Course Syllabus
MIS 3210-M50 – Critical Thinking and Project Management
Fall Semester, 2015
3.0 Credit Hours

(Last updated: 7/29/2015)

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Office Hours: Mondays and Wednesdays 11:30am to 1:30pm

Class Meeting Times:
Start & End dates: August 24th to December 7th
Meeting times: none (online)

Course Overview:
This course will integrate the concepts of critical thinking, problem solving, and project management. In the first half of the course, you will learn about the theory, processes and methods necessary to enhance your critical thinking and problem solving skills. You will learn specific skills and techniques that can be applied to the process of problem solving and then practice these skills and techniques using case studies. The second half of the course will focus on project management. You will learn about the processes, methods, techniques and tools that organizations use to manage complex projects.

Pre-Requisites/Co-Requisites:
This is an upper-division required course for all FCBE majors. Lower division core courses must be completed before enrollment in this course is permitted.

Required Texts (and Related Materials):
- Case Study Scenarios
Course Objectives:
By successfully completing this course, students will be able to:
1. Cultivate the characteristics of a critical thinker so that you will think critically as common practice
2. Improve your problem solving abilities by knowing how to adopt specific approaches and apply specific techniques
3. Apply critical thinking skills to the processes of problem solving and project management
4. Evaluate evidence/information that you are confronted with and you will understand how to deal with ambiguity or inconclusive results
5. Initiate, specify, and prioritize information systems projects and to determine various aspects of feasibility of these projects.

Fogelman College: Learning Outcomes for Your Degree
This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the BBA program:
http://www.fcbeassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf

Instructional Methods:
- Presentations of critical thinking, problem solving, and project management topics in the textbook
- Case-based assignments that provide opportunities to conduct your own analyses and formulate a proposed solution.
- Homework assignments that provide opportunities to apply specific problem-solving techniques and project management methods
- Project scheduling assignment that provides hands-on experience with Microsoft Project software

Grading methodology used to determine course grade:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
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<tbody>
<tr>
<td>1 quiz (20 multiple choice questions)</td>
<td>20</td>
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<tr>
<td>11 homework assignments (10 points each)</td>
<td>110</td>
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<tr>
<td>1 project management project</td>
<td>30</td>
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<td>1 final exam</td>
<td>60</td>
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<tr>
<td>BIT Professional Enrichment Points (see pages 6-7)</td>
<td>(≈ 5%) 10</td>
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<tr>
<td>TOTAL</td>
<td>230</td>
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Final Letter Grades:
Your final letter grade is based on your overall average. Your overall average is calculated as the sum of all the points you earned on graded assignments divided by the total number of points possible. The letter grade is based on the following schedule:

Above 90% ................................................................. A
Above 80% but below 90% .................................................. B
Above 70% but below 80% .................................................. C
Above 60% but below 70% .................................................. D
Below 60% ........................................................................ F
Final Exam Schedule:
The final exam for this class will be scheduled according to the Registrar’s academic calendar website.

Course Policies:

E-mail:
All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. It is your responsibility to check your inbox frequently and read all email messages from the course instructor.

Attendance:
Since this is a completely online course, you are not required to attend class meetings. You do, however, need to check the weekly schedule on syllabus and review content on the eLearn site frequently (at least twice a week) to make sure that you are completing the coursework on schedule and that you are turning in your homework assignments on time.

Academic Conduct:
The University of Memphis has published rules and responsibilities regarding academic conduct. In addition, the Fogelman College of Business and Economics has its own published guidelines on academic integrity. You are expected to follow these rules and guidelines. Incidents of violations will be reported to the Office of Student Conduct.

Specific rules to be emphasized regarding academic conduct in this course:

- All homework assignments are individual assignments and each person is expected to create their own files and do their own work. Collaboration on homework assignments is cheating. If you work with other students on an assignment, you will split the points between those you worked with. If you turn in another student’s work as your own, you will receive a 0 on that assignment.

- You are expected to turn in your assignments on time. The due dates for assignments are provided on the weekly schedule (below). Five points will be deducted for each day that an assignment is late. Late assignments must be turned in to the late assignment drop box on eLearn.
## Weekly Schedule of Course Topics (online section):

<table>
<thead>
<tr>
<th>Week</th>
<th>View this PowerPoint presentation and/or video</th>
<th>Reading Assignment</th>
<th>Homework Assignment</th>
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<tbody>
<tr>
<td><strong>WEEK 1:</strong> Aug 24 To Aug 30</td>
<td>Review the video of the syllabus CT #1: Introduction to Critical Thinking CT #2: Assumptions &amp; Reasoning CT #3: The Scientific Method</td>
<td>Read: chapters 1, 3, 4 in Folger text</td>
<td>Take Quiz #1 on elearn (20 multiple choice questions over CT#1 - CT#3)</td>
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<td><strong>WEEK 2:</strong> Aug 31 To Sept 6</td>
<td>PS #1: Root Cause Analysis / Five-Whys PS #2: Socrates Questioning and Duncker Diagram PS #3: Statement-Restatement and KT Analysis</td>
<td>Read Case #1: Gifts for Students – Part 1 (A &amp; B)</td>
<td>HW #1 (apply one of the 5 techniques to define the root cause of the problem)</td>
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<td>Sept 7</td>
<td>Labor day – the university is closed. (Monday only)</td>
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<td><strong>WEEK 3:</strong> Sept 8 To Sept 13</td>
<td>PS #4: Overcoming mental blocks and risk taking PS #5: Stimulating creative thought</td>
<td>Read: chapter 5 &amp; 6 in Folger text</td>
<td>HW #2 (apply one or more techniques to generate ideas for solving the “Gifts for Students” problem)</td>
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<td><strong>WEEK 4:</strong> Sept 14 To Sept 20</td>
<td>PS #6: Deciding - Part I: Situation Analysis PS #7 (1st half): Decision Analysis (DA)</td>
<td>Read: chapter 7 in Folger text</td>
<td>HW #3 – DA – Scenario A HW #4 – DA – Scenario B</td>
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<td><strong>WEEK 5:</strong> Sept 21 To Sept 27</td>
<td>PS #7 (2nd half): Potential Problem Analysis (PPA)</td>
<td>Read Case #2: The Athlete’s Foot – Part 1</td>
<td>HW #5 – PPA HW #6 - The Athlete’s Foot case - critique the decision process</td>
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<td><strong>WEEK 6:</strong> Sept 28 To Oct 4</td>
<td>EX #1: Excel Demonstration: Creating pivot tables</td>
<td>Read Case #2: The Athlete’s Foot-Part 2</td>
<td>HW #7 - The Athlete’s Foot case – Analysis and Recommendation</td>
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<td><strong>WEEK 7:</strong> Oct 5 To Oct 11</td>
<td>EX #2: Excel demonstration: charts and other techniques for displaying quantitative data EX #3: Excel demonstration: Forecasting with regression</td>
<td>Read Case #3: Un Amor – Part 1 (A &amp; B)</td>
<td>HW #8 – The UnAmor case - critique the decision process</td>
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<td>Oct 12-13</td>
<td>Fall Break – the university is closed (Saturday - Tuesday)</td>
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<td>½ <strong>WEEK 8:</strong> Oct 14 To Oct 18</td>
<td>EX #4: Excel demonstration: scenario analysis and goal seek</td>
<td>Read Case #3: Un Amor - Part 2</td>
<td>HW #9 – The UnAmor case – Analysis and Recommendation</td>
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<tr>
<td><strong>WEEK 9:</strong> Oct 19 To Oct 25</td>
<td>PM #1: Introduction to Project Management PM #2: Project Initiation &amp; Planning</td>
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| WEEK 10: Oct 26 To Nov 1 | PM #3: Project Scheduling  
PM #4: Project Scheduling Options | HW #10–Activity network diagram (posted as a quiz on elearn) |
|--------------------------|--------------------------------|----------------------------------------------------------|
| WEEK 11: Nov 2 To Nov 8  | PM #5A: How to use MS Project  
2013 to do the big project  
PM #5B: How to download & install  
MS Project 2010 or 2013 | Big Project Assignment |
| WEEK 12: Nov 9 To Nov 15 | PM #6: Estimating project costs  
PM #7: Resource optimization | HW #11 – Resource Optimization (posted as a quiz on elearn) |
| WEEK 13: Nov 16 To Nov 22 | Complete the big project | |
| ½ WEEK 14: Nov 23-24  | No new assignments | Big Project is due on Tuesday, November 24th 11:59pm |
| Nov 25, 27  | Thanksgiving Break – the university is closed (Wednesday – Sunday) | |
| ½ WEEK 15: Nov 30 To Dec 2 | Review practice final exam | Take practice final exam (ungraded quiz posted on elearn) |
| Final Exam Week | Final Exam (TBA) | |
The BIT Professional Enrichment Program
BIT Points

The department of Business Information & Technology (BIT) – formerly MIS – has initiated a new program for all students enrolled in MIS 2749 and MIS 3210. It is the BIT Professional Enrichment program. The purpose of the BIT Professional Enrichment Program is to encourage you to participate in extracurricular events and activities that offer learning opportunities about business careers or that enhance your personal and professional competencies (e.g., reliability, honesty, integrity, being positive, supporting others, etc.)

The program works like this: you select and attend professional development events. In most cases, each event is worth 1 point. If you attend at least five events over the course of the semester, you will earn the maximum number of BIT points (5), which counts as five percent of your grade in this course.

Procedure to Earn BIT Point Credits:

1. Identify organizations that may be hosting events related to your major (such as the FCBE Complete Professional Program, registered student organizations, industry professional groups). Review the organization’s calendar of events and select one or more that interests you.
2. Prior to attending an event, obtain a copy of the Event Attendance Verification Form, found below.
3. If the event is NOT on the list of pre-approved events (see below), you will need your instructor’s preapproval to get BIT point credit for attending the event. Ask your instructor to sign the form before the event to indicate approval.
4. Attend the event. After the event, ask the event sponsor representative (e.g., Kathy Tuberville, or whoever is running that event) to sign the form to verify attendance.
5. Turn in the signed form to your course instructor.

Notes:
- You are required to remain at the event for its entire duration to receive credit.
- It is your responsibility to discover, select, and register for events. It is also your responsibility to complete and turn in the Event Attendance Verification Form.
- Some events require pre-registration and/or have eligibility requirements. It is your responsibility to comply with the sponsoring organizations requirements for attendance.
- Events with durations over 1-1/2 hours are eligible for additional BIT points. For example, if you attend a half-day event (4 hours), each additional hour is worth one BIT point; you would earn a total of four BIT points.
Pre-approved events (that do NOT require your instructor’s signature in advance):

1. Any event/program hosted by the Complete Professional Program including but not limited to (earn one point per session) (for more information see: http://www.memphis.edu/professional/index.php):
   - Programs of three sessions:
     - Accounting Careers of Tomorrow
     - Futures in Finance
     - Moving into Management
     - Professionalism First!
     - Technology Careers In Business
     - Programs with a series of single sessions:
       - Against All Odds Luncheons (speaker/lunch)
       - Fogelman Serves (volunteer opportunities)
       - Women in Action (female guest speakers)
     - Programs with one-time sessions:
       - Toastmaster’s meetings
       - Business Etiquette Dinner
   - Other Programs:
     - Peer Power
     - Others, see web site and visit the Avron B. Fogelman Professional Development Center

2. Professional-development events hosted by any of the following registered student organizations (for more information contact the associated department’s main office):
   - Association for Management Information Systems (AMIS) (in Business Information & Technology, formerly MIS)
   - Alpha Kappa Psi (in Graduate Programs Office)
   - Beta Alpha Psi (in Accounting, Finance, or Business Information & Technology)
   - Financial Management Association (in Management)
   - International Business Student Organization (in Management)
   - SHRM (in Management)
   - Student Marketing Association (in Marketing and Supply Chain Management)
   - Supply Chain Management Student Association (in Marketing and Supply Chain Management)

Other events may be eligible for credit with instructor pre-approval. For example:
   - Meetup groups related to a business profession (e.g., Java Users Group)
   - Professional organization meetings (e.g., Project Management Institute Memphis Chapter, Society of Information Management Memphis Chapter, etc.)
   - techCamp (at Southwest Community College – on November 7th, 2015)
Additional Information:

Extra Credit:
There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:
Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met:
(1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:
In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 678-0888 as well as TigerText, an emergency alert text messaging service to students, faculty and staff. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Click Here for information on TigerText.

Syllabus Changes:
The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

Student Services
Please access the FCBE Student Services page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance