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American Public University System

BUSN666

Course Summary

Course: BUSN666

Title: Advanced Business Project Integration, Resource, and Stakeholder Management

Length of Course: 8 **Faculty:**

Prerequisites: N/A **Credit Hours:** 3

Description

Course Description:

BUSN666, Advanced Business Project Integration, Resource, and Stakeholder Management, includes study of project integration, project human resource management, and stakeholder management. Students will be exposed to the skills to plan, monitor, and control resources to complete a project. Skills will be introduced to understand how to assess project stakeholders and keep them informed regarding the project status.

Course Scope:

Emphasis in this course will be placed on managing the project's stakeholders and the resources. This course will provide the student with an understanding of how projects are integrated and the importance of including and communicating with the stakeholders during the project's integration process. Through practical applications and discussions, the students will create a project charter, the project human resource management plan, the project stakeholder management plan, and the communication management plan.

Course Objectives:

CO1: Develop a project human resource management plan.

CO2: Design a project stakeholder management plan.

CO3: Assess the documents to integrate the various parts of the project.

CO4: Create a video to update the stakeholders with the project status.

Outline

Week 1: Developing and Managing Expectations

Course Objectives:

CO3: Assess the documents to integrate the various parts of the project.

Text Readings:

Association of Professional Builders. (2019, Nov. 1). *Managing client expectations*. [Video file]. Retrieved from <https://youtu.be/Gq2RyklCco4> (5:39 minutes).

Butler Branding Agency. (2019, Sept. 23). *Project management: Explaining the design process to clients*. [Video file]. Retrieved from <https://youtu.be/H3AsI2nzcrE> (9:23 minutes).

Goodrich Learning Solutions. (2019, Nov. 16). *Why managing expectations is so important in project management: A lesson from McDonalds*. [Video file]. Retrieved from <https://youtu.be/eyYIQ7oQioA> (3:13 minutes).

KnowledgeCity. (2018, May 17). *What is a statement of work?* [Video file]. Retrieved from <https://youtu.be/IJ8SFKTmRbk> (4:36 minutes).

McLachlan, D. (2020, June 1). *The requirements traceability matrix: Key concepts in project management*. [Video file]. Retrieved from <https://youtu.be/OJNtC616w0w> (4:17 minutes).

PMC Lounge. (2018, Nov. 26). *What is the difference between statement of work and project charter?* [Video file]. Retrieved from <https://youtu.be/ewpd2KGBP3k> (9:02 minute).

PMI. (2017). Part 1 - Section 5: Project scope management. In *A guide to the project management body of knowledge* (6th ed.). Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=132589>

PMI. (2016). Chapter 3: Needs Assessment. In *Requirements management: A practice guide*. Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=115215>

Project Management Videos. (2012, Sept. 30). *How to write a project management charter*. [Video file]. Retrieved from <https://youtu.be/I4JsU42IO6g> (4:54 minutes).

Teamgantt. (2016, Oct. 25). *Setting project expectations*. [Video file]. Retrieved from <https://youtu.be/aRUIuW1FKYA> (12:12 minutes).

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 3 – Project Phases and Organization.
<https://open.lib.umn.edu/projectmanagement/part/chapter-3-project-phases-and-organization/>

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 4 – Understanding and Meeting Client Expectations.
<https://open.lib.umn.edu/projectmanagement/part/chapter-4-understanding-and-meeting-client-expectations/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 1 – Project Management: Past and Present.
<https://opentextbc.ca/projectmanagement/chapter/chapter-1-project-management-in-industry-project-management/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 3 – The Project Life Cycle (Phases).
<https://opentextbc.ca/projectmanagement/chapter/chapter-3-the-project-life-cycle-phases-project-management/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 4 – Framework for Project Management.
<https://opentextbc.ca/projectmanagement/chapter/chapter-4-framework-for-project-management-project-management/>

Deliverables:

Introduction Post, due day 7

Begin work on Assignment 2, due Week 2, day 7

Week 2: Stakeholder Management – Part 1

Course Objectives:

CO2: Design a project stakeholder management plan.

Text Readings:

Bridging the Gap. (2017, Sept. 19). *How to deal with difficult stakeholders who are resistant to change*. [Video file]. Retrieved from
<https://youtu.be/QJvM-me8m34> (9:49 minutes).

Eskerod, P., & Jepsen, A. (2016). Chapter 2: Concepts and Issues Behind Project Stakeholder Management. In *Project stakeholder management*. Routledge. <http://ezproxy.apus.edu/sso/skillport?context=64311>

- Eskerod, P., & Jepsen, A. (2016). Chapter 3: What Motivates Project Stakeholders to Contribute? In *Project stakeholder management*. Routledge. <http://ezproxy.apus.edu/sso/skillport?context=64311>
- Eskerod, P., & Jepsen, A. (2016). Chapter 4: Methods for Stakeholder Analysis. In *Project stakeholder management*. Routledge. <http://ezproxy.apus.edu/sso/skillport?context=64311>
- PMI. (2016). Chapter 4: Requirements Management Planning. In *Requirements management: A practice guide*. Project Management Institute. <http://ezproxy.apus.edu/sso/skillport?context=115215>
- PMI. (2016). Chapter 6: Requirements Analysis. In *Requirements management: A practice guide*. Project Management Institute. <http://ezproxy.apus.edu/sso/skillport?context=115215>
- Project Management Videos. (2015, Nov. 15). *Dealing with difficult stakeholders: Leadership and management training*. [Video file]. Retrieved from <https://youtu.be/iV4BAQCBpF4> (3:35 minutes).
- Project Management Videos. (2015, June 21). *How to build trust: Project leadership training*. [Video file]. Retrieved from <https://youtu.be/afgzypHh8Oc> (2:51 minutes).
- Project Management Videos. (2013, Oct. 28). *How to get project stakeholders on your side*. [Video file]. Retrieved from <https://youtu.be/RS4djBoGSRA> (4:49 minutes).
- Project Management Videos. (2016, Jan. 18). *How to think like a CEO: Project management and leadership training*. [Video file]. Retrieved from <https://youtu.be/qrOqG024ePU> (3:02 minutes).
- Project Management Videos. (2014, Sept. 22). *How to manage your customers: Project management*. [Video file]. Retrieved from <https://youtu.be/frQkd2O0KLA> (4:28 minutes).
- Project Management Videos. (2020, July 23). *Project stakeholder management*. [Video file]. Retrieved from https://youtu.be/Q_Y1yqn7Dy4 (22:00 minutes).
- ProAction Development CIC. (2017, May 31). *Stakeholder analysis*. [Video file]. Retrieved from <https://youtu.be/LFHl19fwkU> (6:32 minutes).

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 2 – Project Profiling.

<https://open.lib.umn.edu/projectmanagement/chapter/2-1-using-a-project-profile/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 5 – Stakeholder Management.

<https://opentextbc.ca/projectmanagement/chapter/chapter-5-project-stakeholders-project-management/>

Deliverables:

Discussion Post Week 2, due day 3

Assignment 2, due day 7.

Week 3: Stakeholder Management – Part 2

Course Objectives:

CO2: Design a project stakeholder management plan.

Text Readings:

Dalton, M. (2017, June 20). *How to get project requirements from project stakeholders*. [Video file]. Retrieved from

<https://youtu.be/YJ4wCbKJeXY> (4:08 minutes).

Eskerod, P., & Jepsen, A. (2016). Chapter 5: Planning Project Stakeholder Management. In *Project stakeholder management*. Routledge.

<http://ezproxy.apus.edu/sso/skillport?context=64311>

Eskerod, P., & Jepsen, A. (2016). Chapter 7: Easy to Understand, Difficult to Master. In *Project stakeholder management*. Routledge.

<http://ezproxy.apus.edu/sso/skillport?context=64311>

Huemann, M., Eskerod, P., & Ringhofer, C. (2016). Chapter 3: Stakeholder Theory and Stakeholder Management. In *Rethink! Project Stakeholder Management* (1st ed.). Project Management Institute.

<http://ezproxy.apus.edu/sso/skillport?context=115213>

Huemann, M., Eskerod, P., & Ringhofer, C. (2016). Chapter 6: Stakeholder Management Practices. In *Rethink! Project Stakeholder Management* (1st ed.). Project Management Institute.

<http://ezproxy.apus.edu/sso/skillport?context=115213>

- Klimoski, R. (2014). Chapter 15: Towards a Comprehensive Project Stakeholder Management Approach. In *Advancing human resource project management*. Jossey-Bass.
<http://ezproxy.apus.edu/sso/skillport?context=72662>
- PMC Lounge. (2020, April 30). *The basics of stakeholder management*. [Video file]. Retrieved from <https://youtu.be/fDLZvEtjrrQ> (14:48 minutes).
- PMI. (2017). Part 1 - Section 13: Project Stakeholder Management. In *A guide to the project management body of knowledge* (6th ed.). Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=132589>
- Project Management Videos. (2020, Sept. 8). *Identifying your stakeholders*. [Video file]. Retrieved from <https://youtu.be/LxosjJcysqI> (35:27 minutes).
- Project Management Videos. (2017, Jan. 9). *Top 3 KPIs for project managers*. [Video file]. Retrieved from https://youtu.be/f_szFzBjFg (3:38 minutes).
- Project Management Videos. (2013, Dec. 2). *Project stakeholder management plan: Managing expectations*. [Video file]. Retrieved from <https://youtu.be/0EkufUCo5qI> (8:24 minutes).
- Schiffbauer, L. (2017, July 10). *Engaging and managing stakeholders*. [Video file]. Retrieved from https://youtu.be/1_U6JUxIEnc (22:07 minutes).
- Structured Change. (2017, June 11). *Understanding stakeholder needs and expectations*. [Video file]. Retrieved from <https://youtu.be/PbdPq9s39CE> (7:44 minutes).
- TakingTheBiz. (2017, April 13). *A level business revision: Stakeholder needs*. [Video file]. Retrieved from <https://youtu.be/t3AyFN3ST4k> (7:45 minutes).
- Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 6 – Culture and Project Management.
<https://opentextbc.ca/projectmanagement/chapter/chapter-6-culture-and-project-management-project-management/>

Deliverables:

Discussion Post Week 3, due day 3
Assignment 3, due day 7.

Week 4: Project Integration Management

Course Objectives:

CO3: Assess the documents to integrate the various parts of the project.

Text Readings:

PMC Lounge. (2019, Feb. 2). *Integration management: The basics*. [Video file]. Retrieved from <https://youtu.be/WSg8z8m7IeU> (10:52 minutes).

PMI. (2017). Part 1 - Section 4: Project Integration Management. In *A guide to the project management body of knowledge* (6th ed.). Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=132589>

PMI. (2016). Chapter 4: Project Integration Management. In *Construction Extension to the PMOBK Guide*. Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=119829>

Project Management Videos. (2019, Sept. 4). *Project integration management: Part one*. [Video file]. Retrieved from <https://youtu.be/IvDauxqMcUQ> (17:37 minutes).

Project Management Videos. (2019, Sept. 5). *Project integration management: Part two*. [Video file]. Retrieved from <https://youtu.be/3VhEOhrOCqE> (25:31 minutes).

Silva, F., Bianchi, M., & Amaral, D. (2019). Evaluating combined project management models: strategies for agile and plan-driven integration. *Product Management & Development*, 17(1), 15–30.
<https://doi.org/10.4322/pmd.2019.003>

Teamgantt. (2019, Oct. 1). *Blending agile with traditional project methods*. [Video file]. Retrieved from <https://youtu.be/YRFASU3d8JI> (12:15 minutes).

Deliverables:

Discussion Post Week 4, due day 3
Assignment 4, due day 7.

Week 5: Project Resource Management

Course Objectives:

CO3: Assess the documents to integrate the various parts of the project.

Text Readings:

Engineer4Free. (2015, Feb. 15). *Resource histogram explained for project management*. [Video file]. Retrieved from <https://youtu.be/NwyCTXQraLk> (4:56 minutes).

Henry, T. (2016, Feb. 23). *Resource planning with Microsoft Project*. [Video file]. Retrieved from <https://youtu.be/h7iXdHZOcEs> (24:04 minutes).

Howard, B. (2018, Feb. 6). *Resource capacity vs. work in MS Project*. [Video file]. Retrieved from <https://www.youtube.com/watch?v=jVPJShkdJxE> (6:15 minutes).

PMI. (2017). Part 1 - Section 9: Project Resource Management. In *A guide to the project management body of knowledge* (6th ed.). Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=132589>

Project Management Videos. (2018, July 2). *Resource planning for project*. [Video file]. Retrieved from <https://youtu.be/akj4R1xZHZA> (5:03 minutes).

Project Management Videos. (2015, Jan. 12). *Project management: How to manage resources*. [Video file]. Retrieved from <https://youtu.be/CxapGqlh3Fg> (4:13 minutes).

Russell, J., Pferdehirt, W., & Nelson, J. (2018). *Technical project management in living and geometric order*. BCcampus Open Education. OER. Chapter 10 – Allocating and Managing Constrained Resources. Retrieved from <https://wisc.pb.unizin.org/technicalpm/chapter/allocating-and-managing-constrained-resources/>

Simon Sez IT. (2016, March 15). *Microsoft Project 2016 tutorial: How to assign resources in MS Project*. [Video file]. Retrieved from https://youtu.be/p_pTcA9ucr8 (10:44 minutes).

The Audiopedia. (2017, March 18). *What is resource allocation?* [Video file]. Retrieved from <https://youtu.be/NsUyFZQ13-k> (3:01 minutes).

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 12

– Project Procurement.

<https://open.lib.umn.edu/projectmanagement/part/chapter-12-project-procurement-and-closure/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 11 – Resource Planning. Retrieved from <https://opentextbc.ca/projectmanagement/chapter/chapter-11-resource-planning-project-management/>

Deliverables:

Discussion Post Week 5, due day 3

Assignment 5, due day 7

Week 6: Effective Resource Management

Course Objectives:

CO3: Assess the documents to integrate the various parts of the project.

Text Readings:

PMC Lounge. (2019, June 14). *Resource management: The basics*. [Video file]. Retrieved from <https://youtu.be/mKjBJU6DkB8> (10:55 minutes).

PMI. (2016). Chapter 7: Requirements Monitoring and Controlling. In *Requirements management: A practice guide*. Project Management Institute. <http://ezproxy.apus.edu/sso/skillport?context=115215>

PMI. (2017). Part 1 - Section 12: Project Procurement Management. In *A guide to the project management body of knowledge* (6th ed.). Project Management Institute. <http://ezproxy.apus.edu/sso/skillport?context=132589>

PPM Works. (2019, March 27). *The keys to effective resource management with Microsoft Project*. [Video file]. Retrieved from <https://youtu.be/OJ80BxwKNys> (54:41 minutes).

Project Online. (2019, Feb. 28). *Effective resource management in your PMO strategy*. [Video file]. Retrieved from https://youtu.be/PXu0mafL_Gc (39:28 minutes).

Project Management Videos. (2020, June 19). *Plan resource management process*. [Video file] Retrieved from <https://youtu.be/M8CatdeGpTE> (15:41 minutes).

ResultsPositive. (2013, May 17). *Resource management: The cornerstone of project and portfolio management*. [Video file]. Retrieved from <https://youtu.be/HbIBQQmaXyA> (51:13 minutes).

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 12 – Project Procurement and Closure. <https://open.lib.umn.edu/projectmanagement/part/chapter-12-project-procurement-and-closure/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 13 – Procurement Management. <https://opentextbc.ca/projectmanagement/chapter/chapter-13-procurement-management-project-management/>

Deliverables:

Discussion Post Week 6, due day 3

No Assignment due

Week 7: Project Human Resource Management

Course Objectives:

CO1: Develop a project human resource management plan.

Text Readings:

Anantatmula, V. (2016). Chapter 1: Significance of Teams. In *Project teams: A structured development approach* (1st edition.). Business Expert Press.

<https://ebookcentral.proquest.com/lib/apus/reader.action?docID=4514920>

Anantatmula, V. (2016). Chapter 2: Development of Project Teams. In *Project teams: A structured development approach* (1st edition.). Business Expert Press.

<https://ebookcentral.proquest.com/lib/apus/reader.action?docID=4514920>

Anantatmula, V. (2016). Chapter 3: Project Team Processes. In *Project teams: A structured development approach* (1st edition.). Business Expert Press.

<https://ebookcentral.proquest.com/lib/apus/reader.action?docID=4514920>

- Anantatmula, V. (2016). Chapter 4: Managing Project Teams. In *Project teams: A structured development approach* (1st edition.). Business Expert Press.
<https://ebookcentral.proquest.com/lib/apus/reader.action?docID=4514920>
- Anantatmula, V. (2016). Chapter 6: High Performing Project Teams. In *Project teams: A structured development approach* (1st edition.). Business Expert Press.
<https://ebookcentral.proquest.com/lib/apus/reader.action?docID=4514920>
- Anantatmula, V. (2016). Chapter 7: Sustaining Effectiveness of Project Teams. In *Project teams: A structured development approach* (1st edition.). Business Expert Press.
<https://ebookcentral.proquest.com/lib/apus/reader.action?docID=4514920>
- Klimoski, R. (2014). Chapter 14: Leading and Managing Projects. In *Advancing human resource project management*. Jossey-Bass.
<http://ezproxy.apus.edu/sso/skillport?context=72662>
- Klimoski, R. (2014). Chapter 16: The Four Cs of Human Resource Project Teams: Context, Configuration, Cycles, and Challenges. In *Advancing human resource project management*. Jossey-Bass.
<http://ezproxy.apus.edu/sso/skillport?context=72662>
- PMC Lounge. (2019, July 25). *Develop team process*. [Video file]. Retrieved from <https://youtu.be/dhMddQnbWOU> (8:33 minutes).
- PMP – Project Management Professional. (2016, Feb. 29). *Project human resource management*. [Video file]. Retrieved from <https://youtu.be/CjrKQni5rB0> (48:34 minutes).
- Project Management Videos. (2011, Nov. 7). *Creating high-performing project teams*. [Video file]. Retrieved from <https://youtu.be/4QjwoNVI1uU> (7:19 minutes).
- Project Management Videos. (2018, May 2). *8 essential KPI metrics for teams*. [Video file]. Retrieved from <https://youtu.be/Te9mYmonVjE> (3:14 minutes).

Project Management Videos. (2015, Sept. 6). *How to build a project team*. [Video file]. Retrieved from <https://youtu.be/hhuoBChCTDU> (4:04 minutes).

Project Management Videos. (2017, May 29). *How to manage a team: Project management training*. [Video file]. Retrieved from <https://youtu.be/vZdEoBNDrig> (4:04 minutes).

Project Management Videos. (2011, Nov. 22). *Project management team building ideas*. [Video file]. Retrieved from https://youtu.be/ntO5_Iai-8E (2:55 minutes).

The Crowd Training. (2016, July 12). *Project human resource management knowledge area*. [Video file]. Retrieved from <https://youtu.be/-E9mJyb-fzI> (3:09 minutes).

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 5 – Working with People on Projects. <https://open.lib.umn.edu/projectmanagement/part/chapter-5-working-with-people-on-projects/>

What is PMP? (2018, Feb. 25). Acquire project team process. [Video file]. Retrieved from <https://youtu.be/-9nSj7opBYc> (8:30 minutes).

Deliverables:

Discussion Post Week 7, due day 3

Assignment 7, due day 7

Week 8: Communication & Ethics in Project Management

Course Objectives:

CO1: Develop a project human resource management plan.

CO2: Design a project stakeholder management plan.

CO3: Assess the documents to integrate the various parts of the project.

CO4: Create a video to update the stakeholders with the project status.

Text Readings:

Egan, K. (2017, March 12). *Ethics in project management*. [Video file]. Retrieved from <https://youtu.be/O8y2lGI0nsg> (11:17 minutes).

- Eskerod, P., & Jepsen, A. (2016). Chapter 6: Ethical Issues. In *Project stakeholder management*. Routledge.
<http://ezproxy.apus.edu/sso/skillport?context=64311>
- Kliem, R. (2012). Chapter 1: Ethic and project management. In *Ethics and project management*. Auerbach Publications.
<http://ezproxy.apus.edu/sso/skillport?context=46707>
- Kliem, R. (2012). Chapter 2: Why ethics should matter to project managers. In *Ethics and project management*. Auerbach Publications.
<http://ezproxy.apus.edu/sso/skillport?context=46707>
- Kliem, R. (2012). Chapter 3: Project management code of ethics. In *Ethics and project management*. Auerbach Publications.
<http://ezproxy.apus.edu/sso/skillport?context=46707>
- Mengel, T. (2006). CHAPTER 17: Project Management Ethics: Responsibility, Values, and Ethics in Project Environments. In *AMA Handbook of Project Management* (pp. 227–235). American Management Association International.
<http://search.ebscohost.com.ezproxy2.apus.edu/login.aspx?direct=true&AuthType=ip&db=bth&AN=32722194&site=ehost-live&scope=site>
- PMI. (2017). Part 1 - Section 10: Project Communication Management. In *A guide to the project management body of knowledge* (6th ed.). Project Management Institute.
<http://ezproxy.apus.edu/sso/skillport?context=132589>
- Project Management. (2020, Jan. 5). *Ethical project management*. [Video file]. Retrieved from <https://youtu.be/83FDM6Ucl2g> (11:45 minutes).
- Project Management Videos. (2012, Jan. 12). *Improving your project management communication*. [Video file]. Retrieved from <https://youtu.be/1RqnvRYfNyQ> (6:44 minutes).
- Project Management Videos. (2020, June 27). *Project communications management*. [Video file]. Retrieved from <https://youtu.be/y7Q2gd29-KU> (18:53 minutes).
- Project Management Videos. (2012, Feb. 10). *Project communication plan: Key to effective communication in projects*. [Video file]. Retrieved from https://youtu.be/KHEh8_r4LcI (5:51 minutes).

Project Management Videos. (2014, April 14). *Project management: Creating a communications plan*. [Video file]. Retrieved from <https://youtu.be/DUE2GqpZbpw> (6:08 minutes).

Project Management Research Institute. (2018, March 5). *Professional ethics of project managers*. [Video file]. Retrieved from <https://youtu.be/Fz0cURxiGEY> (17:05 minutes).

Tigz. (2016, July 28). *Project communications management*. [Video file]. Retrieved from https://youtu.be/u85hqZvI_Ns (4:28 minutes).

University of Minnesota. (2016). *Project management from simple to complex*. University of Minnesota Libraries Publishing. OER. Chapter 6 – Communication Technologies. <https://open.lib.umn.edu/projectmanagement/part/chapter-6-communication-technologies/>

Watt, A. (2016). *Project management*. BCcampus Open Education. OER. Chapter 15 – Communication Planning. <https://opentextbc.ca/projectmanagement/chapter/chapter-15-communication-planning-project-management/>

Deliverables:

Discussion Post Week 8, due day 3

Final Project, due day 7

Evaluation

Grading:

Discussions (8) 40%

Week 1: Introduction 5%

Week 2: 5%

Week 3: 5%

Week 4: 5%

Week 5: 5%

Week 6: 5%

Week 7: 5%

Week 8: 5%

Assignments (5) 40%

Assignment Week 2: 8%

Assignment Week 3: 8%

Assignment Week 4: 8%

Assignment Week 5: 8%

Assignment Week 7: 8%
Final Project (1) 20%
Communication Plan/Video Week 8: 20%

Materials

Various resources from Trefry Library and/or the Open Web are used. Links are provided inside the classroom.

- Please see additional information about accessing e-books in the Course Materials section under Lessons and here

<http://apus.libanswers.com/coursematerials/faq/2225>

- Case studies, journal articles, and selected readings.
- Online Research Library

Course Guidelines

Citation and Reference Style

Students will follow APA format as the sole citation and reference style used in written assignments submitted as part of coursework to the School of Business. Please note that no formal citation style is required on discussion assignments in the School of Business—only attribution of sources (please see details regarding discussion communication below).

Tutoring

[Tutor.com](#) offers online homework help and learning resources by connecting students to certified tutors for one-on-one help. AMU and APU students are eligible for 10 free hours of tutoring provided by APUS. Tutors are available 24/7 unless otherwise noted. Tutor.com also has a Skill Center Resource Library offering educational resources, worksheets, videos, websites and career help. Accessing these resources does not count against tutoring hours and is also available 24/7. Please visit the APUS Library and search for 'Tutor' to create an account.

Late Assignments

[Student Deadlines](#)

Turnitin

Faculty may require assignments be submitted to Turnitin.com. Turnitin.com will analyze an assignment submission and report a similarity score. Your assignment submission is automatically processed through the assignments area of the course when you submit your work.

Academic Dishonesty

Academic Dishonesty incorporates more than plagiarism, which is using the work of others without citation. Academic dishonesty includes any use of

content purchased or retrieved from web services such as CourseHero.com or Scribd. Additionally, allowing your work to be placed on such webservices is academic dishonesty, as it is enabling the dishonesty of others. The copy and pasting of content from any web page, without citation as a direct quote, is academic dishonesty. When in doubt, do not copy/paste, and always cite.

Submission Guidelines

Some assignments may have very specific requirements for formatting (such as font, margins, etc.) and submission file type (such as .docx, .pdf, etc.). See the assignment instructions for details. In general, standard file types such as those associated with Microsoft Office are preferred, unless otherwise specified. It is the student's responsibility to ensure the all submitted work can be accessed and opened by the instructor.

Disclaimer Statement

Course content may vary from the outline to meet the needs of a particular group or class.

Communicating on the Discussion

Discussions are the heart of the interaction in this course. The more engaged and lively the exchanges, the more interesting and fun the course will be. Only substantive comments will receive credit. Although there is a final posting day/time after which the instructor will grade and provide feedback, it is not sufficient to wait until the last day to contribute your comments/questions on the discussion. The purpose of the discussions is to actively participate in an on-going discussion about the assigned content. "Substantive" means comments that contribute something new and important to the discussion. Thus, a message that simply says "I agree" is not substantive. A substantive comment contributes a new idea or perspective, a good follow-up question to a point made, offers a response to a question, provides an example or illustration of a key point, points out an inconsistency in an argument, etc. As a class, if we run into conflicting viewpoints, we must respect each individual's own opinion. Hateful and hurtful comments towards other individuals, students, groups, peoples, and/or societies will not be tolerated. Students must post a response to the weekly discussions prompt and post the required number of replies to other students – refer to the grading rubric and/or discussion instructions for specific expectations on number of replies and word count requirements. The main response to the discussion needs to be provided mid-week – refer to the grading rubric and/or discussion instructions for specific expectations. Late main response posts to a discussion will not be accepted without prior instructor approval. Replies must be posted in the week due and replies after the end of the each week will not be graded.

Quizzes and Exams

Quizzes and exams may consist of true/false, multiple choice, and short essay questions. Each quiz/exam is accessible only once. Once a quiz/exam is accessed, you will not be able to access it again if you disconnect.

Therefore, allocate time to complete your quiz. Weekly quizzes must be submitted by midnight Eastern Time, Day 7 of the assigned week. Late quizzes or exams will not be accepted without prior instructor approval.

Communications

Student Communication

To reach the instructor, please communicate through the MyClassroom email function accessible from the Classlist of the Course Tools menu, where the instructor and students email addresses are listed, or via the Office 365 tool on the Course homepage.

- In emails to instructors, it's important to note the specific course in which you are enrolled. The name of the course is at the top center of all pages.
- Students and instructors communicate in Discussion posts and other learning activities.
- All interactions should follow APUS guidelines, as noted in the Student Handbook, and maintain a professional, courteous tone.
- Students should review writing for spelling and grammar.
- [Tips on Using the Office 365 Email Tool](#)

Instructor Communication

The instructor will post announcements on communications preferences involving email and Instant Messaging and any changes in the class schedule or activities.

- Instructors will periodically post information on the expectations of students and will provide feedback on assignments, Discussion posts, quizzes, and exams.
- Instructors will generally acknowledge student communications within 24 hours and respond within 48 hours, except in unusual circumstances (e.g., illness).
- The APUS standard for grading of all assessments (assignments, Discussions, quizzes, exams) is five days or fewer from the due date.
- Final course grades are submitted by faculty no later than seven days after the end date of the course or the end of the extension period.

University Policies

Consult the [Student Handbook](#) for processes and policies at APUS. Notable policies:

- [Drop/Withdrawal Policy](#)
- [Extension Requests](#)
- [Academic Probation](#)
- [Appeals](#)
- [Academic Dishonesty / Plagiarism](#)
- [Disability Accommodations](#)
- [Student Deadlines](#)
- [Video Conference Policy](#)

Mission

The [mission of American Public University System](#) is to provide high quality higher education with emphasis on educating the nation's military and public service communities by offering respected, relevant, accessible, affordable, and student-focused online programs that prepare students for service and leadership in a diverse, global society

Minimum Technology Requirements

- Please consult the catalog for the minimum hardware and software required for [undergraduate](#) and [graduate](#) courses.
- Although students are encouraged to use the [Pulse mobile app](#) with any course, please note that not all course work can be completed via a mobile device.

Disclaimers

- Please note that course content – and, thus, the syllabus – may change between when a student registers for a course and when the course starts.
- Course content may vary from the syllabus' schedule to meet the needs of a particular group.