

Dear Student - Welcome to EM-636 Project Management!

**Welcome Message:** I am delighted to have this opportunity to interact with you and help share the knowledge and experiences of project management. I hope you will learn a lot and find some useful processes and tools that will make your job easier. Whether you choose to pursue a career in Project Management or not, the skills and tools learned here are applicable to any industry and will help you to enhance your skillset.

**General Remarks About This Course:** This is a distance-learning format; hence we will utilize a variety of teaching formats (individual study, recorded lectures, quizzes and exams administered via Canvas, etc.). Although it is possible to review lectures on your own schedule, it is a rigorous course that follows the material taught in a typical structured classroom and you must keep up with the lecture schedule. Lectures will be posted on Canvas, and you will have an opportunity to apply the learnings through the homework assignments which are given weekly. You need to fully commit yourself to the homework in order to understand how to apply the learnings of the lecture to the reality of a real project. So, this is not a course that you can just “do in your spare time.” If you are taking a heavy course load this semester, you may want to rethink whether you want to put this course off for another time. It does involve a significant time commitment.

**Lectures:** Recorded lectures will be posted on the Pages tab in Canvas. The lectures are intended to reinforce reading assignments and not in lieu of actually doing the reading.

**Quizzes:** Quizzes will be administered throughout the semester. They will be short in duration (10 – 20 minutes) and conducted via Respondus LockDown Browser + Webcam. All quizzes will be announced beforehand (minimally a week in advance).

**Exams:** There will be two (2) exams (Midterm and Final) administered this semester (dates and scope to be determined). All exams will be conducted via Respondus LockDown Browser + Webcam.

**How to Contact Me:** The best way to reach me is through my NJIT email – [pzoppi@njit.edu](mailto:pzoppi@njit.edu). When doing so kindly use the subject line “**EM636-851**.” As I am teaching multiple sections this semester, using that subject line will allow me to prioritize and respond to your inquiry in a timely manner.

**Academic Honor Code:** Kindly familiarize yourself with the NJIT Academic Honor Code (see below). I expect each of you to abide by that code and demonstrate professionalism and personal integrity in all aspects of the course – including, but not limited to, homework, quizzes, and exams. I maintain a “**zero tolerance**” for any honor code violations. **All plagiarized work product, including plagiarized materials from Chegg, YouTube or other online sources, will immediately be scored as a zero for all submissions with no opportunity to redo the exercise in question.** As such, I implore you to submit your own work product for all homework assignments.

**NJIT Academic Honor Code Policy URL:** <https://www5.njit.edu/policies/sites/policies/files/NJIT-University-Policy-on-Academic-Integrity.pdf>

**Textbook Information:** Please acquire the textbook asap. As previous editions vary, you will need the 12<sup>th</sup> edition specifically. I’ve included the ISBN number for your convenience.

**"Project Management A Systems Approach to Planning, Scheduling, and Controlling"- 12th Edition by Harold Kerzner, Ph. D (ISBN 978-1-119-16535-4)**

**Grading Policy:** Grading is predicated upon a 100-point system (see below for respective allocation).

Homework Assignments	25 Points
Quizzes	15 Points
Mid Term Exam	30 Points
Final Exam	30 Points
Total:	100 Points

Letter Grade	Percent Grade
A	90-100
B+	86-89
B	80-85
C+	76-79
C	70-75
F	Below 70

**Extra Credit Policy:** **NO EXTRA CREDIT** assignments will be considered toward final grading.

**Q&A Sessions:** Albeit this is a distance learning format, I may schedule periodic Zoom sessions for students to ask questions (attendance will be completely optional). All Zoom sessions will be recorded and posted (Pages tab on Canvas) for students that are unable to join at the scheduled time.

**Respondus Lockdown Browser:** This will be used to administer all quizzes and exams. Kindly ensure you can download and utilize the browsers asap (see URL's below) to minimize any future issues.

- Browser Download URL:  
<https://download.respondus.com/lockdown/download.php?id=264548414> (Links to an external site.)
- Additional Instructions: <https://njit.instructure.com/courses/236/pages/overview-respondus-lockdown-browser-and-monitor>

**Course Schedule:**

Generally, we will be following the schedule below (see reading assignments).  
As such, homework, quizzes, and exams will be posted in Canvas.

<b>Week of</b>	<b>Reading Assignment Chapter(s)</b>
9/2	1
9/9	2, 3
9/16	4, 5
9/23	6, 7, 8
9/30	11
10/7	12
10/14	Midterm Exam
10/21	19
10/28	13
11/4	18
11/18	20
11/25	14
12/2	17
12/10	Final Exam (will be scheduled in accordance with NJIT Exam Schedule)