MSET 5050 SUPERVISION OF PROJECTS IN ENGINEERING TECHNOLOGY
Fall 2019
3 credit hours, Mo We 4:00PM - 5:20PM NTDP B157

Instructor Dr. Huseyin Bostanci
Office NTDP F115L
Office Hours Mo 2:00PM - 4:00PM, Tu 10:30AM - 12:30PM (other times by appointment)
Phone 940-369-5101
Email huseyin.bostanci@unt.edu

Course Description
Study of the planning, organization, and management of successful technology projects. Topics include project management principles, communication with project owners, functional organizations, suppliers, and clients, and tools for managing projects to reach quality outcomes. Pre-Requisites: Graduate standing.

Course Learning Outcomes
Upon successful completion of this course, students will be able to:
1. Understand principles of planning, scheduling and control, as well as organizational behaviour and structuring, involved in supervising engineering technology projects.
2. Demonstrate application of basic methods utilized in supervising engineering technology projects.

Required Text/Associated Software

Course Outline
This is a tentative course outline. Instructor will attempt to follow it closely, and reserves the right to substitute any other relevant material at any point throughout the course.

<table>
<thead>
<tr>
<th>Week of</th>
<th>Topic</th>
<th>Reading</th>
<th>Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>8/26/19 Fundamentals of Project Management</td>
<td>Chp. 1-2</td>
<td></td>
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<td>2.</td>
<td>9/02/19 Fundamentals of Project Management</td>
<td>Chp. 1-2</td>
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<td>3.</td>
<td>9/09/19 Organizational Structures</td>
<td>Chp. 3</td>
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<td>4.</td>
<td>9/16/19 Staffing</td>
<td>Chp. 4</td>
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<td>5.</td>
<td>9/23/19 Management Functions</td>
<td>Chp. 5</td>
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<td>6.</td>
<td>9/30/19 Communications Management, Conflicts</td>
<td>Chp. 6-7</td>
<td>Case Study 1</td>
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<td>7.</td>
<td>10/07/19 Exam 1, Project Planning</td>
<td>Chp. 11</td>
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<td>8.</td>
<td>10/14/19 Project Planning</td>
<td>Chp. 11</td>
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<td>9.</td>
<td>10/21/19 Project Scheduling</td>
<td>Chp. 12</td>
<td>Case Study 2</td>
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<td>10.</td>
<td>10/28/19 Pricing and Estimating</td>
<td>Chp. 13</td>
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<td>11.</td>
<td>11/04/19 Cost Control</td>
<td>Chp. 14</td>
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<td>12.</td>
<td>11/11/19 Quality Management</td>
<td>Chp. 20</td>
<td>Case Study 3</td>
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<td>13.</td>
<td>11/18/19 Exam 2, Review</td>
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<td>14.</td>
<td>11/25/19 Team Presentations (~30 min. per team)</td>
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<td>Semester Project</td>
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<tr>
<td>15.</td>
<td>12/02/19 Team Presentations (~30 min. per team)</td>
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<td>Semester Project</td>
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Grading Criteria

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>Case Studies (total of 3)</td>
<td>30%</td>
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<tr>
<td>Semester Project</td>
<td>30%</td>
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<tr>
<td>Midterm Exams (total of 2)</td>
<td>40%</td>
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Expected Grade Distribution

A: ≥90%, B: 80-89%, C: 70-79%, D: 60-69%, F: <60%

Policies and Procedures

1. This syllabus is subject to change during the semester with changes to be announced in class.
2. This course provides opportunities for students to take advantage of several software packages supported by the department in the classroom or in lab experiments, in simulation studies, homework assignments, or in projects.
3. The course website, Canvas, at [https://canvas.unt.edu/](https://canvas.unt.edu/) will be used for posting course materials, assignments, and grades, as well as for email communications. Students are encouraged to check the course website often.
4. Case studies will be assigned from the textbook or other sources. Although discussing the case studies in a group setting is beneficial to better understand the material, the assignments should be done individually and reflect your own opinions.
5. Semester projects will be assigned to small groups of 2-3 students. A format and brief guidelines for the project report and oral presentation will be provided and discussed.
6. For all classes, cell phones must be silenced. For exams, cell phones must be placed in backpacks and left at the front of the classroom.
7. No electronics, textbook, notes/notebooks are allowed in exams.
8. Grades are based in part on the student's ability to communicate. You must present your work in a well-organized and well-articulated manner with appropriate depth.
9. Requests for the review of a graded exam/assignment must be made within one week of the grade announcement. Upon review, the exam/assignment score may increase, remain the same, or decrease.
10. There will be no make-up exams or assignments unless you have a documented, university-excused absence. If you know in advance that you will miss an exam, you must contact instructor before the scheduled exam.
11. An “I” (incomplete) grade is given only for extenuating circumstances and in accordance with University and Departmental Policies.
12. The instructor reserves the right to change the grade distribution at the end of the semester. If any changes occur, the changes will be less stringent than the distribution above.
13. **Academic Integrity Standards and Sanction for Violations:** According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions ranging from admonition to expulsion from the University. Any violation of academic honesty in an exam or assignment will result in a grade of zero and a report to [https://facultysuccess.unt.edu/academic-integrity](https://facultysuccess.unt.edu/academic-integrity).
14. **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 leave the classroom and the instructor may refer the student to the Dean of Students 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 deanofstudents.unt.edu/conduct.

15. **Access to Information- Eagle Connect**: Students’ access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to your Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail: eagleconnect.unt.edu/.

16. **ADA Statement**: UNT makes reasonable academic accommodation for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one’s specific course needs. Students may request accommodations at any time, however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information see the ODA website at disability.unt.edu.

17. **Attendance Policy**: Attendance to the fullest extent possible is highly encouraged as engagement, participation and interaction are important elements of the learning process. However, attendance will not be taken during lectures, and will not be considered as part of the final grade calculation.

18. **Emergency Notification & 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 Blackboard for contingency plans for covering course materials.

19. **Retention of Student Records**: Student records pertaining to this course are maintained in a secure location by the instructor of record. All records such as exams, answer sheets (with keys), and written papers submitted during the duration of the course are kept for at least one calendar year after course completion. Course work completed via the Blackboard online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual record; however, information about students’ records will not be divulged to other individuals without proper written consent. Students are encouraged to review the Public Information Policy and the Family Educational Rights and Privacy Act (FERPA) laws and the University’s policy.

20. **Student Perceptions of Teaching Effectiveness (SPOT)**: Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13 and 14 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the spot website at www.spot.unt.edu or email spot@unt.edu.