

AMPG 2011: Project Workshop

"As you navigate through the rest of your life, be open to collaboration. Other people and other people's ideas are often better than your own. Find a group of people who challenge and inspire you, spend a lot of time with them, and it will change your life." – Amy Poehler

Course Overview

Class Meetings

Mondays, FLRD 410
2:00-4:50 pm



Instructor Information

Dr. Danielle Dumaine (she/her)
danielle.dumaine@unt.edu
Student Drop-In Hours: Mondays, 1-2 pm and by appointment

Course Description, Objectives, Materials, and

Assignments

Course Description

Welcome to your Beginner Project Design and Analysis Workshop! The goal of this workshop is to apply the knowledge, skills, and experiences you have gained from your courses by working as a team on a shared project or problem. The workshop provides the time and space to explore your semester project and work together on assignments and other deliverables. Due to nature of Project Based Learning and working with outside partners, the assignments and schedule in this syllabus are subject to change as is necessary to promote the optimal education experience with prevailing conditions affecting this course.

Course Objectives

Students in this class will learn how to:

- Use Project Management frameworks to plan a project.
- Create a Project Charter.
- Demonstrate how and when to use basic tools and techniques to plan, organize, and manage a project.
- Effectively communicate with stakeholders.
- Do project work integrating design, analysis, and other courses.
- Deliver a final proposal to stakeholders.

This course is dedicated time for you to work as a team on the project as well as seek guidance from faculty.

Course Deliverables

Final grades will be calculated based on the total number of points earned. Due to the flexible and changing nature of the project and this class, these assignments and their point value are subject to change.

Assignment/Deliverable	Points
In-Class Engagement	100
Project Planning Documents: Edited Project Brief, Stakeholder Analysis, Milestone Schedule, Project Charter, WBS, Gantt Chart, RACI document	140
Research Documents: Annotated Bibliography, waste tracking, Documentary Analysis, Surveys, Observational Research	70
Individual Progress Updates	92
Group Progress Updates	50
Reflection Paper	50
Peer Evaluation	50
Presentations	300

Journal Entries, 22 points

Each week you must post a short (150-300 word) journal entry recapping the week. Your entry should document the work that you have completed on the project (be specific), your plan for the next week, and any challenges you faced or are anticipating. This is an excellent way to practice accountability and to keep a record of what you have done that you can then use in your longer personal reflection assignments. This is not a substitute for reaching out directly to me or any other faculty with questions or concerns. Posts are due Monday morning and should cover work done the week prior. There is no post due the week of Thanksgiving or weeks with an IP due. The lowest-scoring post will be dropped.

In-Class Engagement, 100 points

Engagement is a vital part of your success in this course. Students should come to each class prepared to participate fully. Your engagement grade is tied to your attendance. If you miss a significant number of class meetings it will begin to affect your grade. You should email me in advance of any planned absence and as soon as possible after any unplanned absence.

You will submit three IP updates. These are in addition to your weekly journal entries. The purpose of this assignment is to ensure that your portion of the work is on task and that I am aware of your weekly progress. The IP update should include: key individual accomplishments, challenges or impediments, how you plan to overcome said challenges or impediments, and your plan for the next two weeks.

Group Progress Updates, 50 points

Twice during the semester teams will submit a group progress update. The purpose of the GP is to ensure your team is on task and that I am aware of your progress. Each update should include: key team accomplishments, team challenges or impediments, how you plan to overcome said challenges or impediments, and your plan for the next two weeks.

Annotated Bibliography, 50 points

In week seven, you will hand in an annotated bibliography covering a range of secondary research that relates to the project. The purpose of this assignment is to facilitate building a base of peer-reviewed, evidence-based knowledge about the project. More details will be available on Canvas.

Individual Progress Updates, 25 points

Details for all other assignments can be found on Canvas or are contained in your other courses.

Grading Scale

A = 90-100%; B = 80-89%; C = 70-79%; D = 60-69%; F = 59% or below

Schedule of Class Meetings and Assignments

Week	Date	Workshop Activities	What's Due?	Due Date
1	August 18	Intro to project		
2	August 25	Project Work	Food Waste Tracker #1	Aug 25
			Edited Project Brief	Aug 29
			Stakeholder Matrix	Aug 29
3	September 1	<i>No Workshop this week</i>		
4	September 8	Prepare for kick-off meeting	Documentary Analysis	Sept 8
			Project Charter	Sept 12
5	September 15	Plan site visit	Kick-Off Meeting	TBD
6	September 22	Project Work	IP Update #1	Sept 26
7	September 29	Project Work	GP Update #1	Oct 3
			Annotated Bibliography	Oct 3
8	October 6	Project Work	WBS	Oct 10
			Milestone Chart	Oct 10
			GANTT	Oct 10
9	October 13	Project Work	IP Update #2	Oct 13
10	October 20	Project work		

11	October 27	Project work		
12	November 3	Project work	GP Update #2	Nov 7
13	November 10	Prepare for presentation	IP Update #3	Nov 14
14	November 17	Prepare for presentation		
15	November 24	<i>No Workshop this week</i>		
16	December 1		Presentation	TBD
Finals Week			Final Reflection and Peer Review	Dec 12

Course Policies and Expectations

Land Acknowledgment

Acknowledging the land is an Indigenous protocol, and it is important to note that the University of North Texas in Frisco is located on the un-ceded territory of the Wichita, Kickapoo and affiliated Tribes. Today, these people have national boundaries in Oklahoma, Kansas, Mexico, and Texas, after the Indian Removal Act of 1830 led to the forced removal of southern tribes west of the Mississippi River. It is important to study the long processes that have brought us all to reside on this land, and to seek to better understand our places within these histories.

**Attendance*

Research has shown that students who attend class are more likely to be successful. The knowledge and skills you will gain in this course highly depend on your participation in class learning activities. Because of that, I expect you to attend all class sessions unless you are ill or have a valid reason for missing. I plan to track class attendance to help me understand how and when students are engaging in the course. If you are ill or have another valid reason for missing class, please contact me in advance of the absence.

**Non-participation in team assignments*

If a class member is not sufficiently engaged and contributing to the work of the team, the other members have to the right to notify that team member via email. The email should be respectful, brief, and offer clear examples of non-participation. To the email, you must CC me and every member of the team. The non-participating team member has seven days to improve. After those seven days, the team must update me, in writing, on the status (again, the email should be sent to the instructor and

the entire team). If there is no change, the issue will be elevated to the faculty team and program director for consideration. A non-participating student may be kicked off the team if the problem is not resolved.

Communication

Student drop-in hours offer you an opportunity to ask for clarification or find support with understanding class material. I want to be as accessible to you as I can be. I encourage you to visit me to discuss any aspect of this course or whatever else is on your mind. If you cannot visit during drop-in hours, please email me and I will find a time that works for you.

Diversity and 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. Consistent with UNT's policy on diversity and inclusion, we view this commitment as encompassing the intersecting identities that make us unique individuals, including, but not limited to, ethnic/racial identity, nationality, sexual identity, gender identity and expression, age, religious/spiritual beliefs, socioeconomic status, body shape/size, physical ability status, and varying points of view. Together we will strive to build a classroom environment that recognizes and acknowledges the impact of stereotypes, prejudice, discrimination, oppression, power, and privilege and work to create a learning atmosphere that embraces and celebrates diversity. If you ever have a concern about the inclusivity of this learning space, please come and talk to me.

Course Conduct

I am committed to creating a positive learning environment where diverse perspectives are recognized and valued as a source of strength. I request that you work with us to create a classroom culture based on open communication, mutual respect, and inclusion. As a class we will approach all discussions with respect and civility. Disagreements and debates in academic discourse are expected and welcome, but personal attacks are never OK, and will not be tolerated. I strive to ensure an open and welcoming classroom for all students. If I ever miss the mark, please don't hesitate to come and talk to us. We are all learning together.

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, please contact me. There may be some instances of flexibility I can offer to support your learning.

School-Life Conflict

Many students face obstacles to their education as a result of work or family obligations or unforeseen personal difficulties. If you are experiencing challenges throughout the semester that are impacting your ability to succeed in this course, or in your undergraduate career more broadly, please reach out

to me immediately so that we can work together to form a plan for your academic success. If you are unable to attend my student drop-in hours, please email to set up a time that works for you or to arrange a meeting by Zoom.

Emergency Notifications and Procedures

UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

ADA Accommodation Statement

I am committed to the principle of universal learning. This means that our classroom, our virtual spaces, our practices, and our interactions will be as inclusive as possible. Mutual respect, civility, and the ability to listen to and observe others carefully are crucial to universal learning. Any student with particular needs should contact the Office of Disability Access (ODA) at the beginning of the semester. If necessary, the ODA will provide you with a reasonable accommodation letter that you can submit to me. Then I can work out the details of any accommodations needed for this course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. For additional information, refer to the Office of Disability Access website (<http://www.unt.edu/oda>). You may also contact ODA by phone at (940) 565-4323.

**Academic Integrity*

The University of North Texas promotes the integrity of learning and embraces the core values of trust and honesty. Academic integrity is based on educational principles and procedures that protect the rights of all participants in the educational process and validate the legitimacy of degrees awarded by the University. In the investigation and resolution of allegations of student academic dishonesty, the University's actions are intended to be corrective, educationally sound, fundamentally fair, and based on reliable evidence. Students should be aware that "acts of dishonesty" include cheating, plagiarism, furnishing misleading information, and forgery. I will uphold the policies and regulations of the University. A finding of academic dishonesty in this course will result in a grade of 0 for the work in question. Students have the right to appeal a finding of academic dishonesty.

The use of generative AI tools is not permitted on any assignments in this course unless you are explicitly instructed to do so by me. By submitting an assignment, you attest that you are the only and original author.

**Late Work*

In 2025, we are all living through multiple world-historical events and lead complicated lives – juggling health, child care, care of others, work, finances, and of course mental health. With this in mind, I will accept late work on a case-by-case basis whenever it makes sense to do so. If a situation arises where you cannot submit work by the due date, please notify me as soon as possible. Extensions will be

granted on a case-by-case basis and the earlier you let me know about an issue, the better. This does not apply to group assignments. Teams should work together to support each other during times of crisis, and teammates are expected (within reason) to pick up the slack when someone truly needs it. If the entire team can make a clear and persuasive case for moving a group assignment deadline, they may do so to me in writing at least three days before the due date and I will consider the request.

Quick Links

Counseling and Mental Health:	https://studentaffairs.unt.edu/counseling-and-testing-services
Center for Students with Disabilities: The ODA has in-person office hours are from 8:00 a.m. - 5:00 p.m., from Monday through Thursday. On Fridays, the ODA is open remotely from 8:00 a.m. - 5:00 p.m.	https://disability.unt.edu/
To report sexual harassment, sexual violence, relationship violence and/or stalking:	https://deanofstudents.unt.edu/report