Memorandum

October 19, 2007

To: Executive Committee
   Faculty Senate

From: Valerie Balester, Chair
       W Course Advisory Committee

RE: Request for course additions to the W Course graduation requirement

The W Course Advisory Committee voted to approve the following courses to satisfy the writing requirement for graduation. The W Course Advisory Committee reviewed each course and agreed that all aspects of the courses were consistent with guidelines for the W Course status requirement. Therefore, these courses should be included in the "W Designated Course" category to meet the writing intensive requirement for graduation.

Courses submitted for certification:

ENTC 419   Technical Project Management
STAT 407   Principles of Survey Sampling
TO: Faculty Senate Executive Committee
FROM: Valerie Balester, Chair, W Course Advisory Committee
CC: Joe Morgan, Dept. of Engineering Technology and Industrial Distribution
     Jay Porter, Dept. of Dept. of Engineering Technology and Industrial Distribution
     Walter Buchanan, Head, Dept. of Engineering Technology and Industrial Distribution
     Jo Howze, AOC Dean, Dwight Look College of Engineering
DATE: October 19, 2007
SUBJECT: REPORT ON PROPOSED W COURSE: ENTC 419

We recommend that ENTC 419, Technical Project Management, be certified as a writing-intensive (W) course for the next four academic years (11/07 to 9/11). We have reviewed a representative syllabus and have determined that the course meets or exceeds the following criteria:

1. Percentage of final grade based on writing quality: 50%
2. Course content appropriate to the major
3. Total number of words: 4000+
4. Instructor to student ratio for one section: 1:20

The course has a series of assignments that are each assessed/graded, and the assignments build on each other, resulting in a final technical paper. In addition, there are several mechanisms that employ faculty, students and industry representatives to provide feedback on all major assignments.
TEXAS A&M UNIVERSITY W COURSE ADVISORY COMMITTEE
Request for W Course Status
Submitted to the Chair, W Course Advisory Committee
University Writing Center, MS 5000

1. This request is submitted to Valerie Balester, Chair, W Course Advisory Committee, and concerns (enter course prefix, number, and complete title of course):

   ENTC 419: Technical Project Management

2. Please have this form signed by both the Department Head and the College Dean.

3. Once signed, please submit this form to the University Writing Center, MS 5000.

   Signature: [Signature]
   (Course Instructor/Coordinator) 5-5464 (Date) 8/24/07
   Received: [Signature]
   (W Course Coordinator, University Writing Center) (Date) 9/27/07

   Approvals:
   College Dean: [Signature] (Date) 9/10/07
   Department Head: [Signature] (Date) 8/21/07

   RECEIVED
   SEP 13 2007
   3 of 15
ENTC-419 TECHNICAL PROJECT MANAGEMENT

INSTRUCTOR: Dr. Joseph A. Morgan, D.E., P.E., PMP
OFFICE: Fermier 106
LAB: MISL - Fermier 006
PHONE: Cell: 575-0128 (2')
E-MAIL: morganj@tca.net
OFFICE HOURS: Wednesday and Friday 3:00 PM - 4:00 PM (Recommend making appointment)

COURSE DESCRIPTION:
The primary purpose of this course is three-fold. First, students should gain an introduction to the fundamentals of engineering/technical project management principles. Second, this course offers the student opportunity to develop the components necessary to satisfy the initial requirements of ENTC 420, Engineering Technical Projects. These components include evaluating and selecting the project, the sponsor, the faculty advisor, the project team, and generating potential project quad charts, white paper, white paper presentation, and formal technical proposal. Third, students enrolled in ENTC 419 will have the opportunity to interact with senior management and executive-level individuals in a new Entrepreneurship, Leadership, and Ethics Seminar Series. Successful completion of this course provides the student with the tools and knowledge necessary to plan, execute, manage, control and document a valuable and beneficial senior capstone experience while gaining significant insight as to why these factors are important to the student’s professional development.

GOALS:
To provide students with an understanding and appreciation of working effectively in a team environment to accomplish an open-ended design project. By effectively planning and communicating the project scope, a realistic assessment of project time and costs can be made. To develop a team approach to defining the scope in terms of milestones, deliverables and the work to be accomplished via a work breakdown structure. Using the work breakdown structure, teams will create work packages and activities that can be arranged in time with task interdependencies indicated. A Responsibility Assignment Matrix will be created to assign tasks to team members and a Network Logic Diagram will allow the teams to determine total project time and identify the critical path and tasks of the project. Teams will prepare a Gantt Chart of the work and tasks to be accomplished and create a baseline schedule that includes a critical path. Teams will estimate associated costs and identify and evaluate risk factors that will need to be mitigated. The final project plan will be documented in a formal technical proposal that should be used by the team as one of their initial deliverable in ENTC 420. A web presence will be developed by each team to document all activities. The ELE Seminar Series will augment the “What” and “How” aspects of the tools and techniques with the “Why” these elements are important to their overall success.

PREREQUISITE:
The capstone experience (ENTC 419 followed by ENTC 420) is intended to be completed by student during the last two major semesters of their undergraduate education program. As such, students should be within one major semester of graduation prior to enrolling in ENTC 419. Students not meeting this requirement will be dropped from the course. Students should understand and appreciate that there are several prerequisites that must be satisfied prior to being registered in ENTC 420. Not meeting all of these prerequisites could result in retaking ENTC 419. It is the student’s responsibility to work with the program coordinator and departmental academic advisor to ensure he/she meets this prerequisite requirement.

TEXTBOOK:
Recommended – Successful Project Management, Gido and Clements. ISBN 0-538-88152-

REFERENCE:
MATERIALS:
Students are responsible for providing their own materials for all assignments. In addition, each student must have all assignments available on a removable media device – a thumb drive is recommended. This form of soft copy will allow all students to readily present materials during class from the podium.

TEAM SELECTION
By Start of Class (SoC) on Friday of the second week, students SHALL have created a project team of from two to four members, selected a team name, and a team manager. This action SHALL be documented in a formal memorandum to the course instructor delivered in hard copy at the beginning of that class. The memo SHALL include the team name, the team members, the team manager, and email addresses of all members. The Web folder password (6-8 characters) SHALL be hand-written in the bottom right corner of this document. This document SHALL be posted to the team web site. The team manager must also email the course instructor a soft copy of this memo from the email account of the project manager (this is the address that will be assigned to the project team for all correspondence from the instructor). Both forms of the document must be provided by the due date. Please note that the SCOPE of your project must be consistent with the number of members in your team – choosing four members will necessitate that more work will be accomplished during the ENTC 420 semester. Late or incomplete submissions will reduce the student’s grade for this assignment.

WEB PAGES
Project teams will establish and maintain a web presence throughout both semesters. Your web pages will be accessible from the capstone.tamu.edu page. Before a final grade is provided, each team must have a fully operational web presence that is hosted on the CAPSTONE web server. Although development and testing of the web page may be done on a different server, the final product must be hosted on the CAPSTONE server – no exceptions. Access to appropriate subfolders on this server will be provided to each team. Your web page must use “index.htm” as its initial vector such that it can be called as a new page from the appropriate INTRO page established by the instructors. Each team must provide a jpg version of their company logo to the EET/TET Program Assistant to be used as the link to the company’s web pages. The web page will be graded for technical accuracy and completeness as well as its ability to attract the attention of and impress the viewer (e.g., private industry). Tasteful utilization of graphics, images, animation, video and audio is highly recommended and will be used in determining the overall grade assigned to this deliverable. The web page must include copies of all documents created by the team members either individually or as a group. No inappropriate or offensive material is to be placed on the team web pages. DON’T DO IT!

STUDENT EVALUATIONS:
Potential Project Quad Charts 10%
White Paper: 20%
White Paper Presentation 10% (Given to Project Sponsor and Advisor, and the 419 and 420 Course Instructors)
Formal Technical Proposal: 20% (Peer review assessments will be used to assigned individual grades)
Project Web Page: 10% (Peer review assessments will be used to assigned individual grades)
ELE Seminar: 10% (Peer review assessments will be used to assigned individual grades)
Final: 20%
Attendance: *
Bonus Assignments: 10% (Must be approved prior to Week 7)

FINAL COURSE GRADE: Each student will receive a course grade based on the above individual and group performance. The following factors will impact the final course grade each student receives:
• Peer Evaluations will be used to modify each student's team grades (White Paper, White Paper Presentation, FTP, etc).
• Attendance and participation are the two most important factors in benefiting from this course. Attendance will be taken via a sign-up roster that will be distributed sometime during each class. For each unexcused absence, 5 points will be deducted from your final course grade. It is your responsibility to insure that YOU sign the attendance roster - no one can sign for YOU.
• A primary portion of the student's grade is for written assignments. Grading of these assignments will focus on technical content and ability to communicate concepts effectively, but will also include assessment of style, format, grammar, punctuation, etc. A course grade of C or better in ENTC 419 requires that all assignments be completed in satisfactory manner.
• Students will receive a final course grade which is no higher than the grade he/she receives on the Final Examination.
• Each team must receive a 70% or higher grade on their Formal Technical Proposal to receive a C or better grade in the class.

IMPORTANT

TESTS: Exam date and time will be announced in class. All students must take the exam at this time unless they have an approved written request to take it early. Only emergency situations will be considered as a valid excuse for not taking the exam on or before the scheduled time. Students who do not take the exam on or before the scheduled time or do not have an acceptable justification (emergency) for missing the exam will receive a zero grade for the exam.

PEER EVALUATIONS: A major portion of the work you perform in this course will be accomplished in a team environment. As such, you will be required to submit a confidential assessment of your peers that will be used to determine individual grades for team assignments. It is your responsibility to submit this confidential assessment in a separate sealed envelop containing the course name and your signature on the outside of the envelop. All peer evaluations must be submitted in the envelop containing the final project report - peer evaluations will not be accepted in any other manner. Teams will be given an I grade until this assessment is received. Late submittals of the final technical proposal package, for any reason, will be cause to lower the team grade on this assignment.

ACADEMIC INTEGRITY
The Aggie Honor Code:
"An Aggie does not lie, cheat, or steal or tolerate those who do." Academic Integrity is essential for the university environment of academic inquiry and learning and the accurate recognition of each student's achievement in that endeavor. Collaboration and information sharing are characteristics of a university education; however, academic integrity is violated when student conduct involves dishonesty or ways that give a student an unfair advantage. Academic dishonesty includes the commission of any of the following acts: cheating, fabrication, falsification, multiple submissions, plagiarism, complicity, abuse and misuse of access and unauthorized access, violation of departmental or college rules and university rules on research. (This listing is not exhaustive.) Clarification of these terms is at: www.tamu.edu/aggiehonor/definitions.php. Students may report violations of the honor code to the Aggie Honor System Office (AHSO), www.tamu.edu/aggiehonor or to the instructor. The report procedure is described at: www.tamu.edu/aggiehonor/reporting.php. Self-reporting is encouraged and may be considered a mitigating circumstance in the sanctioning phase of a particular case. The honor code process is described at: www.tamu.edu/aggiehonor/process.php and www.tamu.edu/aggiehonor. The following is a highlighting of some of your student responsibilities:
• You are responsible to be fully acquainted with and to comply with the Aggie Honor Code, Honor Code Rules and Procedures.
• You are responsible to seek clarification from the instructor if you are in doubt whether an action constitutes academic dishonesty.
• You are to actively promote academic integrity. Apathy or acquiescence in the presence of academic dishonesty is not a neutral act-failure to confront and deter it will reinforce, perpetuate and enlarge the scope of such misconduct.
AMERICANS WITH DISABILITIES ACT POLICY STATEMENT: The Americans with Disabilities Act (ADA) is a Federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, this legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe that you have disability requiring accommodation, please contact the Department of Student Life, Services for Students with Disabilities, in room 126 of the Koldus Building, or call 845-1637.
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<thead>
<tr>
<th>WEEK</th>
<th>TOPIC</th>
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<tbody>
<tr>
<td>1</td>
<td>Course overview, assignments and ENTC 420 expectations/prerequisites</td>
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<tr>
<td>2</td>
<td>Project management process groups, knowledge levels and tools</td>
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<td>3</td>
<td>Quad Charts and White Papers</td>
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</table>
| 4    | Individual potential project Quad Charts  
Random selection (names called from class roster – not from those attending) |
| 4    | Communications process and professional ethics  
Communicating with upper management and scope creep |
| 5    | Project White Papers  
Personality trait assessment |
| 6    | Project White Papers  
Random selection (names called from class roster – not from those attending) |
| 7    | WBS and RAM |
| 8    | Network Logic Diagrams |
| 9    | Risk management – identification and mitigation |
| 10   | Project budget models and contract types  
Projects management in a global environment |
| 11   | Formal Technical Proposals |
| 12   | Project Control |
| 13   | Earned Value |
| 14   | Formal Technical Proposals Due  
Earned Value Method |
| 15   | TAT Meeting Requirements and Presentations |

Presentation of the above topics is subject to change based on the availability of guest lecturers.
from industry. Some of these topics may be presented as part of a field trip or through other non-traditional classroom activities.
## DELIVERABLES

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<tr>
<th>#</th>
<th>TITLE</th>
<th>Ind/Grp</th>
<th>Form</th>
<th>Due date</th>
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<tbody>
<tr>
<td>1.</td>
<td>Team Formation Memorandum</td>
<td>G</td>
<td>H/C</td>
<td>SoC, F of Week 2</td>
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<td>2.</td>
<td>Potential Project Quad Charts (2)</td>
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<td>H/C</td>
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<td>Weekly Status Reports</td>
<td>G</td>
<td>H/C</td>
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<td>Responsibility Assignment Matrix</td>
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<td>H/C</td>
<td>SoC, F of Week 9</td>
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<td>Problem Statement Memo</td>
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<td>8.</td>
<td>Network Logic Diagram</td>
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<td>H/C</td>
<td>SoC, F of Week 10</td>
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<td>Risk Assessment</td>
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<td>SoC, F of Week 11</td>
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<td>H/C</td>
<td>SoC, F of Week 12</td>
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Email: All Email correspondence must include:
- Course number and topic (what is this email about?) in Email Subject Area
- Topic, Team Name, and name of sender in email
- Attachments with titles that include course number and topic
- Email return address that works!

**MORE DETAIL ON WEB**

*(QUAD CHARTS, WHITE PAPER, TECHNICAL PROPOSAL)*
TO: Faculty Senate Executive Committee

FROM: Valerie Balester, Chair, W Course Advisory Committee

CC: May Boggess, Dept. of Statistics
    Simon Sheather, Head, Dept. of Statistics
    Timothy Scott, AOC Dean, College of Science

DATE: October 19, 2007

SUBJECT: REPORT ON PROPOSED W COURSE: STAT 407

We recommend that STAT 407, Principles of Survey Sampling, be certified as a writing-intensive (W) course for the next four academic years (11/07 to 9/11). We have reviewed a representative syllabus and have determined that the course meets or exceeds the following criteria:

1. Percentage of final grade based on writing quality: 50%
2. Course content appropriate to the major
3. Total number of words: 4000+
4. Instructor to student ratio for one section: 1:10

Students meet with their instructor personally to review their drafts for each project and will be referred to the University Writing Center for assistance when necessary. Students also make oral presentations before the class to defend the scientific claims they put forward in their written reports.
TEXAS A&M UNIVERSITY W COURSE ADVISORY COMMITTEE

Request for W Course Status
Submitted to the Chair, W Course Advisory Committee
University Writing Center, MS 5000

1. This request is submitted to Valerie Balester, Chair, W Course Advisory Committee, and concerns (enter course prefix, number, and complete title of course):

STAT 402 Principles of Sample Surveys

2. Please have this form signed by both the Department Head and the College Dean.

3. Once signed, please submit this form to the University Writing Center, MS 5000.

Signature: [Signature]

(Course Instructor/Coordinator)

May 24, 2007

(Date)

Received: Valerie Balester

(W Course Coordinator, University Writing Center)

5/24/07

(Date)

Approvals:

College Dean: [Signature] 5/22/07

(Date)

Department Head: [Signature] 5/22/07

5-22-2007

(Date)
What is a W Course? There is a graduation requirement for all TAMU students to take a writing intensive (W) course in their majors. This requirement went into effect with the 2004-05 Undergraduate Catalog (#127) and in 2007-08 (#130), the requirement shifted to two courses. A W course includes writing instruction relevant to the major, including feedback for students on major assignments done before the final grade is due, and the course grade reflects demonstrated writing skill. In STAT407 rough drafts of all projects will be conferenced.

Required software: Stata. Can be purchased at www.stata.com for approx $90 Intercooled 1 year licence.

Calculator: essential. Bring to quizzes and exams.

Flash drive: extremely useful. The bigger the better.

**Grades**

<table>
<thead>
<tr>
<th>QUizzes</th>
<th>HomeWorks</th>
<th>Minor Projects</th>
<th>Major Project</th>
<th>Midterm Test</th>
<th>Final</th>
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<tbody>
<tr>
<td>10%</td>
<td>10%</td>
<td>30%</td>
<td>20%</td>
<td>15%</td>
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One 50 minute midterm test will be held in class time and will examine the material covered since the start of the course. The final exam will be comprehensive.

Homework will be due most Mondays. Each homework will have equal weight. Homeworks will involve a combination of written work (ie. short answers) and calculations (ie. in Stata). The lowest homework score will be dropped at the end of the semester.

There will be a short, in-class quiz most Fridays. Each quiz will have equal weight. Quizzes will involve a combination of written work (ie. short answers) and calculations (ie. by hand). The lowest quiz score will be dropped at the end of the semester.

There will be three minor projects and one major project. Minor projects will be due on the Wednesday of weeks 4, 6 and 10. The major project will be due in week 14.

A project is an assessment task which involves a careful analysis of a dataset together with a detailed written report and a presentation in class. Presenters should be prepared for, and expect, questions. The presentation and written report are worth equal weight.
Check your grade for each individual assignment for accuracy. Two weeks after a grade is posted in WebAssign it will be assumed that you have checked the grade and found it to be accurate. No changes will be made to grades for individual assignments beyond two-weeks after the posting date.

At the end of semester final grades will be allocated in accordance with the usual university scale:
A 100-90%, B 89-80%, C 79-70%, D 69-60%, F 60-0%.

Calculators and laptops
Handheld calculators are allowed to be used during quizzes, the midterm and the final exam. It is the students responsibility to ensure that they have a calculator and that it is in working order.

No other electronic devices are permitted to be used during quizzes, midterms and the final exam. For example, no laptops, cell phones, palm pilots or electronic dictionaries may be used.

Attendance
I will strictly adhere to the University Attendance Policy throughout the course.

Class attendance as an individual student responsibility. However, if you want a make-up for a missed homework, quiz or exam, that means you want your absence to be excused. Among the reasons absences are considered excused by the university are the following:

- illness that is too severe or contagious for the student to attend class;
- death or major illness in a student’s immediate family;
- participation in an activity appearing on the university authorized activity list.

To have your absence excused you will need to

- notify me, by sending a Private Mail in Webassign, by the end of the second working day after the absence.

Without such notification the score for the missed homework, quiz or exam will be zero. If you gave the above proper notification, then you must also

- provide me written evidence of the reason for your absence within one week of your return to class.

If your absence is due to sickness, injury or hospitalization, then a doctors note stating the period of the sickness, injury or hospitalization, would be the documentation required.

Please bring me the original, and a photocopy, of this documentation. After I inspect the original, you should keep it for your records and I will keep the photocopy for my records. You should expect that I will contact the author of the document to verify its authenticity.

Without such notification and documentation, the score for the missed homework, quiz or exam will be zero. With satisfactory notification and documentation you will be given a make-up within 30 calendar days of your return to class.

Scholastic Dishonesty
"An Aggie does not lie, cheat, or steal or tolerate those who do."

I will strictly adhere to the University Scholastic Dishonesty Rules throughout the course.

Many things constitute an act of scholastic dishonesty (eg. cheating). The most common would be

- Acquiring Information: Acquiring answers for any assigned work or examination from any unauthorized source.
  
  This includes looking at someone's work during a quiz or exam. It includes taking notes into a quiz or exam.

- Plagiarism: Attempting to receive credit for work performed by another, including papers obtained in whole or in part from individuals or other sources.

These acts are very serious and can result in various sanctions, for example, zero for that homework, quiz or exam, or a reduction of final letter grade in the course. The Honor Council will be notified of any incident. For a full list of possible sanctions see http://www.tamu.edu/aggiehonor/sanctions.html. For further information on the Aggie Honor Council see http://www.tamu.edu/aggiehonor/.

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**Disabilities**

The following ADA Policy Statement (part of the Policy on Individual Disabling Conditions) was submitted to the University Curriculum Committee by the Department of Student Life. The policy statement was forwarded to the Faculty Senate for information.

The Americans with Disabilities Act (ADA) is a federal anti-discrimination statute that provides comprehensive civil rights protection for persons with disabilities. Among other things, the legislation requires that all students with disabilities be guaranteed a learning environment that provides for reasonable accommodation of their disabilities. If you believe you have a disability requiring an accommodation, please contact the Department of Student Life, Services for Students with Disabilities, in Cain Hall or call 845-1637.

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**Grading Disputes**

University Grade Rules. University Grade Dispute Rules. A student who believes that his or her final grade reflects a capricious, arbitrary or prejudiced academic evaluation should first discuss the matter with the instructor of the class.

If no satisfactory resolution is reached with the instructor, or if the instructor is unavailable, and the student wishes to appeal, the student shall appeal to the department head. A grade appeal must be initiated in writing with the course instructor or, if the instructor is unavailable, with the department head within 180 days (six months) of the last day of the semester.

Complete set of TAMU rules