

## Syllabus: Summer, 2023 Project Management



### About the Instructor

**Instructor:** John Earls

#### Phone

**UMSL Office:** (636) 336-2403

**Personal Cell:** (636) 208-7744

**Office Hours:** Face to Face or Virtual by appt.

**Office:** 239 Express Scripts Hall

#### Email:

**UMSL:** [earlsjo@umsl.edu](mailto:earlsjo@umsl.edu)

**Personal:** [JohnEarls@yahoo.com](mailto:JohnEarls@yahoo.com)

### Class Logistics

**Class Dates** – 5/15/23 – 7/8/23

**Class Time(s):** N/A

**Class Day(s):** N/A

**Location:** **Virtual (Asynchronous)**

### Welcome

This course introduces the concepts and practices of Project Management with a focus on supply chain and analytics related projects. It covers conventional aspects of project management, such as the project evaluation, planning, roles, responsibilities, scheduling, and tracking.

In addition, this class introduces Agile project management as applicable to projects where there is not the specificity of goals or solutions to be applicable to traditional project management.

### Teaching Philosophy

I am often asked by students who want to consider taking one of my classes, what is my teaching philosophy and approach. Below, is a summary of my perspective on teaching, learning, and the general approach I use.

With respect to the content of nearly any course, there is the “science” of the material and the “art” or the artful pragmatic application of that science once applied to real world conditions. I will deliver and blend both.

- The science/theory will come traditionally from the textbook, PowerPoints, homework, and assignments. This is what your chapter quizzes are based on.
- The art will be delivered in the form of ‘real world examples, additional content, successes, failures, etc. in a transparent, humble way. I will illustrate and communicate the ‘art’ and the practical application behind ALL content delivered and try to bridge the gap between science/theory and practicality based on my experiences (successes & failures), research, and observation. You won’t be tested or evaluated on your understanding or comprehension of the ‘art’, but, I have found that most students identify with the practical application of the material and real–world examples.

### About this Course

- SCMA 6347 - LOM Project Management (Prerequisites: SCMA 5310)
- ENT 4147 - Introduction to Project Management (Prerequisites: ENT 3100 and SCMA 3301)
- INFSYS 3898 - Seminar in Information Systems (Prerequisites: TBD each time course is offered and to include a minimum 2.0 overall GPA)
- INFSYS 6847 - Project Management (Prerequisite: INFSYS 5800)

### Course Description:

## Syllabus: Summer, 2023

### Project Management

- Effective project management ensures that a project is completed on time, within budget, and has high quality. The purpose of this class is to examine the task of project resource management with a focus on operations, supply chain, IT and services.
- This course addresses the concepts and processes of project management as applicable to supply chain, logistics and operations management and analytical related projects.
- Students will study project selection & prioritization, the differences between projects and program work, integrated project planning, risk management and project control, and how globalization, environmental and sustainability issues, quality control, and cultural factors drive project management.
- Students will also cover conventional aspects of project management, such as the project evaluation, planning, roles, responsibilities, scheduling, and tracking.
- Students will also explore the integration of change management process & tools.

#### Goals of the Course:

- **What You Will Learn** - After successfully completing the course you will have an understanding of:
  - Project Management Basics including scope management: Defining Project Goals and Boundaries
  - Schedules and Resources: Team and Resource Availability
  - Budget: Project Estimations and Actual Costs
  - Risk: Strategies for When Things Go Wrong
  - Communication: Building Trust with Stakeholders
  - Leadership: The Essence of Project Management
- **How You Will Benefit**
  - Characterize project roles and team functions.
  - Develop a project scope statement and monitor scope creep.
  - Identify constraints and priorities.
  - Build effective schedules based upon work packages and work breakdown structure.
  - Identify and analyze risks and determine appropriate risk response strategies.
  - Analyze project cost, schedule, and resource estimates.
  - Build communication plans to report project status to stakeholders.

#### Required texts and other course materials:

- **Book** - Project Management: The Managerial Process with MS Project, 8th Edition, Larson  
ISBN: 9781259666094
- **Auto Access** – This course is part of our AutoAccess program designed to reduce the cost of course materials for students. You will be able to access the digital content for this course through Canvas on the first day of class automatically.
  - **Title/Edition:** Project Management The managerial process 8e
  - **Author:** Larson
  - **Content Type:** E-Book
  - **AutoAccess Student Cost:** \$32.00
- **AutoAccess Details:**
  - The above material information will display for students on the bookstore website.
  - Students will receive an email providing AutoAccess details beginning on August 8, 2022.
  - Student accounts will be billed for the required AutoAccess material beginning August 8, 2022.



## Syllabus: Summer, 2023

### Project Management

- Students can opt out before the deadline:
  - **S1 / S4 / S6 – OPT OUT DEADLINE 5/24**
  - **S2 / S5 – OPT OUT DEADLINE 6/21**
  - **S3 – OPT OUT DEADLINE 7/19**
  - Students that drop/add/opt out prior to the deadline will be refunded/billed accordingly.
- **VS Materials Link in Canvas:** Students are able to opt in/out in Canvas for AutoAccess courses. This is available in the VS Materials link in the left-hand navigation menu in Canvas. Students may also access their VS textbooks from this link.

#### Course Delivery Method

This class is being taught **asynchronously**, meaning you will be able to complete coursework at your own convenience within a designated timeframe. The main benefit to students is that they can easily fit them into their already busy lives without having to carve out a specific time to be present for a course each week.

#### Time Requirements:

If this course were offered on campus, you'd be in class 2.5 hours/week plus travel time. The online version is no different in terms of expectations for your involvement. This is an active online course that requires 3 hours of your time each week **in addition to** the time it takes you to read the required materials, watch the videos, and complete the assignments. That means that you need to plan to spend a minimum of **6 hours every week** (up to 9-10 hours a week) on activities related to this course. If you would like to explore how the online Canvas activities work, consult the [Online Course Overview course in Canvas](#) where you can practice posting to a discussion board, take a practice quiz and more.

#### Technology Requirements:

As a student in an online course, you are expected to have reliable internet access almost every day. Please reach out to your academic advisor or student success network if you need hardware or access to the Internet. If you have computing problems, it is your responsibility to address these through the ITS Helpdesk ([helpdesk@umsl.edu](mailto:helpdesk@umsl.edu)) or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, [get help in solving it immediately](#). At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux)
2. Updated Internet browsers ([Google Chrome](#) or [Mozilla Firefox](#))
3. Ability to navigate Canvas (Learning Management System)
4. Minimum Processor Speed of 1 GHz or higher recommended.
5. Reliable and stable internet connection.
6. [Adobe Reader or alternative PDF reader \(free\)](#)
7. A webcam and/or microphone is **highly recommended**.

#### How to Succeed in This Course

I truly believe in your success as a student and adapting my instruction to ensure your success.

Each module in this course will contain recorded lecture episodes, accompanying PowerPoint presentations, supplemental reading, and various assessments. It is your responsibility to watch each lecture and review the materials before participating in the discussion boards or completing the module assessments.

## Syllabus: Summer, 2023

### Project Management

**Instructional Technology:** *The following tools will support the instructional strategies for this course: (web searches, PowerPoint and other web and computer-aided instruction, etc.)*

If you are new to or unfamiliar with Canvas, consult the **Canvas Online Overview** course site where you can learn about and practice with tools that will be used in this course. Follow this link to temporarily leave our course and learn more about Canvas: <https://umssystem.instructure.com/courses/83642>. You'll learn about technologies and learning strategies to help you be successful in this course. If you've already completed the orientation, you do not have to retake it but you can refer to it at any time.

### Course Plan for the Unexpected

Please stay informed about university policies, instructions and resources as they relate to the COVID-19 pandemic: <https://www.ums.edu/staysafe/>. It is important to me that you stay on track toward your degree completion. This section presents our course continuity plans for how we will handle situations to avoid disruption to your learning.

### Assessment/Grading

#### Grade Composition:

- **Course Content & tests/quizzes**
  - All of the course content (PowerPoints) are already posted and may be accessed at anytime
  - You are allowed to take your Quizzes (aka Chapter Tests) early! 😊
  - These are non-cumulative and only cover the chapter(s) as named.
  - Quizzes (aka Chapter tests) consist of both qualitative and quantitative multiple choice and T/F questions. There are no short answer or essay questions.
- **Preparation for class + tests/quizzes**
  - You are expected to come to class prepared. You should prepare for class by:
    - Reading the relevant materials before class.
    - Read the chapter(s) and/or PowerPoint(s) before class.
  - Students are responsible for all materials (PowerPoints and book content).
  - Successful completion of this course requires that you keep up on assignments, coursework and participate in class discussions.
- **Taking Chapter quizzes ←PLEASE READ**
  - Will be done on-line using Canvas
  - **Chapter quizzes will be not timed, and you will be allowed no more than 2 attempts**
  - **Completion of chapter quizzes must occur before the end of the semester in which you are taking the class.**
  - **No extensions are provided.**
- **Make-up exams** – No make-up Quizzes (aka Chapter tests) will be provided.
- **Extra credit** – No extra credit is offered.
- **Final** – There is no final for the class.
- **Final Course Grade** – Your grades are based on your Quizzes (aka Chapter tests) grades ONLY. Your final course grade will be based on an average of all scores against 'possible points'

### Grading Approach

- **Final Course Grade** - Your grades are based on your chapter quizzes grades ONLY.
- Your final course grade will be based on an average of all scores against 'possible points'



## Syllabus: Summer, 2023

### Project Management

#### Grading Scale:

The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:

A = 4.0	B- = 2.7	D+ = 1.3	EX = Excused
A- = 3.7	C+ = 2.3	D = 1.0	DL = Delayed
B+ = 3.3	C = 2.0	D- = 0.7	FN = Failure/Non Participation
B = 3.0	C- = 1.7	F = 0	

#### Feedback Plan & Communication:

- **Availability** – I am available for discussion, feedback or other coaching on an as needed basis to meet in person or on-line Tuesday through Thursday weekly
- **I can be reached via the following methods:**
  - **Office Hours & Location** – Office hours are between 6PM – 8PM CST Tuesday through Thursday weekly. Location: 239 Express Scripts Hall
  - **Call** – Call my office phone at (636) 336–2403. If I don't answer, please leave a message and I will respond within 8 business hours or **call my personal cell phone is 636–208–7744**
  - **Email** – [earlsjo@umsl.edu](mailto:earlsjo@umsl.edu). I will respond to all emails within 1 business day. Or, email my personal email at [JohnEarls@yahoo.com](mailto:JohnEarls@yahoo.com). I usually see these more quickly.
  - If you have difficulty communicating in English, contact Office of International Students and Scholar Service
    - 362 Social Sciences & Business Building (SSB)
    - **Phone:** (314) 516–5229
    - **Email:** [iss@umsl.edu](mailto:iss@umsl.edu)
    - **Website:** <http://www.umsl.edu/~intelstu/contact.html>
  - Responding to any of my posts or discussion topics
- **Feedback will be provided to you in the following ways**
  - **Canvas In-box** – Email to all students in the class or to selected individuals on an as needed basis.
  - **Announcements** – This will be utilized to update you for things such as:
    - A "module heads up" – A simple module overview on what is about to start.
    - at the beginning of a new module in which you can provide students a heads-up for what to expect in the module.
    - A "module wrap-up" which will highlight insights, key points, and other reflections
    - **Due date reminders, Course Corrections or other updates**
  - **My role in discussion groups and activities**
  - **On-line availability** – I will be logged into our class and any related discussions scheduled at least 15 minutes before they begin to ensure additional availability and access.
- **"Ask your instructor" or "Course Q & A" discussion board** – I will create both of these discussion boards in order to provide you a central location to ask questions about the syllabus, schedule, content, etc. Anything you post here will receive a response within 1 business day or less.
  - **Hosting Real-time Feedback Sessions via zoom**

#### Online Class Netiquette/Behavior

- **Participation expectations**
  - **Be engaged** – Be present and participate as opposed to being a passenger to the classroom experience.

## Syllabus: Summer, 2023

### Project Management

- **Listen to understand, not just to respond.**
- **Content and knowledge application** – Walk through examples, illustrations, and graphics. Creatively apply the knowledge to what you to. Apply content to real world and inspect results. Rinse and repeat. This will deepen your understanding and overall knowledge permanence.
- **Ask for feedback** from a trusted mentor or coach.
- **Approach** – Be polite/professional/tactful – Be polite, understate rather than overstate your point, and use positive language.
- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.
- **Behavior** – Meaningful and constructive dialogue is encouraged in this class and requires a degree of mutual respect, willingness to listen, and tolerance of opposing points of view.
  - **Respect all views, diversity of thought and inclusion** – Respect for individual differences and alternative viewpoints will be maintained at all times in this class. One’s words and use of language should be tempered and within acceptable bounds of civility and decency. It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online.
  - **All questions and comments are welcome and encouraged** – Ask questions of me and your fellow students, challenge me and the content (respectfully).
- **Use effective communication** – Your success in this course will heavily depend on your ability to communicate effectively in a variety of ways, altering your approach to your audience throughout course activities.
  - **Limit sidebars** – Please try to have one conversation at a time in class and limit the multiple side conversations.
  - **No verbal bullying** – Don’t be a don’t be a conversational bully. This means, don’t interrupt or talk on top of someone else. It tells them you are not listening, are not considerate or respectful of their viewpoint, their opinion doesn’t matter, and you feel your comment is more valuable than theirs.
  - **Think before you speak** – Be self-reflective before you speak, post an emotional response or email and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Consider the perspective as well that your verbal & online comments will be seen, heard and remembered by others in the class.
  - **Avoid the use of all caps or multiple punctuation elements (!!!, ??? etc).**
  - **Be polite, understate rather than overstate your point, and use positive language.**
  - **Explain Acronyms and define your terms** – If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion. When using acronyms or terms that are particular to your comments, please define them for others.

## Syllabus: Summer, 2023 Project Management

- **Ask for clarification** to a point if you feel emotional from a classmate's post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.
- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.
- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.
- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.
- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a certain dialogue going on, please add to it, but if you have something new to say, please post it in another thread.
- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.
- **Have fun!** – We are spending a lot of time in class with one another. Network with your class mates, share, listen, express, make fun of me, make fun of yourself. Work hard at applying the information, not just memorizing content.

### Outside of UMSL, strive to be a lifelong learner

1. Seek knowledge to reinforce what you already know.
2. Learn new skills.
3. Develop your competencies and capabilities.
4. Apply and inspect results transparently
5. Understand, invest and develop your emotional intelligence level.
6. Be humbly and honestly introspective.
7. Look for the lessons and/or learning points in your success, failures and in experiences.
8. Learn to balance the science of the content you know with your own practical application.
9. Study the results of others to develop your own positive and negative benchmarks.



## Syllabus: Summer, 2023 Project Management

### Course Schedule (subject to modification)

- **Instructor late or cancellation notification** – I will make every attempt to notify students VIA EMAIL within 4 hours prior to the start of our classes if class is canceled or if I will be late to class. But, that may not always be possible.
- **Instructor late** – If I am more than 15 minutes late to class for any reason, you are excused from the class and our schedule will shift accordingly.

**INSERT SCHEDULE HERE**

### Course Policies

#### Participation (expectations)

If you are unable to participate in the scheduled class activity or discussions, you must notify the instructor within the week of that class module or discussion. The instructor reserves the right to make judgment to accept and/or make-up assignments missed because of failed participation in the course activities. It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.

- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in in-class and online discussions is a very important part of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus.

#### Online Discussion Guidelines

- Participation in the course should maintain a [positive work and learning environment](#), as outlined in the UM Collected Rules & Regulations, 330.080
- I will not respond to each post but will be monitoring each discussion.
- You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and [discussion rubric](#).
- Postings should be evenly distributed during the discussion week.
- Postings should be a minimum of three sentences, or one short paragraph, and a maximum of two paragraphs.
- Responses should be well written with proper punctuation, spelling and grammar.
- Avoid short one-word postings, for instance, "I agree," unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.



## Syllabus: Summer, 2023 Project Management

- Ask questions when you see other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper "[netiquette](#)".
- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.
- **Be constructive.** You can challenge ideas and the course content but avoid becoming negative online. When you disagree politely, you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

### Attendance Policies

- *Be Present* for online courses is determined by participation in an "academically related activity," i.e. submission of an assignment, assessment or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.
- **Lack of attendance in class activities or submission of work in Canvas could result in an automatic course drop. Please let me know right away if you have any concerns about keeping up with the pace of the course or if you are unable to attend in person or engage online for any period of time.**
- If you expect to miss class time due to a religious observance, let me know early in the semester so that we can discuss your responsibilities and plan so that you meet course obligations and requirements.
- Students requiring special accommodations should meet with me during office hours so that we can discuss how to meet your needs this semester. Prior to our meeting be sure you have met with someone in Disability Access Services

### Academic Integrity/Plagiarism

We want our learning environment to be honest and fair. The assessments in our course provide you with an opportunity to showcase what you know and learn from what you may not yet have mastered. When you submit work with your name on it, this is a written statement that credit for the work belongs to you alone. If the work was a product of collaboration (such as a group project), each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

## Syllabus: Summer, 2023 Project Management

Each assignment and exam in our course will include clear guidelines about the rules around each assessment including what materials are appropriate to use. It is always required that the work you submit is your own, uses proper citation, avoids collusion or falsification.

If you have a question about an assignment, do not hesitate to contact me for clarification. You are responsible for being attentive to and observant of University policies about academic honesty as stated in the [University's Campus Policies](#) and [Code of Student Conduct](#) found in the UMSL Bulletin.

- **Plagiarism, collusion, cheating, and falsification** may be terms that are new to you and so I want to be completely clear here as to what I mean by these terms.
  - **Plagiarism:** representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
  - **Facilitation/Collusion:** supporting malpractice by another student, for example, allowing your work to be copied.
  - **Duplication of Work:** presenting the same work for a different assessment.
  - **Cheating:** using, possessing or distributing any unauthorized sources of information (such as previous or existing exams for this course) and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., uploading or using test or online homework questions on study sites such as Chegg.com, copying someone else's answers on tests and quizzes, copying/pasting exam or online homework questions from this semester for your peers or publicly in online forums, stealing another student's work, and unauthorized entry or use of material in a computer file).
  - **Falsification:** any untruth, either verbal or written, in one's academic work including presenting fabricated/made up data or presenting someone else's work as your own. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports and completing problem sets.
- Academic dishonesty is a serious offense that may lead to **probation, suspension, or dismissal from the University**. All instances of academic dishonesty will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student's grade on that work in this course.
- 

### Title IX & Equity

- **Mandatory Reporting:** Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender

## **Syllabus: Summer, 2023** **Project Management**

discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

### **Student Resources**

#### **Student Advocacy & Care**

Provides students with case management and other support and services to address unmet basic needs and other challenges they may be facing outside of the university that impacts their ability to succeed academically. These challenges may include things like food insecurity, housing instability, lack of childcare, and financial emergencies.

- Location: 144 Millennium Student Center
- [LINK](#) to request assistance or help
- Website: <https://www.umsl.edu/studentadvocacy/>

### **Access, Disability and Communication**

Your academic success is important to me. We all learn differently and bring different strengths and needs to the class. If there are aspects of the course that prevent you from learning or make you feel excluded, please let me know as soon as possible. Together we'll develop strategies to meet both your needs and the requirements of the course.

If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- Location: 131 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, [cramert@umsl.edu](mailto:cramert@umsl.edu)
- Website: <http://www.umsl.edu/services/disability/>

### **Office of International Students and Scholar Services**

If you have difficulty communicating in English with the instructor of this course, contact ISS.

- Location: 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229

## Syllabus: Summer, 2023 Project Management

- Email: [iss@umsl.edu](mailto:iss@umsl.edu)
- Website: <http://www.umsl.edu/~intelstu/contact.html>

### Student Enrichment and Achievement

SEA provides comprehensive support and intervention strategies that support your road to graduation!

- Location: 107 Lucas Hall
- Phone: (314) 516-5300
- Email: [umslsea@umsl.edu](mailto:umslsea@umsl.edu)
- Website: <https://www.umsl.edu/services/sea/>

### Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)

MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.

- Location: 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Email: [multicultural@umsl.edu](mailto:multicultural@umsl.edu)
- Website: <https://www.umsl.edu/tutoring/>

### Technical Support

UMSL and UM-System provide students with a variety of technology support on campus and virtually. The information listed below connects you with the most commonly sought supports.

#### Academic technologies (Canvas, VoiceThread, SmarterProctoring, Zoom, etc.)

- Location: TBD
- Phone: (855) 675-0755
- Email: [teachingtools@umsystem.edu](mailto:teachingtools@umsystem.edu)
- Website: <https://online.missouri.edu/learning>

#### Login and network issues (SSOID, email, campus wifi, password changes, etc.)

- Location: 190 Millennium Student Center (MSC)
- Phone: (314) 516-6034
- Email: [helpdesk@umsl.edu](mailto:helpdesk@umsl.edu)
- Website: <http://www.umsl.edu/technology/tsc>

#### Electronic textbooks (AutoAccess, Cengage, McGrawHill Connect, etc.)

- Location: Millennium Student Center (MSC) Bookstore 2nd floor
- Phone: (314) 516-5763
- Email: [autoaccess@umsystem.edu](mailto:autoaccess@umsystem.edu)



**Course Number(s)**  
\*SCMA 6347-001-11068  
ENT 4147-001-11437  
INFSYS 6847-001-11069  
SCMA 4347-001-11067  
**Asynchronous**

## Syllabus: Summer, 2023 Project Management

- Website: [https://missouri.qualtrics.com/jfe/form/SV\\_0eXnXJy1QpRUc7j](https://missouri.qualtrics.com/jfe/form/SV_0eXnXJy1QpRUc7j)

### Academic Support

#### The Online Writing Center (OWC)

At the OWC Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.

- Location: 222 Social Sciences and Business Building (SSB)
- Website: <https://www.umsl.edu/~umslenglish/Writing Center/>
- Visit the OWC course site on Canvas to submit drafts online. To find the OWC course, click on Courses All Courses. Then click to join this course
- The OWC usually responds within 48 hours. Please allow ample time.

#### Math Academic Center (Math Lab)

The Math Academic Center offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills.

- Location: 222 Social Sciences and Business Building (SSB)
- Website: <http://www.umsl.edu/mathcs/math-academic-center/>

**A final note: this syllabus will be subject to change at the instructor's discretion.**

---

Revised March 2023