



Syllabus

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Welcome

Course Description

This course includes an examination of the initiation, planning, and closure of projects and practical knowledge on managing project scope, work breakdown structure, schedules, and resources including budgeting as part of an analysis of the life cycle of an instructional design project. It also includes basic instructional design tasks of analysis, design, development, and evaluation.

Learning Outcomes

Upon completion of the course, students will be able to:

- Break down the project management process and relate it to the instructional development process.
- Demonstrate an understanding of and application of components of the initiation phase by producing deliverables for the phase.
- Assess the value of a Work Breakdown Structure (WBS) and create a WBS.
- Develop detailed schedules for instructional development projects.
- Select and organize project management documents necessary for successful project completion.
- Know when, what, and how to communicate project information.
- Create a Design Document for an instructor-led course.
- Write a Facilitator Guide for the course designed in the Design Document.
- Plan and apply the steps in project closure.
- Adapt project management and instructional design principles to scale single projects to multi-course production models.

Each participant will work in a team on their [final portfolio](#) assignment.

Required Textbook

Purchase the paperback used or new online from amazon.com or other online bookstores.

Cox, D. (2010). *Project Management Skills for Instructional Designers: A Practical Guide*. Bloomington, ID: iUniverse. ISBN: 978-1440193637

Also, an e-textbook is included as part of your course tuition after you login to the course. If you'd like to use this book, which is considerably more technical and detailed, instead of the Cox book, see the Additional Resources section of the Reading page for each module.

De Furia, Guy L. (2009). *Project Management Recipes for Success*. Auerbach Publications ISBN:9781420078244

If you have problems with the e-textbook, please contact eText Technical Support, <https://about.redshelf.com/about/contact>.

Additional recommended web-based articles will be available via the course module pages and in the D2L Content area. If you need files formatted for a screen reader, please use those in the Content area.

Software



Microsoft Word or pdf files are required if you are sharing attached documents on the Discussion Board. Microsoft Word files are required when submitting projects in the course Dropbox.

If the file is created using Google Docs or Apple .pages, convert the file to a Word document (.doc or .docx) before uploading to the Discussion Board or course Dropbox for assessment.

If you are sharing attached documents during peer collaboration projects, please convert all files to Word so that everyone has access to viewing a universally compatible format (see Tips section below).

Office 365 is provided free of charge to all enrolled students. [How to download and install Office 365.](#)

Free Office Suite - If you do not have Microsoft Word on your computer, a free alternative can be downloaded from <http://www.libreoffice.org/> . "LibreOffice is a powerful office suite; its clean interface and powerful tools let you unleash your creativity and grow your productivity. LibreOffice embeds several applications that make it the most powerful Free & Open Source Office suite on the market: Writer, the word processor, Calc, the spreadsheet application, Impress, the presentation engine, Draw, our drawing and flowcharting application, Base, our database and database frontend, and Math for editing mathematics."

Tips for Converting Files

Tutorials to assist you:

- [How to export Apple pages to Word](#)
- [How to download a Google Doc to Word](#)
- [How to Convert Files to Word](#)

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Team Participation Requirements

This course replicates projects in the "real world," and you will complete all course assignments as a member of a team.

Your team will select an online collaboration tool to conference "live." You will be required to login and participate in real-time with your team at least once per week. You will also be expected to check in with your team asynchronously (email, discussion board, or PM software) several additional times each week.

If you are going to be out of town without computer/internet access five days in any week, please defer enrollment until the next term when the course is offered. This class requires frequent intensive team/peer interaction each week, as you contribute to your team's documents and review and provide feedback on team member's contributions.

At the end of the course, you and your team members will provide written feedback to the instructor on your participation. The collaboration/ participation feedback is worth 90 points, or 8% of the final grade.

If you need to drop the class, send a cancellation request by email to Registration and Records at: outreachreg@uwstout.edu before Friday noon of the first week of class to avoid financial penalties.

The refund policy for this course is:

- 0% owed if the course is dropped before the fifth day of class
- 50% owed if the course is dropped during Week 2
- 75% owed if the course is dropped during Week 3
- 100% owed if the course is dropped beyond the third week of the course.

Collaboration Rubric

As we complete each activity, you are encouraged to share your discoveries and successes with other participants and collaborate during team problem-solving. Participants may share drafts of works-in-progress for peer feedback and discuss ideas and suggestions before submitting the final project. In this course you will participate in a course-long case study group project as a team member to practice project management skills. At the end of the course you will participate in a collaboration assessment in which you review your team members' participation and collaboration in the team. The [collaboration rubric can be found here](#), and the [collaboration assessment rubric is here](#).

Each participant brings unique needs and resources to the group. Our sharing will provide a broader base of experience as we discover the solutions to each

other's design needs and challenges.

Since our diverse groups are usually in many different time zones feel free to use the following aids to determine what time it is in your classmates' countries and/or cities. This will help when setting up real-time chats with your learning partner during collaborative projects.

[The World Clock - Time Zones](#)

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Course Discussion Board

Many of the course activities will occur in the Discussion Board, so it is important that you check it regularly. You will also submit selected assignments to the Discussion Board.

Perhaps its most vital use, however, is the exchange of ideas that can occur among class participants. You will be able to communicate with everyone in the class through your postings to the Discussion Board. Communicate with each other frequently and freely.

Plan to log in and participate in the course discussion at least three different days each week.

Your instructor has access to a dashboard login summary displaying the date and time of each entry you make to the Discussion Board or Dropbox—this includes a response to an assignment, a posting on the threaded discussion, submission of an assignment, or participation in group work.

Discussion postings should be distributed throughout the module (not posted all on one day or only at the beginning or only on the last day/night of the module).

Email Communication

Some teams choose to conduct team business via their UWStour email. In addition, if your instructor chooses to contact you directly, she will use this email account. Therefore, please check your UWS email account daily.

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Evaluation

Your grade will be based on:

- Team Module Assignments — 5-160 points
- Team Assessment or 360 Review — 25 points
- Team Collaboration/participation — 90 points
- ePortfolio url posting — 5 points
- Final Project — 195 points

The grade percentage breakdown is as follows:

- Collaboration - 7.89%
- Individual papers - 3.07%
- Team papers - 89.04%

For a detailed list of assignments and points, go to the Grades tab in D2L.

Grading Scale

To maintain Full Academic Standing, a cumulative GPA of 3.0 is required for graduate students.

Only courses in which a student earns a grade of B or better may be included for the Instructional Design Certificate. If a student in the instructional design certificate program receives lower than a B in a required instructional design course, the course must be repeated. The grade earned when taking the course the first time will continue to be counted in the calculation of the GPA.

GRADUATE SCHOOL POLICIES UNIVERSITY OF WISCONSIN STOUT.

A = 94-100 %
A- = 90-93
B+ = 87-89
B = 84-87
B- = 81-83
C+ = 78-80
C = 74-77

Work 73% or below is unacceptable at the graduate-level and will result in a grade of F.

Rubrics

Your project management portfolio project will be evaluated on your demonstration of standards listed on the [rubric](#).

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Late Policy

The majority of the assignments for this course will be submitted by posting in the "discussion forums" or "Dropboxes." It is strongly recommended that you draft (and save) all assignments in Microsoft Word (or other word processing program) and then **copy and paste** the information into discussion forum postings. That way you will have a copy saved on your computer should anything go wrong. Keep a copy of **all** of assignments you wish to include in your eportfolio.

Due dates for each module are published on the course calendar. Work turned in by 11:59 PM Arizona Time on the due date, as evidenced by the date stamp given on the Discussion Board or Dropbox, will be considered on time and will receive full credit. Prompt submission of assignments for assessment allows the instructor to provide guidance and timely feedback.

Assignments submitted after the due date will receive a 10% grade deduction. In other words, assignments which would have been rated A or Exemplary will be

graded as B, or instead of 100%, the grade will be 90%. Work submitted after two days past the original due date will not be accepted and will receive a zero.

Assignment Evaluation/Feedback

Assignment grades will be posted in the grade book within five days after the assignment due date. If a grade is not posted, then the assignment was missing in the appropriate dropbox folder.

Check the grade book and dropbox throughout the course to review assignment feedback. If you have questions or concerns about a grade, please contact the instructor ASAP. Do not wait until final grades have been posted to discuss missing assignments or missing grades in the gradebook.

Contact the instructor in advance if you are going to be late or miss an assignment. Timely communication is an e-learning best practice. Prior email notice to the instructor in sufficient time to allow for discussing an alternative schedule is required.

However, it is understood that emergencies do arise and the late policy can be waived at the instructor's discretion in case of an emergency. Emergencies are defined as anything which is serious and unexpected. Emergencies cannot be written on the calendar in advance. Examples of emergencies are: heart attacks, car accidents, serious health crises of the student or in the student's immediate family. Examples of non-emergencies are: family weddings, vacations, or any other event which can be planned around. Students are encouraged to work ahead when necessary. Students should contact the instructor to make arrangements to work ahead or to ask for a waiver of the late policy.

Excused Makeup Work - If a late submission has been requested in advance of the due date and the instructor grants an extension, no points will be deducted from the assignment grade.

Incompletes - (I's) will not be given except under extenuating circumstances.

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Technology Requirements and Assistance

Complete the system checkup on this website:
<https://uwstout.courses.wisconsin.edu/> by clicking on the link that says:
Check Your System.

For help with your university email account, password, and login process:
[https://kb.uwstout.edu/page.php?id=58185.](https://kb.uwstout.edu/page.php?id=58185)

Software Needed

Reading materials will be included in most sessions, either as e-mail or references to materials on the Web. This course requires a textbook. You will also use a web-based project management software tool throughout the course. Which software you select is up to you and your team. Please do not worry about the software at this point; you will have plenty of time to select the software.

Academic Honesty and Misconduct

"Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. Students who violate these standards must be confronted and must accept the consequences of their actions."

Definitions of academic dishonesty as provided by the National Association of Student Personnel Administrators include:

- **Cheating** – The use or attempted use of unauthorized materials, information, or study aids in any academic exercise.
- **Plagiarism** – The use of others' ideas and words without a clear acknowledgment of the source.
- **Fabrication** – The intentional and unauthorized falsification or invention of any information or citation in any academic exercise.
- **Assisting** – The facilitation or assistance in academic dishonesty.

UW-Stout also considers academic dishonesty to include forgery of academic documents, or intentionally impeding or damaging the academic work of others.

Academic misconduct in the University of Wisconsin System is defined by UWS Chapter 14. ["Student Academic Misconduct / Disciplinary Procedures - UWS"](#)

Student Services

ADA Accommodations

In compliance with the Americans with Disabilities Act (ADA), students are encouraged to register with UW Stout Disability Services for assistance with instructional accommodations due to disabilities. The phone number of the Disability Services office is 715-232-2995 or contact the staff via email at this website: [Disability Services](#).

Library Services

You may need to access UW - Stout's Library Services and can do this at <http://www.uwstout.edu/lib/> In addition to traditional and online services, the library maintains many helpful videos on searching and use of the tools for research.

Madison Help Desk

If you have any questions about these preferences, please call the Madison Help Desk at one of the numbers listed below and indicate that you are a UW-Stout student needing help with Learn@UW-Stout. Help is available 7 days a week.

- 1-888-435-7589 select option 3
- 1-608-264-4357 select option 3

Technology Help

The Technology Help desk is the place to start for technical assistance, like

forgotten passwords, email, storage and so on. Contact the folks at the Technology Help desk via phone, 715-232-5000, or email, techdesk@uwstout.edu.

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<http://www.uwstout.edu/soe/profdev/idprojmanagement.cfm>