WEBER STATE UNIVERSITY
Honors Program
HNRS 4920 – Real Experience Applied Learning Projects (R.E.A.L. Projects) | SYLLABUS
Fall Semester 2021 | Tue/Thur 9:00 AM – 10:15 AM | Virtual Via Zoom

INSTRUCTOR: Katie Swainston
Office Hours/Location: Email, Zoom, by appointment M-F 8:30 AM – 5:00 PM and on Zoom half hour before class starts
Contact Information: Email – katie.swainston@weber.edu

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. You will utilize a number of on and offline resources in place of a textbook.

COURSE OBJECTIVES / LEARNING OUTCOMES:
Upon the completion of this course you 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 a team

EXAMS:
There will be periodic touchpoints 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 project 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:
You will be required to attend class virtually at scheduled times during the semester for instruction, and 1 other time to present your findings with your team. You will also be required to meet as a project team virtually, at a minimum of once per week, outside of class. You will also check in with your employer mentor and the instructor via email on a weekly basis.

TECHNOLOGY REQUIREMENTS:
To be successful in this class, students will need access to a computer with a web camera and internet capabilities. If you need to check out any technology from the school, please click here.

RECORDINGS OF CLASSES:
Class lectures will be recorded and posted on canvas. They are for the exclusive use of students enrolled in the class and may not be shared without previous authorization. Violations will be referred to the Dean of Students for adjudication under PPM 6-22, Student Code.

STUDENT CODE OF CONDUCT:
The student is expected to follow the WSU Student Code of Conduct found at https://www.weber.edu/ppm/Policies/6-22_StudentCode.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 continue to conduct our class via Canvas and Zoom.

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.

SYLLABUS CHANGES:
This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in canvas, the information in CANVAS WILL TAKE PRECEDENCE.

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>83-86%</td>
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<tr>
<td>B-</td>
<td>80-82%</td>
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<tr>
<td>B+</td>
<td>87-89%</td>
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<tr>
<td>C</td>
<td>77-79%</td>
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<td>C-</td>
<td>70-72%</td>
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<td>C+</td>
<td>73-76%</td>
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<td>D</td>
<td>67-69%</td>
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<td>D-</td>
<td>60-62%</td>
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<tr>
<td>D+</td>
<td>63-66%</td>
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<tr>
<td>E</td>
<td>00-59%</td>
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ASSIGNMENT PERCENTAGE BREAKDOWN:
Instructor Check-in…………………………………………………………………………………………………….. 3%
Pre-Project………………………………………………………………………………………………………………… 13%
Project/Evaluations……………………………………………………………………………………………………… 27%
Presentation/Report……………………………………………………………………………………………………… 37%
Post-Project/Reflection…………………………………………………………………………………………………… 20%
TENTATIVE CLASS SCHEDULE, PROJECTS AND ASSIGNMENTS: (SUBJECT TO CHANGE)

<table>
<thead>
<tr>
<th>Date</th>
<th>Class Discussion:</th>
<th>Tasks &amp; Assignments:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wk 1 08/31</td>
<td>Overview</td>
<td>• Take pre-assessment survey (Due: Saturday)</td>
</tr>
<tr>
<td>09/02</td>
<td>• Overview</td>
<td>• Meet as a project team weekly</td>
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<tr>
<td></td>
<td>• Team Assignments</td>
<td>• Correspond with employer mentor weekly</td>
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<tr>
<td></td>
<td>• Communication</td>
<td>• Correspond with Instructor weekly</td>
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<tr>
<td></td>
<td>• Team building</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Wk 2 09/07</td>
<td>Transferable Skills/Work Plan</td>
<td>• Take StrengthsFinder Assessment</td>
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<tr>
<td>09/09</td>
<td>• NACE Competencies</td>
<td>• Meet with employer mentor (Due: Saturday)</td>
</tr>
<tr>
<td></td>
<td>• Creating a work plan</td>
<td>• Employer Engagement Letter (Due: Saturday)</td>
</tr>
<tr>
<td>Wk 3 09/14</td>
<td>Utilizing Strengths</td>
<td>• Create Work Plan</td>
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<tr>
<td>09/16</td>
<td>• Strengths discussion</td>
<td>• Meet as a team</td>
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<tr>
<td></td>
<td>(Amelia Williams, Guest Presenter)</td>
<td>• StrengthsFinder assignment (Due: Saturday)</td>
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<tr>
<td>Wk 4 09/21</td>
<td>Problem Solving</td>
<td>• Determine which project management tools your team will use</td>
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<tr>
<td>09/23</td>
<td>• General check-in</td>
<td>• 360 Feedback (Due: Saturday)</td>
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<tr>
<td></td>
<td>• Problem-solving discussion</td>
<td>• Meet as a team</td>
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<td></td>
<td>(Guy Letendre, Guest Presenter)</td>
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<tr>
<td>Wk 5 09/28</td>
<td>Online Discussion: Simulated Problems</td>
<td>• Meet as a team</td>
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<tr>
<td>09/30</td>
<td>No in class discussion</td>
<td>• Simulated Problems Discussion (Due: Saturday)</td>
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<td></td>
<td>Instructor available for questions via email/canvas</td>
<td>• Work Plan (Due: Saturday)</td>
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<td></td>
<td>• Team check-in (Due: Saturday)</td>
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<tr>
<td>Wk 6 10/05</td>
<td>Online Discussion: Leadership</td>
<td>• Meet as a team</td>
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<tr>
<td>10/07</td>
<td>No in class discussion</td>
<td>• Leadership Discussion (Due: Saturday)</td>
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<td></td>
<td>Instructor available for questions via email/canvas/in-person</td>
<td>• Team check-in (Due: Saturday)</td>
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<tr>
<td>Wk 7 10/12</td>
<td>Online Discussion: Simulated Problems</td>
<td>• Meet as a team</td>
</tr>
<tr>
<td>10/14</td>
<td>No in class discussion</td>
<td>• Simulated Problems Discussion (Due: Saturday)</td>
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<td></td>
<td>Instructor available for questions via email/canvas/in-person</td>
<td>• Team check-in (Due: Saturday)</td>
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<td>Wk 8 10/19</td>
<td>Mid-Term Prep</td>
<td>• Meet as a team</td>
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<tr>
<td>10/21</td>
<td>• Discuss mid-term presentation format and expectations</td>
<td>• 360 Feedback (Due: Saturday)</td>
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<tr>
<td>Wk 9 10/26</td>
<td>Mid-Term Reporting</td>
<td>• Meet as a team</td>
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<tr>
<td>10/28</td>
<td>• You should be here...</td>
<td>--------------------------------------------------------------------------------------</td>
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<tr>
<td></td>
<td>• Are you pulling your weight?</td>
<td>--------------------------------------------------------------------------------------</td>
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<td></td>
<td>• Report</td>
<td>--------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>• Next steps</td>
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</tbody>
</table>
| Wk 10 | 11/02 - 11/04 | No in class discussion  
Instructor available for questions via email/canvas/in-person | Meet as a team  
Team check-in (Due: Saturday)  
Individual check-in (Due: Saturday) |
|-------|---------------|--------------------------------------------------|--------------------------------------------------|
| Wk 11 | 11/09 - 11/10 | **Resumes**  
- How to include this experience on your resume  
- Reflect on transferable skills and include on your resume | Meet as a team |
| Wk 12 | 11/16 - 11/18 | **Wrapping up the projects**  
- Process & Expectations  
- Presentations types/styles  
- How to tell your story - what you learned  
- Developing recommendations & conclusions  
- Report types and content  
- Appendices  
- Executive Summary | Meet as a team |
| Wk 13 | 11/23 | **Practice Presentations**  
- Practice presenting to your peers  
- Constructive feedback | Meet as a team  
360 Feedback (Due: Saturday)  
Presentation Slides (Due: Saturday) |
| Wk 14 | 11/30 - 12/02 | **Present**  
- Present to class, faculty, company client, and other stakeholders  
- Respond to stakeholder questions | Final Presentation (**Exact day TBD**) |
| Wk 15 | 12/07 - 12/09 | **Feedback**  
- Feedback on presentations from peers, stakeholders, and employer mentors | |
| Wk 16 | 12/14 | **Finals Week**  
- Turn everything in | Final Report (Due: Tuesday)  
Resume (Due: Tuesday)  
Reflection Essay (Due: Tuesday)  
INT Survey (Due: Tuesday) |
ASSIGNMENT LIST:

Instructor Check-In:
- Individual Check-In
- Team Check-in Week 5
- Team Check-in Week 6
- Team Check-in Week 7
- Team Check-in Week 10

Pre-Project:
- Pre-Assessment Survey: Complete survey
- Clifton Strengths Assessment: Complete Assessment, indicate strengths, and write key take-aways
- 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
- Meet with employer mentor

Project/Evaluations:
- 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 (a. and b. can be captured here)
    - Chart illustrating your project schedule with all its components
- Midterm Reporting: Discuss progress and challenges
- 360 Feedback (3 times): Fill out an evaluation for each of your team members.
- Online Discussions (3 times): Participate in online discussion posts

Presentation/Report:
- 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.

Post Project/Reflection:
- Reflection Essay: What did you learn?
- Resume Bullets: Meet with a Career Counselor and add at least 3 bullet points to your resume about your REAL Project.
- Internship Survey

Additional Assignments may be added, taken away, or modified (with notice) at the discretion of the instructor.