COLLEGE OF APPLIED &
COLLABORATIVE STUDIES
Department of
Multidisciplinary Innovation

APMG 3221: Project Workshop Intermediate Syllabus

Professor: Dr. Agustin Palao Mendizabal

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E-mail: Agustin.Mendizabal@unt.edu
Office Hours: TBD   Class Hours: Thu 6:30 - 8:20 p.m.
Office:FRLD 353.   Class Room: FRLD 234

Course Description

Workshop associated with APMG 3220. This applied project-based learning workshop focuses on addressing real-world problems. The workshop is designed to support APDA students to plan, initiate, execute, and close out the semester long industry sponsored project. The students meet to brainstorm ideas to execute the project, prepare project related documents, and meet with experts in the field who offer intellectual and professional guidance to help the students

manage the project. Students integrate university core knowledge and skills with theories of project management, collaborative thinking and idea generation. Project-based learning forms the center of this educational experience, focused around a theme chosen by, and in collaboration with, a business or community partner. The goal is to facilitate students' abilities to develop and execute effective collaborative project management to address complex systems.

Prerequisites

Prerequisite(s): None.
Co-requisite: APMG 3220.

Student Goals

At the end of the course, you should:

1. Apply your understanding of what constitutes a project and factors that may contribute to its success

2. Plan a project using project management framework

3. Create a project charter

4. Apply basic tools and techniques to plan, organize and manage projects

5. Communicate effectively with stakeholders

6. Incorporate design, analysis, and knowledge of other functional areas within projects

7. Achieve project deliverables by promised deadlines to stakeholders

Required Courseware & Suggested Textbook

There is no required textbook for this course. I curate material from different sources and provide to you through slides and datasets. However, here are some suggestions for textbooks you can consult if you want to:

- **Contemporary Project Management** (4th edition)) by Kloppenborg, T., Anantatmula, V., Wells, K. (2019). Published by Cengage Learning. ISBN: 978-1-337-40645-1

As for software we are going to use primarily:

- **Canvas** (https://unt.instructure.com/login/ldap): The lecture notes, case files, case quizzes, all of the exams and other material will be posted on Canvas so please make sure you keep up and check Canvas often.

Course General Guidelines

Acceptable Student Behavior:

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to remove inappropriate comments and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at www.unt.edu/csrr

Code of Student Conduct

All persons shall adhere to the Code of Student Conduct regarding academic dishonesty, including acts of cheating and plagiarism. See 18.1.16 Student Standards of Academic Integrity.

"Cheating. The use of unauthorized assistance in an academic exercise, including but not limited to:

- use of any unauthorized assistance to take exams, tests, quizzes or other assessments

- dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments

- acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University

- due submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor

- any other act designed to give a student an unfair advantage on an academic assignment.

Plagiarism

Use of another's thoughts or words without proper attribution in any academic exercise, regardless of the student's intent, including but not limited to:

- the knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.

- the knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials." (Policies of the University of North Texas, 2012, Section 18.1.16, pg. 3-4).

Rules for citing quotes and ideas can be found in the Publication Manual of the American Psychological Association, 6th edition. Please note: Intentionality is not an issue with regard to plagiarism. Even if a student plagiarizes without intending to do so, it is still considered plagiarism and will result in the appropriate consequences. Students are urged to review the parameters and provisions of plagiarism to avoid any potential plagiarism issues.

Punishments for cheating or plagiarism range from a grade of **ZERO** points on the assignment in question to failure of the course. You can find additional information on the University policy regarding plagiarism and academic dishonesty at UNT Student Academic integrity

AI statement

I do not discourage the use of such AI resources to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following three principles in mind: (1) An AI cannot pass this course; (2) AI contributions must be attributed and edited for accuracy; (3) The use of AI resources must be open and documented. Therefore, if you use generative AI, you must provide a brief explanation of how it was used. This explanation should include the name of the AI tool, a concise description of its contribution, and references if applicable.

Classroom Policies

Attendance and participation in class is crucial. Students are expected to attend all class meetings, arrive when the class begins, and remain until the class is dismissed. Attendance will be taken in class each day. Point deductions for absences are as follows and will be enforced no matter the reason:

- Two (2) absences are free. No point deductions.

- For every absence over two (2) , 30 points will be deducted from your final grade (out of 1000 points). Any student who has more than 6 absences (7 or more) will automatically receive a failing grade.

- Excused and unexcused absences will count the same in deduction of points. I include two free absence to allow for illnesses or other emergencies, so please save your free absences only when you MUST miss class. Unusual circumstances that require extended absences should be communicated to your instructor.

*Note: This point deduction does not impact your ability to make-up a major assignment with an excused absence.

- If you miss a class during a major assignment, exam, or presentation, the following policy will apply:

  - Failure to follow this policy will result in a Zero for the missed assignment/exam.
  - If you are absent for an exam OR presentation, you can request to make up the assignment. (NOTE: QUIZZES CANNOT BE MADE UP!) The only absences that will be considered excused are death in the family, severe documentable personal illness, religious holidays, and participation in college sponsored activities (e.g., intercollegiate sports). Any student wishing to have an absence excused must provide appropriate documentation.
  - An absence WILL NOT be excused if you do not contact your instructor within 24 hours of the missed class.

– All doctors' notes must be signed by the doctor on official letter-head/prescription pad. (Routine visits to your doctor or dentist do NOT constitute an excused absence.) Notes that are not dated, signed, or verifiable will not be accepted. I reserve the right to decide if documentation is acceptable.

– Please advise instructor prior to missed class, if possible, and provide appropriate documentation. This policy is STRICTLY enforced.

Technical difficulties with Canvas are the responsibility of the student. If you encounter technical difficulties during the semester, you need to contact the Technical Support Desk. Helpdesk@unt.edu; 940.565.2324. Should you request additional time for an online assignment from your instructor due to technical difficulties, you MUST have a Ticket number from the help desk as a reference.

• I will answer emails within 24 hours during the week. I will reply to emails sent during the weekends by the next working day.

• When corresponding through email, please do the following:

– NEVER "reply" to group emails (unless the instructor requests such responses). Instead, start a new thread with a new subject line. Emails sent to me via a "reply" to a group email may not be answered, simply because I may miss it if it is included in "group" emails. So please, start a new conversation when communicating with me with a clear subject line. Only hit "reply" to emails that are sent directly to you.

– Be clear in subject lines. If the email is critical and needs my immediate attention, please include *important* within the subject line—this is especially helpful on weekends.

– Be polite and respectful. Every time.

• Assignments must be submitted by the due date and submitted as instructed. Late work will not be accepted. If you have an assignment due and an emergency arises (e.g. death in the family, severe personal illness), it is your responsibility to notify the instructor as soon as possible, before the assignment is due. Quizzes cannot be made up.

• NO CELL PHONE OR LAPTOP IS ALLOWED except during class activities that require their use.

Assessment

This workshop will utilize the following instruments to determine student grades and proficiency of the learning outcomes for the course:

• **Project working documents**. As part of this workshop, you will be required to prepare several project related documents. The five documents that will be required for submission are:

– Stakeholder analysis,

– Project charter,

– Communication Plan

- Milestone schedule,
- RACI matrix

- **Semester project presentations**. You will be required to write a report and make presentations at different stages of the semester-long project. Basically 3 main presentations:

    - Project kick-off
    - Project status update
    - Project final presentation

- **Project deliverables**. This is the final report to the project partner. This document is normally crafted to include an executive summary, problem description, analysis and recommendations.

Grading Structure

Project working documents	250 pts (50 points each)
Project presentations	600 pts (200 points each)
Project deliverables	150 pts
TOTAL	**1,000 points**
extra-credit	*tbd* pts for SPOT evaluation

NOTE: You may notice that your grades for the course are all based on the project work. There is no individual deliverables. This is a **SINGLE project, not individual projects. Therefore, your individual grade for the course will rely on **TEAMWORK!** We will track of students' participation on each document, preparation, or deliverable using the *RACI matrix*. More explanation of this during the firsts weeks of class.

Letter Grades: If you achieve the following thresholds, you are guaranteed to receive the letter grade listed next to them:

$$\geq 900 \text{ points (or } \geq 90\%) \rightarrow A$$
$$\geq 800 \text{ points (or } \geq 80\%) \rightarrow B$$
$$\geq 700 \text{ points (or } \geq 70\%) \rightarrow C$$
$$\geq 600 \text{ points (or } \geq 60\%) \rightarrow D$$
$$< 600 \text{ points (or } < 60\%) \rightarrow F$$

University and School Policies and my course learning mindset

- DIVERSITY & INCLUSION: As members of the UNT community, we have all made a commitment to be part of an institution that respects and values the identities of the students and employees with whom we interact. UNT does not tolerate identity-based discrimination, harassment, and retaliation so we will work as a class to collaborate in ways that encourage inclusivity. Although disagreements and debates are encouraged, personal attacks are unacceptable. Together, we can ensure a safe and welcoming classroom for all.

- CAREGIVER RESPONSIBILITIES: I have great respect for students who are balancing their pursuit of education with the responsibilities of caring for children or other family members. If you run into challenges that require you to miss a class, or if your caregiving responsibilities are interfering with your ability to engage in learning, please contact me. There may be some instances of flexibility we can offer to support your learning.

- STAY INFORMED: Access regularly the course material posted on Canvas. If you feel that you are struggling with the material, please contact me.

- COMPLAINTS: I value the many perspectives students bring to our classroom. Please work with me to create a classroom culture of open communication, mutual respect, and inclusion. All discussions should be respectful and civil. If you ever feel like this is not the case, please stop by my office and let me know. We are all learning together.If you wish to register a complaint, you should first discuss your complaint with me. If you wish to carry it further, contact Dr. Pam Bracey (the department chair) and then other instances in the College, but only after first discussing it with your instructor.

- EXAMS: Even though exams are stressing, you are perfectly capable of solve them successfully. If you are under extenuating circumstances please reach out to me as soon as possible to receive support. I normally require written requests to fulfill UNT regulations. We can then discuss alternative arrangements.

- LEARNING SUPPORT: I'm here for you. My aim is to facilitate your learning process. Please do not hesitate to ask questions to me, (the professor, Dr. Palao). I will answer to your questions as quick as possible if you email me. Sometimes, similar questions may be raised by some of you, so in those cases I will post an announcement in Canvas to make sure everyone has the information. So, when you ask a generic question, others can benefit from your question. Since we do meet in person in-class questions are critical, because questions are automatically available to everyone in the classroom.

- WITHDRAWING / DROPPING THE COURSE: Keep in mind that if you are considering to withdraw the class, make sure you received all the possible support before. If you still feel necessary to do so, please check the academic calendar for properly withdraw before the scheduled last drop day. If you stop attending class, you should execute the drop procedure since failure to do so will result in a grade of "F" which cannot be changed.

- ACADEMIC INTEGRITY: This course adheres to the UNT policy on academic integrity. The policy can be found at https://vpaa.unt.edu/fs/resources/academic/integrity. Remember that if you engage in academic dishonesty you will receive a failing grade on the test or assignment, or a failing grade in the course. In addition, the case may be reported to the UNT Dean of Students/Academic Integrity Office, which maintains a database of related violations.
  Students are expected to read https://policy.unt.edu/policy/06-003 UNT's Student Standards of Academic Integrity with defines academic dishonesty and sets out the consequences of unethical behavior.

- STUDENTS WITH DISABILITIES: The New College complies with the Americans with Disabilities Act (ADA) in making reasonable accommodations for qualified students with

disability. If you have an established disability you should register with the Office for Disability Accommodation (ODA) and receive further instructions. Please see contact me as soon as possible if you have any questions.

- DEADLINES: Dates of drop deadlines, final exams, etc., are published in the university catalog and the schedule of classes. Please be sure you keep informed about these dates.

- SPOT: The Student Perceptions of Teaching (SPOT) is a requirement for all organized classes at UNT. This short Web-based survey will be made available to you at the end of the semester/session, providing you a chance to comment on how this class is taught. I am very interested in the feedback I get from students, as I work to continually improve my teaching. I consider SPOT to be an important part of your participation in this class.

- INCOMPLETE GRADE (I): The grade of "I" is not given except for rare and very unusual emergencies, as per University guidelines. An "I" grade cannot be used to substitute your poor performance in class. Do not let that happen and contact me as soon as possible!

- CAMPUS CLOSING: In the event of an official campus closing, please check your UNT e-mail for instructions on how to turn in assignments, how the due dates are modified, etc.

Schedule and weekly learning goals

The description and timelines contained in the syllabus are subject to change either at Professor's or Project's discretion based on the group learning's pace or other events that may impact the current schedule.

It is meant to be a guide and several items are subject to change. I STRONGLY recommend that you check continuously the schedule below.

Phase	Week	Dates	Topics & Sub Topics	Dues Docs & Events
Project Intro and kick-off preparation	Week 1	21 Aug	• Introductions and syllabus • Introduction to project	Read the syllabus
	Week 2	28 Aug	• Review project brief • Team Contract Assumptions and constraints • Stakeholder analysis • Communication plan	Stakeholder analysis & Communication Plan (31 Aug)
	Week 3	4 Sept	• Project Charter • Kick-off prep • Milestone schedule • RACI matrix	Project Charter Milestone Schedule RACI matrix (7 Sept)
	Week 4	11 Sept	• Kick off meeting • Feedback analysis	Kick off presentation (during class)
Project development	Week 5	18 Sept	• Discover phase In-class discussion • Project adjustments	
	Week 6	25 Sept	• From Discover to Ideate phase In-class discussion • Project work	

Schedule and weekly learning goals *(cont.)*

Phase	Week	Dates	Topics & Sub Topics	Dues Docs & Events
Project development, Project Update & Final Presentation	Week 7	2 Oct	• Ideate • Project work	
	Week 8	9 Oct	• From Ideate to Generate phase • Project work	Updated Project documents (12 Oct)
	Week 9	16 Oct	• Generate • Launch Survey	
	Week 10	23 Oct	• Prepare status update • Preliminary data visualization	Updated schedule (26 Oct)
	Week 11	30 Oct	• Status update presentation • Feedback Analysis	Status update presentation (during class)
	Week 12	6 Nov	• Data Collection • Asessment	
	Week 13	13 Nov	• Implement feedback • Project work	
	Week 14	20 Nov	• Prepare final presentation • Prepare final report	
	Week 15	27 Nov	**NO CLASS!** Happy Thanksgiving!	
	Week 16	4 Dec	• Final Presentation • Project closing Lessons learned	Project Deliverables: final report (7 Dec)