an APA format. Remember you are taking a 300-level college course and your writing should content and presentation should reflect it.

Standards of Conduct

All students should show respect for others, be committed to issue and problem resolution, and appreciate the opportunity for open communication and correspondence with individuals whose life experiences are different than your own.

In addition to university standards, students in WFA hybrid courses are expected to:
- Accept responsibility and accountability for all content posted to any online classroom, public meeting or personal inbox (e-mail).
- Maintain the same ethical standards expected in a traditional face-to-face academic environment. This includes avoiding harmful, threatening, libelous, or abusive content.
- Demonstrate respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disability, or sexual orientation.

The following is NOT acceptable:
- Harmful, threatening, libelous, or abusive content
- Profanity of any kind
- Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements
- Misrepresentation of identity through alteration of inbox (e-mail) names
- Posting unsolicited advertisements
- Transferring malware that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.
- Unauthorized access to any university or other resources.

Original Work

There is no greater offence in higher education than attempting to take credit for someone else's intellectual work. A student must always submit work that represents his or her original words or ideas.

When you reference other sources, you should NOT directly quote the source, but you should cite the relevant source and summarize in your own words the position, viewpoint, or comments of the source; as well as, you must identify the source.

Please be advised that if you break this policy, you will receive a zero on the assignment AND you will lose a letter grade at the end of the semester AND you will be reported to the Workforce Admin & Practice Department for further review. If you break the policy on two submissions, you will FAIL the course AND you will be reported to the University Dean of Student Affairs. If you have any questions about the meaning of this section, you should contact your professor.

Blackboard Questions

There is a forum on Blackboard that is called WFA300 Questions and Answers. The purpose of this forum is to allow students the freedom to ask questions and share information relevant to this course. You may share links, general solutions to problems and other bits of information that you have found to be useful.

Title IX Misconduct/Assault Statement

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's Title IX Sexual Misconduct/Assault Policy (#0.2070) at *https://wku.edu/eoo/documents/titleix/wkutitleixpolicyandgrievanceprocedure.pdf* and Discrimination and HarasWFAent Policy (#0.2040) at *https://wku.edu/policies/hr_policies/2040_discrimination_harasWFAent_policy.pdf*.

Under these policies, discrimination, harassment, and/or sexual misconduct based on sex/gender are prohibited. If you experience an incident of sex/gender-based discrimination, harassment and/or sexual misconduct, you are encouraged to report it to the Title IX Coordinator, Andrea Anderson, 270-745-5398 or Title IX Investigators, Michael Crowe, 270-745-5429 or Joshua Hayes, 270-745-5121.

Please note that while you may report an incident of sex/gender based discrimination, harassment and/or sexual misconduct to a faculty member, WKU faculty are "Responsible Employees" of the University and MUST report what you share to WKU's Title IX Coordinator or Title IX Investigator. If you would like to speak with someone who may be able to afford you confidentiality, you may contact WKU's Counseling and Testing Center at 270-745-3159.

ADA Accommodation Statement

In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. SARC can be reached by phone number at 270-745-5004 [270-745-3030 TTY] or via email at sarc.connect@wku.edu . Please do not request accommodations directly from the professor or instructor without a faculty notification letter (FNL) from The Student Accessibility Resource Center.

Drop Date

Student must adhere to the add/drop dates published by WKU. Our department does not accept class-by-class withdrawal exceptions after the WKU drop dates. Our

department will only support General Withdrawal forms from All Classes, and only with proper documentation. Please review the WKU Academic Calendar Webpage for the last day to withdraw from a full semester class.

Syllabus Confirmation

You should carefully read this entire syllabus. Once you have completely read and understood the information in this syllabus you should go to Blackboard and complete the Syllabus Quiz.

You must repeat the Syllabus Quiz until you score 100%. You cannot advance in this course until you score 10 out of 10 points on the Syllabus Quiz. The syllabus quiz points do not count in the points total for the semester and can be hidden once everyone passes it.

Start Date	Week	WEEK'S TOPIC	Ch Quiz	Ch Activity	DBs	Midterm	Final	Week Total
8/27	1	Intro Week: The Disruptive Nature of Technology, Knowledge Workers, Workforce Admin & Practice, and You!			25			25
9/3	2	Chapter 1 "Introduction: Why Project Management"	30	20				50
9/10	3	Chapter 2 "The Organizational Context: Strategy, Structure, and Culture"	30	20				50
9/17	4	Chapter 3 "Project Selection and Portfolio Management"	30	20				50
9/24	5	Chapter 4 "Leadership and Project Management"	30	20				50
10/1	6	Chapter 8 "Cost Estimation and Budgeting"	30	20				50
10/8	7	MIDTERM EXAM				200		200
10/15	8	Discussion Board			25			25
10/22	9	Chapter 9 "Project Scheduling: Networks, Duration Estimates, and Critical Path"	30	20				50
10/29	10	Chapter 10 "Project Scheduling: Lagging, Crashing, and Activity Networks"	30	20				50
11/5	11	Chapter 12 "Resource Management"	30	20				50
11/12	12	Chapter 13 "Project Evaluation and Control"	30	20				50
11/19	13	Chapter 14 "Project Closeout and Termination"	30	20				50
11/26	14	Discussion Boards			50			50
12/3	15	Course Review						
12/10		FINAL EXAM WEEK					200	200

| | SubTotals | 300 | 200 | 100 | 200 | 200 | 1000 |