



Department: Management

Course Number: BUS 304

Session: Winter 21 On-line

Syllabus

This syllabus is subject to change. Changes will be updated in Blackboard rather than this document.

Instructor Information

Instructor: Grant Kirby

Office: Online

E-mail: Use Canvas Message center

Office Hours: by appointment

Course Overview/Description

This course focuses on the engineering management process, with emphasis on the unique aspects of managing “knowledge workers”. We will identify the manager’s role in planning, organizing, leading, and controlling organizational outcomes.

Course Objectives and Outcomes

The following course learning outcomes are addressed in this course. There are subobjectives in each week’s module call student learning objectives (SLO).

CLO 1: Define how engineers and managers need to work together

CLO 2: Know the important characteristics of leaders in the organization

CLO 3: Comprehend how various forms of management organization, techniques, leadership and change management affect a company

CLO 4: Describe the different types of forecasting and the importance of planning

CLO 5: Discuss the primary elements of decision making and describe the role of engineers in that process

CLO 6: Evaluate some of the important elements for establishing financial controls

CLO 7: Analyze the various ways in which engineers must be involved in marketing within the organization

CLO 8: Describe the key elements of the project life cycle

CLO 9: Apply the importance of ethics in engineering and how it impacts the structure of the business

CLO 10: Consider how you will achieve your goals for your career path

CLO 10: Role up the topics of this course into a broad overview of engineering management



Textbook/ Materials

Managing Engineering and Technology; 6th e.d.
 Author: Morse and Babcock
 Publisher: Pearson
 ISBN: 978-0-13-348510-3

Elements of Student Success

It is important that you keep up with the materials in the course. The course is divided into 10 weeks and you are responsible to cover the required material for each week. Ask questions if you don't understand the assignments or the material. You can make appointments with me by submitting a request using Canvas' message center.

Assignments: All assignments must be submitted by the due date. Unless otherwise required, all weekly assignments are due by Sunday night in the week they are assigned. All assignments will be submitted through the Canvas assignment drop-off area. It is your responsibility to make sure the assignment documents have been uploaded properly. Waiting until the last minute to submit assignments is risky as Blackboard may not be working properly. All late assignments result in a zero grade. If you are not able to submit an assignment you must make arrangements with instructor before the due date to get accommodations for late work. Your grade will come from your assignments and tests throughout the term. It is critical that you turn your work in on time. **Late assignments are not accepted.**

There will be no extra credit in this class, so focus on the assignments and follow the instructions provided with them. If you have questions, drop me a message and ask. The breakdown of your grades is shown in Table 1.

Activities & Assignments		
Descriptions	Points	Percentage of Total
Quizzes (6 x 20 pts)	120	32%
Paper Assignments (2@25 pts)	50	14%
Discussions (4@25 pts)	100	27%
Tests (2@50 pts)	100	27%
Total	370	100%
Note: Grades are not rounded		

Table 1: Grade Point Distribution for the Course

Grade Disputes: If you wish to dispute the grade assigned to a paper, presentation, or a question on an exam, please do so in writing. You must include a specific rationale for why your answer is correct, or why the paper deserves a higher grade.

Grade	Percentage Earned
A	90 – 100
B	80 – 89
C	70 – 79
D	60 – 69
F	0 – 59

Schedule

Week 1	Assignments due by Sunday at midnight
Introduction to Course	
<u>Read/Watch:</u> <ul style="list-style-type: none"> • Navigate the course shell in Canvas; review the Read Me First, Syllabus, and Course Materials links • Read Chapters 1 and 2 Of Morse/Babcock book • Video: Course Introduction • Videos: Chapter 1 & 2 Lecture 	<u>Assignments due</u> <ul style="list-style-type: none"> • Introduce yourself to class
Week 2	Assignments due by Sunday at midnight
Leading Technical People	
<u>Read/Watch</u> <ul style="list-style-type: none"> • Read: Chapter 3 • Videos: Watch Ch. 3 lectures 	<u>Assignments due</u> <ul style="list-style-type: none"> • Discussion: motivation • Paper: characteristics of engineers
Week 3	Assignments due by Sunday at midnight
Organizations	
<u>Read/Watch</u> <ul style="list-style-type: none"> • Read Chapters 6 & 7 • Video: Watch lecture 	<u>Assignments due</u> <ul style="list-style-type: none"> • Quiz over Chapters 6 & 7 • Discussion: Job Descriptions

Week 4	Assignments due by Sunday at midnight
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Planning and Forecasting	
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<u>Read/Watch</u>	<u>Assignments due</u>
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| <ul style="list-style-type: none"> • Read Chapter 4 • Videos: Watch lecture | <ul style="list-style-type: none"> • Quiz over Chapter 4 • Paper: SWOT analysis |
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Week 5	Assignments due by Sunday at midnight
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Decision Making	
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<u>Read/Watch</u>	<u>Assignments due</u>
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| <ul style="list-style-type: none"> • Read Chapter 5 • Video: Watch Chapter 5 lectures | <ul style="list-style-type: none"> • Mid-term over Chs 1-5 |
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Week 6	Assignments due by Sunday at midnight
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Controlling	
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<u>Read/Watch</u>	<u>Assignments due</u>
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| <ul style="list-style-type: none"> • Read Chapter 8 • Video: Watch Chapter 8 lecture | <ul style="list-style-type: none"> • Quiz over Chapter 8 • Discussion: Financial Controls |
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Week 7	Assignments due by Sunday at midnight
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Marketing and Engineering	
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<u>Read/Watch</u>	<u>Assignments due</u>
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| <ul style="list-style-type: none"> • Read Chapter 13 | <ul style="list-style-type: none"> • Quiz over Chapter 13 |
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Week 8	Assignments due by Sunday at midnight
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Project Planning	
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<u>Read/Watch</u>	<u>Assignment due</u>
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| <ul style="list-style-type: none"> • Read Chapter 14 • Video: Chapter 14 lectures | <ul style="list-style-type: none"> • Quiz over Chapter 14 • Discussion: Project Management |
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Week 9	Assignments due by Sunday at midnight
Misc. Topics	
<u>Reading/Watch</u>	<u>Assignment Due</u>
<ul style="list-style-type: none"> • Read Chapters 15 & 16 • Video: Two lynda.com videos 	<ul style="list-style-type: none"> • Quiz over Chapters 15 & 16

Week 10	Assignments due by Sunday at midnight
Final Exam	
<u>Reading</u>	<u>Assignment due</u>
<ul style="list-style-type: none"> • Read Chapter 17 	<ul style="list-style-type: none"> • No assignment this week

Week 11	Assignments due by Sunday at midnight
Final Exam	
<u>Reading/Watch</u>	<u>Assignment due</u>
<ul style="list-style-type: none"> • Review: test topics 	<ul style="list-style-type: none"> • Final Exam over chs 8,13-16

Finals Week	Assignments due by Sunday at midnight
<u>Reading/Watch</u>	<u>Assignment due</u>
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • none •

*Schedule subject to change. Refer to latest version of syllabus

Course Policies

E-mail Communication Policy:

Monday through Friday I generally respond to e-mails once a day answer course related messages in the order they occur. Please be aware that if you e-mail me in the evening, you may not receive a reply until the next day.

Meeting with the instructor

Online courses make communication difficult. As instructor, my primary focus for this class is your academic success. It is your responsibility to notify me any time you have questions or concerns. We can meet by video conferencing or by phone. As a fully online instructor I have greater flexibility in scheduling meeting times. Don't avoid asking for help if you need it. In all communications with the instructor, or other students in the class, you are expected to be respectful at all times.

Academic Ethics:

Collaboration among your peers is encouraged. However, the work you submit must be your own. Share your knowledge, but not your work. All work must be developed and completed by the individual student, unless it is a team assignment.

Disability Services:

Students with a documented disability who require assistance or academic accommodations should contact the office of Disability Services immediately to discuss eligibility. Disability Services staff are located on both the Klamath Falls and Wilsonville campuses, however arrangements can be made to meet with a student on any campus. Meetings are by appointment only, so please contact the Disability Services office at the campus closest to you: Klamath Falls (541) 885-1790 and Portland-Metro (503) 821-1305. Specific information about Disability Services forms can be found at: <http://www.oit.edu/academics/ssc/disability-services>

Academic Integrity:

Honesty and integrity are the hallmarks of good character and are expected from everyone. Dishonesty, including cheating and plagiarism will not be tolerated. All work submitted in this course is to be your own. Students who cheat will be given a zero for the assignment, quiz, or test. Cheating includes plagiarism; sharing information about exam or quiz questions; using another's work and presenting it as your own. Incidents of cheating, no matter how small, will be reported to the Dean of Students in accordance with the OIT Student Academic Integrity Policy OIT 14-030. See [Student Academic Integrity](#) policies

Dropping the Course:

Please note that it is your responsibility to drop the course via Web for Students. If you decide that you must drop the course, you will need to do so by the close of the fifth calendar day of the term (Friday) to receive a full 100% refund. If you drop by the close of the 12th calendar day of the term, your refund will be 85%; if you drop by the close of the 19th calendar day, your refund will be 25%, and thereafter you cannot receive a refund.

Rights to Information Privacy

Oregon Institute of Technology, in compliance with the [Family Educational Rights and Privacy Act](#) (FERPA), is responsible for monitoring access to and release of information from student education records. Staff and faculty with access to student education records are legally responsible for protecting the privacy of the student by using information only for legitimate

educational reasons to instruct, advise, or otherwise assist students. FERPA also assures certain rights to students at the university regarding their education records. These rights do not transfer to parents, guardians, spouses, or other family members without the specific written permission of the student.

Canvas Privacy Policy: <https://www.instructure.com/policies/privacy>

Incompletes:

This instructor generally does not permit incompletes for this course. An incomplete grade will only be considered by the instructor if all of the following conditions are met: 1) the quality of your work has been satisfactory (average of C or higher); 2) you have experienced a serious emergency situation which has precluded you from completion of a major course event prior to the end of the course; 3) you can provide written documentation of such event within two weeks of the situation, but no later than the last day of the term; 4) a plan for completion of incomplete work is communicated to the instructor prior to the last day of the term. In the case an incomplete is granted, the incomplete must be resolved during the term immediately following the course or the original grade will entered for the course. See full college policy in catalog.

Non-Attendance:

Teaching faculty are required to report non-attendance during the first two weeks of the term from a class if the student has not attended. Students will be administratively withdrawn from the course based on non-attendance.

ADA STATEMENT

If you have a physical, learning, sensory or psychological disability and require accommodations, please let me know as soon as possible. You will need to register with and, in most cases, provide documentation of your disability to Disability Services. Please contact Erin Ferrara, Coordinator of Disability Services at (541) 851-5227 or erin.ferrara@oit.edu .

Syllabus Disclaimer

Content of the syllabus may change over time, at the instructor's discretion. Check version number of the syllabus to assure you are using the right one.