Communications 325 – Project Leadership – Fall 2025

001 – Mon/Wed **10:00AM -11:20PM FMH207**

Com 312 – Effective Communications *Prerequisites: [ENGL 102] with a grade of C or higher, and one History and Humanities GER 200 level course with a grade of C or higher. The course will examine topics including Leadership Traits, Task Delegation, Management Tools, Handling Conflict and Overcoming Obstacles to Task Completion. The course will include readings, lectures and case study discussions.*

LINK: for any online meetings – https://njit-edu.zoom.us/j/88621118669?pwd=eFNSTjNnbk94L0I1RXNGR1U4ZTVXQT09

Prof Will Kramer   **Office: 316 Cullimore**
wkramer@njit.edu   **Office Hours – Mon.Wed 1:00-2:00**
                                                                                  and by email appointment

Com 325 Project Leadership Syllabus

Course Goals:

In this course you will learn to:

- Identify leadership philosophies, styles and their implications for performance.
- Understand the Project Lifecycle including planning and execution
- Learn about Project Risk Assessment, Planning and Mitigation
- Identify leadership obstacles and strategies to overcome them
- Develop core leadership skills and behaviors
- Understand the basics of ethical leadership

Textbook:
Leadership Skills for New and Seasoned Managers – September 23, 2023 by Rigoberto Colmenares Nunez

Class Rules:
- **Attendance:** is **required** and is **graded**: 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you are absent due to illness or other problems, email me explaining the situation.
Attendance is important because we need **audiences** and audience feedback.
- **Preparedness**: every time you are called on to present a case or group effort and you are not ready, points will be deducted from your score.

Exams
There is no final exam for this class.

Assignments & Grading

All grading will be done numerically. For instance, if an assignment is worth 10%, it will receive a grade from 1 to 10. Some grades receive full credit simply for completion. Grades will be added at the end of the semester for the final grade. Specific Schedules for each assignment will be developed and discussed in class during the semester. If a scheduled presentation is missed, a makeup date will be assigned as soon as possible. Late assignments without prior approval will result in partial loss of credit.

Final Grades:

A = 91 – 100   B+ = 86 – 90   B = 80 – 85   C+ = 75 – 79   C = 70 – 74   D = 65 – 69   F = 0 – 64

Statement on Academic Integrity

Academic Integrity is the cornerstone of higher education and is central to the ideals of this course and the university. Cheating is strictly prohibited and devalues the degree that you are working on. As a member of the NJIT community, it is your responsibility to protect your educational investment by knowing and following the academic code of integrity policy that is found at:
http://www5.njit.edu/policies/sites/policies/files/academic-integrity-code.pdf.

Please note that it is my professional obligation and responsibility to report any academic misconduct to the Dean of Students Office. ***Any student found in violation of the code by cheating, plagiarizing or using any online software inappropriately will result in disciplinary action. This may include a failing grade of F, and/or suspension or dismissal from the university.*** If you have any questions about the code of Academic Integrity, please contact the Dean of Students Office at *dos@njit.edu*

Statement on the use of Artificial Intelligence

This course expects students to work without artificial intelligence (AI) assistance in order to better develop their skills in this content area. As such, AI usage is not permitted throughout this course under any circumstance.

Assignment Name and Description	Indiv or Group	%
Class Participation – 0-1 absences = 20 (highest score); 2 absences = 18; 3 absences = 16; 4 absences = 14; 5 absences = 12; 6 absences = 10; 7 absences = 8; 8 or more = 0. If you must be absent, email me *before* class. **Purpose:** attendance is the single most important thing for all jobs, courses, social situations, meetings and group events.		**20**
Quiz on Leadership Basics –	Individual	**10**
Quiz on Scheduling -		**10**
Risk Table Presentation –	Group	**10**
Short Paper on Motivating your team	Individual	**15**

Short Paper on High Performance Team			Individual		**15**
Project Presentation			Group		**20**

Course Schedule (subject to change)

Date	Assignment Due	Class Activity	Date	Assignment Due	Class Activity
			3 Sep	Autobiographical Introduction	Intro to Course
8 Sep	Find example of successful team and prepare to discuss the leader	Fundamentals of Leadership – Definition of a Leader	10 Sep	Read chap 1 of text	Project Start **Quiz on Leadership Basics**
15 Sep		Project Lifecycle Proposal and Estimating	17 Sep		Project Lifecycle Budgeting and Scheduling
22 Sep	Groups Develop an assigned Project to show tasks times, etc	Groups present Projects to class and get critiqued	24 Sep		Risk Management Types of Risk **Quiz on Scheduling**
29 Sep		No Physical Class – Groups meet to refine and update Project	1 Oct		Risk Management Schedule, Cost, Technical
6 Oct	Develop Risk Table for Assigned Project and modify schedule/cost as necessary	**Groups Present Risk Table and Revised Project** Discuss Risk Mitigation	8 Oct	Read Chap 4 of text	Project Initiation and Execution Project Plan with Project Reviews, Internal and External
13 Oct		Project Execution Staying on Track When to Step In	15 Oct	**Short Paper – Motivating Your Team**	Communication, Coaching, Influencing Discussion
20 Oct		Project Execution- Tools Work Breakdown Structure	22 Oct	Read Chap 5 of text	Controlling the Project Processing changes
27 Oct		Leading and Managing Other Contributors, Vendors, etc	29 Oct		Project Completion "punch list" Hand off or close out Taking care of your people
3 Nov		Leading Peers	5 Nov		Characteristics of High Performing Teams
10 Nov	**Short Paper – Discuss a High Performing Team, Real, historical or fictional**	Presentations on high performing teams and class discussion	12 Nov		Continue Presentations on high performing teams and class discussion
17 Nov		Group Project	19 Nov		Continue Group Project

24 Nov		Continue Group Project	26 Nov	No Class	No Class
1 Dec		Continue Group project	3 Dec		**Group Project Presentations**
8 Dec		**Group Project Presentations**	10 Dec		Wrap-up