# Department of Business Administration
ORGL 4304 | PROJECT DEVELOPMENT | Spring 2024
**COURSE SYLLABUS**

**SR | SUL ROSS**
THE FRONTIER UNIVERSITY of Texas
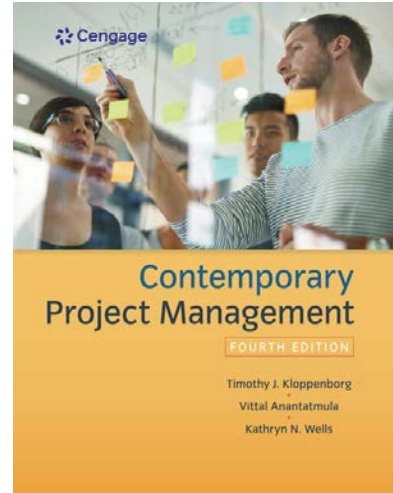
## Instructor Information

Dr. Eric Busby
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Phone: 432-837-8137

Email: eric.busby@sulross.edu
Office Hours: By Appointment

**Class Time and Location: Online**

**Required Textbook:**

Contemporary Project Management *4th Edition*.
Author(s): Kloppenborg, Timothy, Anantatmula, Vittal S.
Wells, Kathryn
Publisher: Cengage; *4th Edition*
ISBN-10: 9781337406451; ISBN-13: 978-1337406451

**Reference:**
Construction Accounting and Financial Management
Author: Steven J. Peterson
ISBN 978-0470182710

There will also be additional reading material assigned in the form of handouts that contain industry-related information. Students will be responsible for that information on tests and quizzes.

## Course Description

This course will provide the necessary tools to students that will be involved in the management of projects in various areas such as construction, technology, and management. We will address the issues related to the completion of projects within the budget, schedule, and other contractual requirements.

## Course Goals and Objectives

This course focuses on the various aspects of project management which involve financial documents and controlling the progress of the work. The primary emphasis of this course will be to help students understand the documents and methods used to manage the cost of labor, materials, and equipment. Each student must develop analytical skills needed to make them a successful project leader and manager.

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## Student Learning Outcomes

This course is designed to meet one or more of the following Student Learning Outcomes:

1. Students will be able to demonstrate an understanding of schedule of values.
2. Students will demonstrate the ability to make labor and operations cost reports and project budgets.
3. Students will be able to define and discuss the concepts and philosophy used by managers to complete projects within time, cost, and performance objectives requirements.
4. Students will be able to identify the need for risk management, resource management, and project closeout.
5. Students will be able to integrate the knowledge learned in estimating, scheduling, computer applications, construction accounting, and other courses to develop a comprehensive execution plan.

## Marketable Skills for the BAS in Organizational Leadership

1. Students will learn to be effective leaders.
2. Students will, as leaders, learn how to use research and analysis to make informed decisions.
3. Students will, as leaders, learn how to use oral and written communications to inspire their organizations.

**Upon completion of this course the student will be able to:**

- Create written communications appropriate to the project management discipline.
- Analyze construction documents for the planning and management of construction processes.
- Understand project delivery methods and methodologies.
- Understand the schedule of values.
- Demonstrate the ability to make labor and operations cost reports and project budgets.
- Understand the concepts of project management and their application to the management of business, engineering, and technology projects in the contemporary business environment.
- Analyze and explain specialized behavioral and organizational issues and management methods used to address the unique problems encountered during the management of projects.
- Use specialized project management techniques required to organize, plan, and perform projects.

Additionally, students will be exposed to the conditions that project managers must perform under to deliver successful projects and to gain a perspective on the types of projects that you might encounter in your career. This class is to be a learning experience, and one that you want to come to each week. As such the class structure, lesson topics, and overall learning environment will emphasize more than just knowledge comprehension.

## SRSU Accessibility Services Statement

Sul Ross State University (SRSU) is committed to equal access in compliance with Americans with Disabilities Act of 1973. It is SRSU policy to provide reasonable accommodations to students with documented disabilities. It is the student's responsibility to initiate a request each semester for each class. Alpine students seeking accessibility/accommodations services must contact Mary Schwartze Grisham, M.Ed., LPC, SRSU's Accessibility Services Coordinator at 432-837-8203 (please leave a message and we'll get back to you as soon as we can during working hours), or email counseling@sulross.edu. Our office is located on the first floor of Ferguson Hall (Suite 112), and our mailing address is P.O. Box C-122, SUI Ross State University, Alpine. Texas, 79832

## Library Information

The Bryan Wildenthal Memorial Library in Alpine offers FREE resources and services to the entire SRSU community. Access and borrow books, articles, and more by visiting the library's website, library.sulross.edu/. Off-campus access requires logging in with your LoboID and password. Librarians are a tremendous resource for your coursework and can be reached in person, by email (srsulibrary@sulross.edu), or by phone (432-837-8123).

No matter where you are based, public libraries and many academic and special libraries welcome the general public into their spaces for study. SRSU TexShare Cardholders can access additional services and resources at various libraries across Texas. Learn more about the TexShare program by visiting library.sulross.edu/find-and-borrow/texshare/ or ask a librarian by emailing srsulibrary@sulross.edu.

New for Fall 2023: Mike Fernandez, SRSU Librarian, is based in Eagle Pass (Building D-129) to offer specialized library services to students, faculty, and staff. Utilize free services such as InterLibrary Loan (ILL) and ScanIt to get materials delivered to you at home or via email.

## SRSU Distance Education Statement

Students enrolled in distance education courses have equal access to the university's academic support services, such as library resources, online databases, and instructional technology support. For more information about accessing these resources, visit the SRSU website. Students should correspond using Sul Ross email accounts and submit online assignments through Blackboard, which requires secure login. Students enrolled in distance education courses at Sul Ross are expected to adhere to all policies pertaining to academic honesty and appropriate student conduct, as described in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website. Directions for filing a student complaint are located in the student handbook. Students in web-based courses must maintain appropriate equipment and software, according to the needs and requirements of the course, as outlined on the SRSU website.

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## Attendance - Student Expectations

Attendance (regular participation in the online classroom) is essential for maintaining the best learning environment. Learning occurs in relationship not only between the student and course materials, but, just as importantly, peer to peer, professor to student, and student to professor.

Participation in this course via the Internet is the responsibility of the student. Students receiving benefits from government agencies must adhere to policies stipulated by the specific agency.

NOTE: This Internet class demands that the student be self-motivated and self-disciplined. You are responsible for keeping up with the schedule, assignments, and exams. I will be contacting you throughout the semester by email, and Blackboard which is always available.

## What You Should Understand About Internet Classes

1. Be realistic about the amount of time required to do the coursework.
2. On-line is NOT easier!
3. Schedule class time just as if you were attending class on-campus.
4. Turn in your work ON TIME.
5. Participate actively in the class.
6. ***Use e-mail and the discussion boards to communicate often with your instructor & classmates.***
7. Log into the class at least 5 times a week.
8. Do NOT fall behind in your assignments.
9. ASK for help when you need help.

## Distance Education Non-Participation Statement

Policies in effect for on-campus, traditional classroom instruction courses also apply to students enrolled in distance education courses, including Web-based and ITV courses. The University allows a maximum of 20% absences in a course before an instructor may drop a student for excessive absences. In Web courses, this policy is interpreted as not participating for more than 3 weeks in a long semester, 1 week in a summer session, or 3 days in the midwinter session.

***Any student dropped for non-participation will receive an "F" in the course dropped. Inactivity may include the following:***

- not logging on to the course not submitting assignments
- not participating in scheduled activities
- not communicating with the instructor by phone or email, and/or
- not following the instructor's participation guidelines stated in the syllabus.

Any student who has not logged on to this course or submitted any assignments by March 20, 2024 will be considered to have exceeded the University's policy on "excessive absences" and may be automatically dropped from the course. Blackboard statistics track the logins made and document the sections of the course accessed. These statistics will be used by your professor as a factor in documenting your participation in the course.

*Your professor will use Blackboard statistics to document logins to the course and assignments accessed.*

## Classroom Climate of Respect

Importantly, this class will foster free expression, critical investigation, and the open discussion of ideas. This means that all of us must help create and sustain an atmosphere of tolerance, civility, and respect for the viewpoints of others. Similarly, we must all learn how to probe, oppose, and disagree without resorting to tactics of intimidation, harassment, or personal attack. No one is entitled to harass, belittle, or discriminate against another person on the basis of race, religion, ethnicity, age, gender, national origin, or sexual preference. Still, we will not be silenced by the difficulty of fruitfully discussing politically sensitive issues.

## Supportive Statement

I aim to create a learning environment for my students that supports various perspectives and experiences. I understand that the recent pandemic, economic disparity, and health concerns, or even unexpected life events may impact the conditions necessary for you to succeed. My commitment is to be there for you and help you meet the learning objectives of this course. I do this to demonstrate my commitment to you and to the mission of Sul Ross State University to create a supportive environment and care for the whole student as part of the Sul Ross Familia. If you feel like your performance in the class is being impacted by your experiences outside of class, please don't hesitate to come and talk with me. I want to be a resource for you.

## Class Structure

**The course is 100% (Totally) online.** Strategies include Reading resources (papers); lectures with assignment instructions and use of the discussion board through Blackboard; written assessments at midterm and final; use of the Internet; and e-mails among students and between individual students and the professor. ***Students are responsible for completing all assigned work.***

### Discussion Participation *(As Required)*
*Discussion topics are set up for each module; you are expected to contribute to each discussion by posting a comment and replying to at least 2 other posts. Five points can be earned for each discussion following the guidelines below. Spelling and grammar count.*

<span style="color:red">**THIS SYLLABUS MAY CHANGE AT ANYTIME**</span>

## Time Commitment

Students should be prepared to spend at least 4-6 hours per week outside of class on assignments that will include: Homework, Reading Assignments, Lab work and studying for tests and quizzes.

## Phones & Electronic Devices

No electronic devices other than calculators are allowed in the class or lab.

## Assignments

**All assignments are to be submitted via Blackboard. No late work will be accepted without proper documentation or prior approval by the instructor.**

**Due dates:** All assignments and projects will be given due dates which must be met. All assignments will be due by 11:59 pm on the assigned day. Assignments and projects will not be accepted if they are turned in late without approval. Late assignments will lose ten points per calendar day. Students are responsible for meeting the deadlines even if classes are missed.

**Grading:** All work will be graded on specific criteria using the following guidelines. Any worksheets will be graded on a points-per-answer basis. Any sketches and drawings assigned will be graded on a 100point (percentage) scale. Criteria for grading will include accuracy of content, appropriateness of content for assignment, presentation, and clarity. Projects in the lab will be graded on accuracy, neatness, content, adherence to standards, adherence to assignment, and workmanship. Graded items will be broken into specific categories and presented on grade sheets given at the time the assignments are given.

## Grading Policy

Final grades will be determined by totals in these areas:
- 5% quizzes
- 25% final exam (comprehensive)
- 40% daily work assignments: lab work, site visit, and attendance
- 30% final project (group or individual project)

In the event one of the above categories is not completed during the course that percentage will automatically be divided between the other categories at the same level. All assignment points will be converted to percentages for individual assignment letter grades.

**A=100-90; B=89-80; C=79-70; D=69-60; F=59-0**

Grades will be earned on the basis that "C" is average work, "B" is above average work, and "A" is well above average work. Barring any unusual circumstances there will be ___NO INCOMPLETES___ given at the end of this semester.

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## Academic Honesty

Students in this class are expected to demonstrate scholarly behavior and academic honesty in the use of intellectual property. A scholar is expected to be punctual, prepared, and focused; meaningful and pertinent participation is appreciated. Examples of academic dishonesty include but are not limited to: Turning in work as original that was used in whole or part for another course and/or professor; turning in another person's work as one's own; copying from professional works or internet sites without citation; collaborating on a course assignment, examination, or quiz when collaboration is forbidden.

**All students are expected to complete their own work at all times. Any dishonest conduct will be promptly rewarded with an immediate "F".**

### *Plagiarism*

*A student guilty of plagiarism and/or cheating will receive a grade of "F" in the course involved and the grade will be recorded on the transcript. Students giving and receiving assistance in any unauthorized manner during an examination will subject themselves to this cheating policy. A pattern of cheating will result in suspension.*

## Quizzes

You will not be given advance notice of quizzes. They will be primarily written in nature. There will be no make-up quizzes.

## Tests/Exams

**All exams will be given on the announced date.**

Everything discussed and everything in the assigned reading, including laboratory material, is fair game for tests and quizzes. It is your responsibility to be in attendance the day of scheduled exams. Tests will be either administered through Blackboard or written in nature using various styles of questions covering terminology, equipment, processes, and other items discussed. Attendance for the tests is mandatory; no makeup tests will be given.

## Midterm Exam

There will be no midterm exam given.

## Final Exam

The final exam will be during the week of May 3-8, 2024. The specific date and time will be announced during the semester. The exam will include written, practical, and analytical portions, and will be comprehensive of the entire semester. Do not make any other plans for that day and time.