Course Overview:
Organizations have become increasingly complex and their success is generally dependent on how well individuals can function as a group. It is important that you understand the activities / processes that are necessary to participate in or manage a successful project; these topics include project selection, project scheduling, project budgeting, project monitoring and controlling a project, and closing a project.

Required Text:

Student Learning Aids
The text website includes study outlines, online quizzes, PowerPoint slides, videos, Microsoft Project Video tutorials and web links (http://highered.mheducation.com/sites/0078096596/student_view0/index.html).

Withdrawal Policy
See Graduate Catalog

Class Attendance and Preparation Policy
Attendance will be taken! You will be allowed 2 unexcused 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 (2:00 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 partially or completely 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 “0” 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 be 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>
</tr>
</thead>
<tbody>
<tr>
<td>August 24</td>
<td>Introduction / Policies</td>
</tr>
<tr>
<td>September 7</td>
<td>No Class (Labor Day)</td>
</tr>
<tr>
<td>October 12</td>
<td>No Class (Fall Break)</td>
</tr>
<tr>
<td>October 19</td>
<td>Mid-Term Exam</td>
</tr>
<tr>
<td>December 12-14</td>
<td>Final Exam</td>
</tr>
</tbody>
</table>

Grading:
- Exams (2 @ 100 points each) 200
- Assignments (7 @ 20 points each) 140
- Quizzes (12 @ 10 points each) 120
- Paper summaries (5 @ 10 points each) 50
- Microsoft Project Case (teams of 2) 100
- Participation (in-class and online) 50
  
Total 660*

* Doctoral students will have additional requirements / assignments.

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.

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)