Course Overview:
Organizations have become increasingly complex and their success is generally dependent on well individuals can function as a group. Groups are typically formed to accomplish some goal or objective within some specified period of time; these are projects. It is important that you understand the activities that are necessary to participate in or manage a successful project; this knowledge will help the organization be more successful and will help you in the advancement of your career.

Required Text:

Microsoft Project (Student Version): ISBN: 978-0-07-726949-4 (optional; Microsoft Project is available in the computer labs in Rehn).

Withdrawal Policy
See Graduate Catalog

Class Attendance and Preparation Policy
Attendance will be taken! You will be allowed 2 absences. Each additional absence will cost you 5% of the total points available in the class. It is also expected that you will show up on time (3:15 p.m.).

Class preparation is strongly suggested. The instructor reserves the right to cancel any class when the majority of the students are unprepared or attendance falls below 66% of class enrollment. Course requirements will not be reduced to compensate for such cancellations.

Academic Dishonesty Policy
Any practices of academic dishonesty will be dealt with strongly. Please comply with the SIU regulations on this matter. Any submissions that have been directly copied from past reports, internet web sites, i.e., plagiarism, will be considered cases of academic dishonesty. Cases of academic dishonesty could range from a grade of “F” in the assignment, a grade of “F” in the course, and/or university disciplinary action.

It is the students' responsibility to keep all graded materials that have been returned. The instructor's grades will assumed to be accurate unless you can show otherwise. Any student wishing to appeal a grade must submit a WRITTEN appeal indicating the specific section the student is requesting a regrade of and a short explanation (rationale) of why the student feels they deserve a different grade. Verbal grade appeals will not be accepted.
### Course Schedule (Tentative)

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>January 15</td>
<td>Introduction / Policies</td>
</tr>
<tr>
<td>March 5</td>
<td>Mid-Term Exam</td>
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<tr>
<td>March 12</td>
<td>No Class (Spring Break)</td>
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<tr>
<td>May 7</td>
<td>Final Exam (3:15 – 6:00)</td>
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### Grading:
- Exams (2 @ 100 points each) 200
- Cases / Assignments (8 @ 20 points each) 160
- Quizzes (13 @ 10 points each) 130
- Paper summaries (3 @ 10 points each) 30
- Participation (general discussion) 25
- Total 545

### Class Participation (Attendance is NOT participation)
Students are expected to do the assigned reading before class and to participate actively in class discussions. At times, the instructor will randomly call upon students to answer questions, to invoke opinions, and for expressions of agreement/disagreement. Without prior preparation and participation, the classroom experience can be unsatisfactory for all concerned.

### Cases:
Each case assignment includes questions relevant to the case. The answers should be turned into the instructor on the day the case is discussed in class. On the day when a case is to be discussed in class, each student will submit a write-up (not to exceed 3 pages, typed, 1.5 line spacing) that summarizes the main issues or problems faced by the organization; this should not exceed one paragraph. The remaining space should be devoted to answering the case questions.

### General Remarks
- Communication between students/groups and the instructor should be by email (jpearson@business.siu.edu) or during office hours.
- Cell phones must be turned off and put away before class starts.

[http://pvcaa.siu.edu/_common/documents/Syllabus_Attachment.pdf](http://pvcaa.siu.edu/_common/documents/Syllabus_Attachment.pdf)