Course Syllabus
MIS3885 M50 – Strategic Information Technology
Spring 2015
3 credit hours

Instructor: Sandra Richardson, Ph.D
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Office: FCBE 313
Office Hours: Tuesday & Thursday 12:00 – 1:30pm, or by appointment

Course Overview

Principles, process, tools of modern project management; general business project management and information technology specific project management; strategic implications of project management to organizational strategy; use of currently available project management software tools to successfully plan and execute projects.

Pre-Requisites/Co-Requisites:
MGMT 3110 Pre-requisite

Required Texts & Technical Requirements:

If you do not have the following software it will be available to you at any of the FCBE computer labs:
- Microsoft Project Professional
- Microsoft PowerPoint or PowerPoint viewer
- Adobe Acrobat Reader

Working Schedule:
A working schedule will be posted on eLearn (coming soon!!!). There is a 100% chance that there will be changes to the “working schedule” throughout the semester. I will post updates and changes to deadlines and other class activities, on both the Notes section of the MIS3885 eLearn homepage and to the working schedule (located in the Content section of the MIS3885 eLearn site). YOU are responsible for all updates and changes to the working schedule so make sure to check it frequently!!!

Course Objectives:
The primary objective of this course is to engage students with the fundamental concepts of managing information technology projects and understand the role and impact of project management within contemporary organizations. A second objective is to familiarize students with the tools that are used to manage information technology projects in organizations today, such as the Project Management Body of Knowledge (PMBOK).

Instructor’s Expectations Online:
This course is a class with ONLINE instruction and ONLINE instructor meetings. Thus, students are expected to be self-directing and self-starters. The online instruction portion of the class is set up so that you, as working
professionals, can come to class whenever it fits your schedule. Weekly online lectures will be made available to you to listen to when you choose throughout the week. Lectures, coursework, homework, tests and discussions will all take place online.

The online portion of the course is conducted according to the “working schedule”. Changes to any lectures, assignments, deadlines, etc. will be posted on the News section of the class eLearn Welcome Page. Changes will be made to the working schedule as well. It is your responsibility to check updates posted to the Notes Page and the working schedule frequently and adhere to the posted assignments, discussions, due dates, etc. It is up to you to keep track of the schedule and deadlines.

The instructor will gladly be available via email or during office hours to help you at any point in the course. Office hours are held Tuesday’s and Thursday’s between 12:00 and 1:30pm, or by appointment. I will also answer emails as quickly as I can, typically within 24 hours. However, please understand that the course materials are available 24 hours a day, but I am not. In general the turn around time will be pretty quick, and I will make sure that all emails are answered during office hours.

Online instructor meetings will take place throughout the semester in order to discuss projects. We will schedule a date and time for the meetings to be held online.

In general, students should assist the instructor in creating a positive, supportive online environment for learning. Most importantly, all participants in the class should be considerate of their classmates and treat them (and their opinions) with respect.

Students are expected to keep up with the assigned readings, discussions, and deliverables on a regular basis. Students are expected to participate in online discussions when appropriate and turn in assignments on the assigned due date, and no later. Examinations are to be taken when scheduled and no later. The drop boxes for assignments and tests will close at the posted deadline and will not be reopened for late assignments.

Fogelman College: Learning Outcomes for Your Degree:
BBA  http://www.fcbassessment.net/LearningOutcomes/BBADegreeLearningOutcomes.pdf

Grading and Evaluation Criteria

Grading
Course grades will be assigned based on class participation, the assignments, the class project deliverable, and the exams required for the course. Please see list below for details:

Exams, Course Project, and General Information

<table>
<thead>
<tr>
<th>Grade Component</th>
<th>% of Final Grade</th>
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<tbody>
<tr>
<td>Exam 1</td>
<td>35%</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25%</td>
</tr>
<tr>
<td>Class Project</td>
<td>25%</td>
</tr>
<tr>
<td>Participation &amp; Discussions</td>
<td>10%</td>
</tr>
<tr>
<td>Assignments (other than project related assignments)</td>
<td>5%</td>
</tr>
<tr>
<td>Total</td>
<td>100%</td>
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1. **Online Lectures** - The majority of the course content will be delivered via online lectures through PowerPoint slides. A significant portion of the material is represented in the assigned textbook. However, there may be additional information included on the slides that is not covered in your text; you are responsible for all information covered in the PowerPoint presentations. Additional readings will be assigned and you will be responsible for that material as well.

2. **Exams** – Both the midterm and final exam will be short answer and essay format. The exams will be take home exams. The exams are to be an independent effort, not to be completed in groups or with other classmates.

3. **Class Project** - Specific information regarding the class project will be provided during the first few weeks of class. The main goal of the project is for each student to develop a thorough understanding of the PMI/PMBOK knowledge areas. Each project deliverable will relate directly to the content and project related issues covered by the PMI/PMBOK knowledge areas.

4. **Assignments and Discussions** - Each student should contribute to the course discussions to the extent that it is evident that the reading assignments have been done, and that a high degree of consideration has been given to them. Furthermore, students should offer high-quality (not necessarily high quantity) insights, make a positive contribution to his/her group, and class discussions, and demonstrate an appropriate level of knowledge on individual activities. These activities reinforce concepts and skill sets covered in class.

### Final Course Grading Scale

<table>
<thead>
<tr>
<th>Final Average</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90 or above</td>
<td>A</td>
</tr>
<tr>
<td>80 to 89</td>
<td>B</td>
</tr>
<tr>
<td>70 to 79</td>
<td>C</td>
</tr>
<tr>
<td>60 to 69</td>
<td>D</td>
</tr>
<tr>
<td>59 and below</td>
<td>F</td>
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### Final Exam Schedule

The final exam for this class will be scheduled according to the [Registrar's academic calendar website](http://example.com).

### Course Policies:

**E-MAIL:**

The best and quickest way to contact me (outside of class) is through my email, sandra.richardson@memphis.edu. Please do NOT use eLearn email to contact me.

**Attendance:**

Attendance is required on all days that we have external speakers, visitors from the PMI, or IST visits. In addition, attendance is required on project presentation days (including days that your team is not presenting!). Points will be deducted from your participation grade if you are not present on days when we have external speakers, visitors from the PMI, or IST visits. Points will be deducted from your final project grade if you miss a project presentation day.
**Academic Integrity:**
The Fogelman College of Business and Economics and the University of Memphis have clear codes regarding cheating and classroom misconduct. You are urged to refer to the Fogelman College of Business and Economics webpage on Academic Integrity [http://www.memphis.edu/fcbe/integrity](http://www.memphis.edu/fcbe/integrity) for information on academic integrity and misconduct.

In addition, you are urged to read the University of Memphis Student Handbook section on academic misconduct for a discussion of these codes. I will adhere to University policies related to cheating and class misconduct. The University of Memphis policy regarding Classroom Misconduct will be enforced. Details of the policies can be in the Student Handbook or at the Office of Judicial and Ethical Programs web site [http://www.memphis.edu/studentconduct/misconduct_process.htm](http://www.memphis.edu/studentconduct/misconduct_process.htm). The handbook specifies that students are not to cause disturbances in the classroom. Any behavior that is distracting for other students or for your instructor is not allowed. Examples of disturbances or distracting behavior include arriving late, leaving early, use of cellular, wireless or digital devices unless approved in advance by your instructor, brining non-enrolled guests, etc. Your participation and behavior in class will be considered in determining your final grade.

Quoted from the University of Memphis website, “Plagiarism is a serious academic offense. The University of Memphis regards plagiarism as academic dishonest. The consequences of plagiarism include; failing an assignment, receiving a lower grade, and even failing a course.”

If you have more than five (5) words lifted directly from another source then it is plagiarism. You must put those words in quotations and clearly acknowledge your source. Plagiarism will not be tolerated in this course.

**TurnItin** – I will be using “TurnItIn” to evaluate all assignments for plagiarism. All students caught cheating will receive a minimum of an F on the assignment or exam in question, and potentially can fail the entire class, or expulsion from the University.

**Student Services** - Please access the [FCBE Student Services](http://www.memphis.edu/studentconduct/misconduct_process.htm) page for information about:

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