Course Description
Introduce project management software tools that are commonly used in organizations today. Explore team leadership tools that are a critical component to successful project management. Understand how project management relates to overall organizational goals and strategies. Gain through understanding of leadership and planning of a project by performing a post-mortem analysis of a completed project.

Required:
A willingness to learn!!!!!


You may be required to purchase an additional textbook for the leadership component of the course. Information will be provided in class.

Expectations of Students
Students are expected to attend all class meetings, arrive on time, will not come and go during class, and are expected to stay until the scheduled ending time. In general students are expected to participate in class discussions and assist in creating a supportive and interactive learning environment. Your class participation points are dependent on attendance and participation!!!

It is important that you treat your fellow students and their comments with respect insensitivity in the area will not be tolerated.

It is expected that any reading assigned as homework will be completed before the next class meeting. The reading assignments are meant to facilitate class discussion and therefore it is important that you have completed the readings before you come to class.

Tests are to be taken on time. No make up exams will be given. Cheating will not be tolerated. The University of Memphis has clear codes regarding cheating and classroom misconduct. Your instructor will adhere to university policies related to cheating and class conduct. The University of Memphis policy regarding Classroom Misconduct will be enforced. Details of the policies can be found in the Student Handbook or at the Office of Judicial and Ethical Programs web site: http://www.people.memphis.edu/~jaffairs/
All class assignments, projects, and presentations are expected to be completed on time. Late assignments will not be accepted unless accompanied by a University approved excuse.

Please do not use electronic devices in the classroom, these include but aren’t limited to; wireless devices such as cell phones, pagers, MP3 players, and laptops (for any use other than taking notes or other class related activities– no chatting online during class!!!).

**Disability Services**
Reasonable and appropriate accommodations will be provided to students with disabilities who present a memo from Student Disability Services (SDS). Students have the responsibility to contact both SDS and the instructor at least one week in advance to initiate the appropriate actions.

**Grading Policy**

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>20%</td>
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<tr>
<td>Final Exam</td>
<td>20%</td>
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<tr>
<td>Group Project</td>
<td>30%</td>
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<tr>
<td>Individual Assignments/Project</td>
<td>20%</td>
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<tr>
<td>Participation</td>
<td>10%</td>
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Grading scale for the course (no fractionated grades)

- A = 90 – 100%
- B = 80 – 89%
- C = 70 – 79%
- D = 60 – 69%
- F = below 60%

**Working Schedule:**
The course schedule can be found on the MIS 3886 E-Courseware site. It is a evolving schedule and will change!!! The working schedule serves as a way to communicate changes in the course schedule, as well as a mechanism to communicate class information outside of time spent in class. You will need to refer to the working schedule frequently to keep updated on due dates, assignments, tests, and other relevant information. **It is your responsibility to keep yourself updated on class information via the working schedule.** I will also be posting course materials and power point presentations on E-courseware.

**Evaluation:**

*If you miss a class:* If you are unable to attend a class session, it is your responsibility to acquire the class notes, announcements, etc. from a classmate. Attendance will considered in the class participation component of your grade

*If you miss a guest speaker, group activity, meeting with a mentor, or presentation by other group members, you will lose credit.*

*Exams:* There will be two exams and a final exam. Exams will be a combination of true/false, multiple choice, short answer and essay questions.

All students are expected to be present and on time for all course exams. Make up exams are rarely granted and will not be considered unless there is a documented, university approved, student emergency. If a legitimate emergency arises, a student will need to discuss the situation with me (in person or on the phone) prior to the exam or as soon after the emergency as possible. If written approval for a make up exam is not secured from the instructor prior to the exam time, then it is very unlikely that a makeup exam will be granted.

*Projects:* Project information will be provided in class.
**Homework:** There will be homework and readings assigned throughout the semester. These assignments will be posted on the website. YOU are responsible for accessing the website, finding out about homework requirements, and completing them (including submission) according to instructions on the website.

**Grade appeals:** If you are not satisfied with your grade on an exam or homework assignment I am willing to review the situation. You may submit a brief written summary (or email) of the situation, along with a justification of why you believe a better score is warranted. Three key rules apply to a grade appeal: 1) You must submit your appeal within one week of receiving the grade, 2) When reconsidering your grade I will re-grade the entire assignment and reserve the right to change the grade higher or lower on any portion of the assignment if an appeal is requested, and 3) class time will not be spent to discuss grade appeals.

**Grade Curving:** I do not anticipate curving test, project or homework grades. However, if it looks as though the entire class performs poorly on a question or exam and I feel it is a reflection of something I have failed to communicate to the class as a whole or some failure in my teaching the subject I will curve the grades appropriately.