INSTRUCTOR: Robert Ameling
Office Hours/Location: Email, ZOOM, by appointment M-F 8:00 AM - 4:30 PM and on ZOOM 15 min. 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

WSU HONORS LEARNING OUTCOMES:
Students will:
1. Practice clear and compelling written and/or creative expression;
2. Engage in critical thinking that is open-minded, objective, and as free as possible from prejudice and presupposition;
3. Undertake the comprehension of abstract arguments and the ability to move between the general and the particular;
4. Encounter a variety of human experience, exploring both its universality and its diversity.

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 2 points throughout the semester.

ATTENDANCE:
Students will be required to attend class virtually at 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 virtually, at a minimum of once per week, outside of class. Students will also check in with the instructor via email weekly.

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/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 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.

Spring 2022 -- STUDENT ACKNOWLEDGMENT OF CORONAVIRUS MITIGATION PROTOCOLS:
I will contribute to the health and safety of the Weber State community by following any required mitigation protocols that reflect the university’s core value of respect for other people. I understand what is expected of me, the risk of exposure to COVID-19, and that no one can guarantee there will be no transmission of communicable diseases. I also understand that I must use common sense and wise judgment to help protect myself and others' health. I further understand that Weber State University will make appropriate accommodations when warranted as well as enforce rules according to existing policies (see ppm 6-22, the student code). Violation of these requirements may result in removal from the classroom (or other spaces) or lead to disciplinary action under the student code. Finally, I recognize that requirements, courses, and other elements of university services may be revised or suspended at any time as conditions change.

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

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<tr>
<th>Grade</th>
<th>Percentage</th>
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<tbody>
<tr>
<td>A</td>
<td>93-100%</td>
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<td>A-</td>
<td>90-92%</td>
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<td>B+</td>
<td>87-89%</td>
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<td>B</td>
<td>83-86%</td>
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<td>B-</td>
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<td>Date</td>
<td>Class Discussion:</td>
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| Wk 1   | Overview                   | • Meet as a project team *weekly*  
• Correspond with company client *weekly*  
• Correspond with Instructor *weekly* |
| 01/11  |                            |                                                                                   |
| 01/13  |                            |                                                                                   |
| Wk 2   | Defining Projects          | • Take Strength Quest Assessment *(Due Today)*                                   |
| 01/18  |                            |                                                                                   |
| 01/20  |                            |                                                                                   |
| Wk 3   | Work Plan Creation         | • Meet with company client *(Due: Today)*  
• Project description/Key deliverables *(Due: Today)*  
• Employer Engagement Letter *(Due: Today)*  
• Discussion Post *(Due: Today)* |
| 01/25  |                            |                                                                                   |
| 01/27  |                            |                                                                                   |
| Wk 4   | No in class discussion *(9/21)*  
Instructor available for questions via  
email/canvas/in-person  
• Problem Solving Theory *(9/23)*  
(Guy Letendre Guest Presenter) | • Determine which project management tools your team will use *(Due: Today)*  
• Discussion Post *(Due: Today)*  
• Meet as a team |
| 02/01  |                            |                                                                                   |
| 02/03  |                            |                                                                                   |
| Wk 5   | No in class discussion     | • Meet as a team  
• 360 Feedback *(Due: Today)*                                                   |
| 02/08  | Instructor available for questions via email/canvas |                                                                                   |
| 02/10  |                            |                                                                                   |
| Wk 6   | No in class discussion     | • Meet as a team                                                                  |
| 02/15  | Instructor available for questions via email/canvas |                                                                                   |
| 02/17  |                            |                                                                                   |
| Wk 7   | No in class discussion     | • Meet as a team                                                                  |
| 02/22  | Instructor available for questions via email/canvas |                                                                                   |
| 02/24  |                            |                                                                                   |
| Wk 8   | Mid-Term                   | • Work Plan *(Due: Today)*  
• Discussion Post *(Due: Today)*                                                   |
| 03/01  |                            |                                                                                   |
| 03/03  |                            |                                                                                   |
| Wk 9 03/08 - 03/10 | No in class discussion (SPRING BREAK)  
Instructor available for questions via email/canvas/in-person | • SPRING BREAK |
| Wk 10 03/15 - 03/17 | Resumes  
• Resume presentation (03/15)  
• Resume workshop (03/17)) | • Discussion Post (Due: Today)  
• 360 Feedback (Due: Today) |
| Wk 11 03/22 - 03/24 | Final Reports  
• Review - Q&A  
• Developing recommendations & conclusions  
• Report types and content  
• Appendices  
• Executive Summary | • Discussion Post (Due: Today) |
| Wk 12 03/29 - 03/31 | Presentation Development  
• Process & Expectations  
• Presentations types/styles  
• Final documents  
  • Team - Engagement Letter, Work Plan, Mid-Term Report, Final Report, Final Presentation | |
ASSIGNMENT LIST:

Pre-Assessment Survey: Complete survey

Clifton Strengths Assessment: Complete Assessment and indicate strengths

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:
   a. Project description
   b. Key deliverables
   c. 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.
   a. Task list for each key deliverable
      i. Definition, Analysis, and Data plan (the what)
   b. Action Register
      ii. Who’s going to do what by when? (the who)
   c. Gantt Chart (a. and b. can be captured here)
      iii. Chart illustrating your project schedule with all its components (the when)

360 Feedback (2 times): Fill out an evaluation for each of your team members.

Discussion Posts (5 times): Participate in online discussion posts

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:
   a. Project/problem statement
   b. Recommendations
   c. Executive summary
   d. Appendices

Final Presentation Slides: Slides used during your final presentation.

Reflection Essay: What did you learn?

Resume Bullets: Attend in-class resume workshop, add skills that you gained and at least 3 bullet points to your resume about your REAL Project.

Post Assessment: Re-take the survey you took at the beginning of the semester

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