

Western Kentucky University
Managing Projects in Organizations – MGT 326
Web Course – Spring 2024

Instructor: Jacob R. Sherfey, MBA

Email: Jacob.sherfey@wku.edu

Zoom Meeting: By appointment.

Course Requirements:

1. Students must iteratively read the Syllabus and all Blackboard (Bb) contents/tabs as it will serve as the guide for success in this course.
2. Course Text: McGraw Hill CONNECT (180 Days) w/eBook [Project Management: The Managerial Process \(mheducation.com\)](https://mheducation.com) Project Management: The Managerial Process, 8th Edition | ISBN10: 1260242374 | ISBN13: 9781260242379 | By Erik Larson and Clifford Gray | © 2021
3. A high-speed internet connection is required for this online course. No exceptions.
4. Students must be proficient in the use of Bb and CONNECT. If technical problem(s) arise or a student identifies a need for training of Bb, please contact Western Kentucky University's IT Helpdesk at (270) 745-7000. If technical problem(s) arise or a student identifies a need for further Connect training, please complete the Smart Book 2.0 and Connect Orientations, or contact McGraw-Hill at (800) 338-3987.

Maintaining Efficacy:

1. All late work without a proactive, logical justification for late submission, will result in a grade of zero. Please reach out to me via the messages tab, before the due date, for approval.
2. Content will be available in 5-week increments (less the final week), allowing students to work ahead in part. All weekly corresponding assignments are due on Sundays at 11:30 PM CT (less the final week).
*** Please acquaint yourself with the due dates. I maintain a firm zero-tolerance late policy. ***
3. Check the Bb Messages tab and your WKU email for announcements and updates. The instructor messages tab will send a copy to your WKU email on file, but student responses must be made through the messages tab in Bb.
4. [The Why - 8 Email Etiquette Tips](#). If students find their question(s) or concern(s) unavailable within the various Bb content/tabs, then please do not hesitate to directly message me through the Bb Messages tab and click the option to send a copy to my WKU email. This is my preferred contact method. Monday through Thursday I intend to respond to you within 24hrs, and Friday through Sunday within 48-72hrs.
5. The syllabus is a guide. Circumstances and events, such as student progress, may make it necessary for any instructor to modify the syllabus during the semester. Any changes made to the syllabus will be announced in advance.

(You as the student in this online course must accept the 'nine' responsibilities above.)

Course Grading Structure:

Course Point Breakdown Structure		
Three Online Exams	300 points (100 points each)	30%
Fifteen Smart Book Activities	150 points (10 points each)	15%
Fifteen Homework Assignments	150 points (10 points each)	15%
Twelve Case Studies	240 points (20 points each)	24%
Two Discussion Boards	40 points (20 points each)	4%
Three Practice Operations Modules	120 points (40 points each)	12%
Total	1000 points	100%
Final Grade Breakdown Structure		
A	900-1000 points	90-100%
B	800-899 points	80-89%
C	700-799 points	70-79%
D	600-699 points	60-69%
F	599 points or below	Below 60%

Exams: Cumulatively 30% of your grade. The online exams are each timed for 90 minutes. Once you open the exam in Connect, the clock starts. You will have the opportunity to take each exam twice and Bb will record your highest score. The exam questions randomly chose 50 Multiple-choice questions from a large test bank for every exam – this means that no two exams will contain the same questions.

Smart Book / Homework Assignments: Cumulatively 30% of your grade. Assignment details are within McGraw-Hill Links. These may be completed an unlimited number of times before the due date.

Written Assignments: Cumulatively 28% of your grade. Due to the asynchronous nature of this online course, and the inability to speak in real time, **it is expected that your written assignments be concise, APA cited, and most importantly accurate.** All students must complete THEIR INDIVIDUAL WORK. Sharing work in ANY manner will result in a failing grade and dismissal from the course. Student work will be checked using plagiarism detection software. **Students who properly cite relevant sources from our course text or Peer Reviewed Journals from [WKU Libraries | Western Kentucky University](#), typically receives more favorable grades.** Each written assignment is to be typewritten and free from grammatical and spelling errors, written assignments containing such errors will receive substantially lower grades.

- **Case Studies:** 20 points each. If diagrams/exhibits are to be created (i.e., case 4-1) you must handwrite them on a sheet of paper, take a picture, and upload them within the messages tab.
- **Discussion Boards:** 20 points each. 10 points for the original post (150 words) and 10 points for responses to **two peers** (50 words each).

When in doubt, regarding how to proceed in writing, always incorporate the 5 W's (who, what, when, where, and why (most importantly the why)) and incorporate relevant sources into your major claims.

Practice Operations Application-Based Modules: 12% of your grade. You have an unlimited number of attempts to reach the designated goal of achieving full credit. **Please begin these modules early and proceed slowly. Fast is slow, slow is good, on these assignments.** These modules are highly interactive exercises that provide students with a safe space to practice using problem-solving skills and apply their knowledge to solve realistic scenarios. Each scenario addresses key concepts and skills that students must use to work through and solve course-specific problems, resulting in improved critical thinking and relevant workplace skills.

MGT 326 COURSE DESCRIPTION

Project management is a business tool that focuses on the project's central role in organizations, along with addressing the project life cycle and techniques for initiation, planning, scheduling, controlling and execution. Emphasis is on organizational, managerial, human behavior and interdisciplinary issues relevant for managing successful projects from the business perspective.

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, Room 1074. The 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.

TITLE IX MISCONDUCT/ASSAULT STATEMENT

Western Kentucky University (WKU) is committed to supporting faculty, staff and students by upholding WKU's [Sex and Gender-Based Discrimination, Harassment, and Retaliation](#) (#0.070) and [Discrimination and Harassment Policy](#) (#0.2040). 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 Executive Director, Office of Institutional Equity/Title IX Coordinator, Ena Demir, 270-745-6867 or Title IX Investigators or Michael Crowe, 270-745-5429. 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. [Sexual Assault Resources](#)

CHATGPT & GENERATIVE AI STATEMENT

AI tools prohibited:

Artificial intelligence (AI) tools are not permitted for any type of work in this class. If you choose to use these tools, your actions will be considered academically dishonest and a violation of the [WKU Student Code of Conduct](#).

INCLUSION STATEMENT

Western Kentucky University (WKU) is committed to ensuring all members of our campus community have access to equitable and inclusive learning, working, and living environments. At the heart of our mission, we seek to provide holistic education and employment experiences that prepare students, faculty, and staff to become effective scholars, contributors, and leaders in our diverse and evolving communities. Consistent with our campus purpose statement and creed, this classroom will be a respectful space, welcoming all sexes, races, ages, national origins, ethnicities, gender identities/labels/expressions, intellectual and physical abilities, sexual orientations, faith/non-faith perspectives, income levels and socio-economic classes, political ideologies, educational backgrounds, primary languages, family statuses, military experiences, cognitive styles, and communication styles. If at any time during this course you are excluded or feel a sense of alienation from the course content, please feel free to contact me privately **without** fear of reprisal.

LAND ACKNOWLEDGEMENT

The history of our community and land gives us the opportunity to recognize, respect, and appreciate our place within that history. Western Kentucky University (WKU) honors and acknowledges the Indigenous peoples' land on which this University was built. All land in the state of Kentucky was once Indigenous territory, which is why it is our duty to acknowledge that WKU exists on Native land. This particular region of Kentucky was home to both the Shawnee (Shawandasse Tula) and Cherokee East (CWJQJĀ Tsalaguweti) tribes.

We also honor and acknowledge the former residents of Jonesville. According to the [Jonesville History Project](#), "Jonesville was a predominantly African American community in Bowling Green, Kentucky, that was demolished in the 1960s to make way for the expansion of the WKU campus. This incident echoed a pattern across the country where the power of eminent domain was utilized to seize property from minority communities for large public works projects under the guise of urban revitalization."

BIG RED BACKPACK

The Big Red Backpack program is the title of WKU's partnership with Barnes & Noble College for their First Day Complete initiative. Big Red Backpack is a course materials delivery program that ensures students have their required course materials on the first day of class and may reduce the costs of materials for many of their courses. Enrollment in the program occurs automatically when students register for classes. Students may opt out of the program each semester, as long as they choose to opt out for all of their classes.

Students MUST carefully and completely follow all instructions regarding the Big Red Backpack Program. Those instructions will be provided by:

1. An email to all Topper email addresses from the Big Red Backpack Program one month before the start of classes.
2. The Big Red Backpack Program site: <https://www.wku.edu/bigredbackpack/>.
3. Students should refer to the Big Red Backpack Program site referenced above for opt-out deadlines and any additional details.

REGULAR AND SUBSTANTIVE INTERACTION

The U.S. Department of Education requires that distance education courses must include regular and substantive interaction between students and faculty. For more information about Regular and Substantive Interaction at WKU, please visit the [Regular and Substantive Interaction in Online and Distance Learning webpage](#). In this course, regular and substantive interaction will take place in the following ways:

- Discussion Board Participation
- Case Study Feedback
- Announcements
- Direct Messages (as needed)
- Zoom Meetings (upon request)

ADDITIONAL SOURCES OF ASSISTANCE

Emotional Support: WKU offers confidential counseling for students at the WKU Counseling Center. The best way to schedule an appointment is to visit their office in Potter Hall, Room 409 or by calling their office at 270-745-3159. They are open Monday - Friday from 8:00am - 4:30pm. For emergency and after-hours information, call 270-745-3159.