INSTRUCTOR: Robert Ameling  
Office Hours/Location: SC 236 M-F 8:00 AM – 4:30 PM and in class a half hour before class starts  
Contact Information: Email – robertameling@weber.edu | Office Phone – 801.626.6960  
(Email is my preferred method of communication)

CATALOG COURSE DESCRIPTION:  
Employers are looking more at experiential learning to determine the best candidates for today's jobs. "R.E.A.L. Projects" gives students real world experience, working as part of a team on a real project for an employer. This course will teach project management, communication, and leadership skills, helping to set you apart from other potential candidates in the job market.

REQUIRED TEXT:  
There is no required text. Students will utilize a number of on and offline resources in place of a textbook.

COURSE OBJECTIVES / LEARNING OUTCOMES:  
Upon the completion of this course students will be able to:  
1. Provide deliverables that the company client will then be able to implement  
2. Effectively demonstrate the skills and abilities required for successful project and time management  
3. Implement the use of Gantt charts, task lists, action registers and project management software  
4. Provide effective and productive peer feedback  
5. Effectively communicate, work, troubleshoot, research and present as part of team

EXAMS:  
There will be periodic touch points with you and your team to determine if you are on the right track with your project, including a mid-term review. The final exam will consist of you and your team presenting your final project, with deliverables to your company client, class members and other stakeholders.

Peer feedback will also be collected from your project team at 3 points throughout the semester.

ATTENDANCE:  
Students will be required to attend class at 6 scheduled times during the semester for instruction, and 1 other time to present their findings. Students will also be required to meet as a project team, at a minimum of once per week, outside of class. Students will also submit weekly time sheets. Points will be given for in class attendance and out of class team meetings, and time sheets. Out of class team meetings can be done remotely when it’s not possible to meet in person.

STUDENT CODE OF CONDUCT:  
The student is expected to follow the WSU Student Code of Conduct found at https://www.weber.edu/HPHP/studentconductpolicy.html

ADA STATEMENT:  
Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary. For more information contact the SSD office at 801-626-6413.

EMERGENCY CLOSURE:  
if for any reason the university is forced to close for an extended period of time, we will conduct our class via Canvas.
COURSE FEE:
There is no course fee for this class.

CORE BELIEFS:
According to PPM 6-22 IV, students are to “[d]etermine, before the last day to drop courses without penalty, when course requirements conflict with a student’s core beliefs. If there is such a conflict, the student should consider dropping the class. A student who finds this solution impracticable may request a resolution from the instructor. This policy does not oblige the instructor to grant the request, except in those cases when a denial would be arbitrary and capricious or illegal. This request must be made to the instructor in writing and the student must deliver a copy of the request to the office of the department head. The student’s request must articulate the burden the requirement would place on the student’s beliefs.”

ACADEMIC DISHONESTY:
As specified in PPM 6-22 IV D, cheating and plagiarism violate the student code. Plagiarism is “the unacknowledged (uncited) use of any other person’s or group’s ideas or work.” Students found guilty of cheating or plagiarism are subject to failure of a specific assignment, or, in more serious cases, failure of the entire course.

GRADING: Your grade will be based on the following scale...

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<tr>
<td>A-</td>
<td>90-92%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>B</td>
<td>83-86%</td>
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<tr>
<td>B-</td>
<td>80-82%</td>
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<td>C+</td>
<td>77-79%</td>
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<td>C</td>
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<td>C-</td>
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<td>D-</td>
<td>60-62%</td>
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<td>E</td>
<td>00-59%</td>
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RUBRIC FOR ASSIGNING POINTS:
Pre-Project................................................................. 8%
Project/Evaluations...................................................... 24%
Presentation/Report..................................................... 26%
Post-Project/Reflection................................................ 10%
Attendance/Time Sheets................................................. 32%
# TENTATIVE CLASS SCHEDULE, PROJECTS AND ASSIGNMENTS: (SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Discussion:</th>
<th>Assignment/Due Date:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk 1</td>
<td>Overview</td>
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| 8/27  |                   | ● Meet as a project team *weekly*  
|       |                   | ● Fill out time sheet *weekly*  
|       |                   | ● Correspond with company client *weekly*  
|       |                   | ● Correspond with Instructor/TA *weekly*  |
|       |                   |                      |
| Wk 2  | Defining Projects |                      |
| 9/3   |                   | ● Meet with company client *(Due: Today)*  
|       |                   | ● Project description/Key deliverables *(Due: Today)*  
|       |                   | ● Employer Engagement Letter *(Due: Today)*  |
|       |                   |                      |
| Wk 3  | Work Plan Creation|                      |
| 9/10  |                   | ● Meet as a team  |
|       |                   |                      |
| Wk 4  | No in class discussion | Determine which project management tools your team will use *(Due: Today)*  
| 9/17  | Instructor available for questions via email/canvas | ● 360 Feedback *(Due: Today)*  
|       |                   | ● Meet as a team  |
| Wk 5  | No in class discussion | Meet as a team  |
| 9/24  | Instructor available for questions via email/canvas |                      |
| Wk 6  | No in class discussion | Meet as a team  |
| 10/1  | Instructor available for questions via email/canvas |                      |
| Wk 7  | No in class discussion | Meet as a team  |
| 10/8  | Instructor available for questions via email/canvas |                      |
| Wk 8  | Mid-Term          |                      |
| 10/15 |                   | ● Work Plan *(Due: Today)*  
|       |                   | ● 360 Feedback *(Due: Today)*  |
| Wk 9  | No in class discussion | Meet as a team  |
| 10/22 | Instructor available for questions via email/canvas |                      |
| Wk 10 | 10/29 | No in class discussion  
Instructor available for questions via email/canvas/in-person | • Meet as a team |
|-------|-------|-------------------------------------------------|-----------------|
| Wk 11 | 11/5  | Final Reports  
• Review - Q&A  
• Developing recommendations & conclusions  
• Report types and content  
• Appendices  
• Executive Summary | |
| Wk 12 | 11/12 | No in class discussion  
Instructor available for questions via email/canvas/in-person | • Meet as a team |
| Wk 13 | 11/19 | Presentation Development  
• Process & Expectations  
• Presentations types/styles  
• Final documents  
  o Team - Engagement Letter, Work Plan, Mid-Term Report, Final Report, Final Presentation  
  o Personal - Time-Sheets, 360 Surveys, Goals, Accomplishments, Reflection Essay  
• How to include this experience on your resume  
• How to tell your story on what you learned | |
| Wk 14 | 11/26 | No in class discussion  
Instructor available for questions via email/canvas/in-person | • Meet as a team  
• 360 Feedback **(Due: Today)**  
• Resume Bullets **(Due: Today)**  
• Reflection Essay **(Due: Today)** |
| Wk 15 - 16 | 12/3 - 12/10 | Present  
• Present to class, faculty, TA’s, and company client and other stakeholders  
• Respond to stakeholder questions  
• Turn everything in | • Final Report **(Due: Today)**  
• Final Presentation **(We will schedule these presentations throughout the week in order to best accommodate multiple schedules.)** |
ASSIGNMENT LIST:

**Project Definition:** Meet with company client. Clarify project description and key deliverables.

**Employer Engagement Letter:** Letter laying out the project overview and expectations that includes:
- **Project description**
- **Key deliverables**
- **Action steps for employer to implement project deliverables**

**Project Deliverables:** Description of deliverables for the project.

**Work Plan:** Collection of documents that help describe how you will accomplish your project.
- **Task list for each key deliverable**
  - **Definition, Analysis, and Data plan**
- **Action Register**
  - **Who’s going to do what by when?**
- **Gantt Chart**
  - **Chart illustrating your project schedule with all its components**

**360 Feedback (3 times):** Fill out an evaluation for each of your team members.

**Presentation to Class and Stakeholders:** Present as a team to the rest of the class, your company client, and other stakeholders, your findings and suggestions for implementation.

**Final Presentation Report:** Written report consisting of:
- **Project/problem statement**
- **Recommendations**
- **Executive summary**
- **Appendices**

**Final Presentation Slides:** Slides used during your final presentation.

**Reflection Essay:** What did you learn?

**Time Sheets:** Document the time spent on your project each week.

**Resume Bullets:** Meet with a Career Counselor and add at least 3 bullet points to your resume about your REAL Project.

*Additional Assignments may be added, taken away, or modified at the discretion of the instructor.*