

**COURSE INFO. DOCUMENT by:** James Drogan  
**Subject:** TMGT 7300 Welcome and Course Objectives

This course focuses on the strategic principles necessary for the successful management of ocean and intermodal transportation firms.

The purpose of this course is for you to develop skills in and knowledge of transportation management in the following areas:

1. Issues. Issues are essential points associated with the subject that need to be discussed , understood and analyzed, and resolved.
2. Players (i.e., companies, firms, associations, regulatory authorities) and their roles.
3. Essential transportation management processes .
4. Shipment and information flows
5. Infrastructure and equipment.

You should be aiming to develop breadth of skills - about transportation modes , about the global marketplace and its myriad of cultures, about the strategic issues to which transportation must respond .

It may be tempting to you to pass this course based on your existing knowledge , skills, and experiences in the field. Resist the temptation. Increase your understanding of the field.

At the conclusion of this course you should have skills and knowledge sufficient to discuss these topics at a high level with other interested parties (e.g., executives in transportation management firms). The intent of the discussion is for the other party to see you as someone who can make valuable contributions to the management of the transportation firms of today and the future.

Transportation and its management is a field undergoing significant , rapid change. The course will be contemporary.

**COURSE INFO. DOCUMENT by:** James Drogan  
**Subject:** TMGT 7300 Contact Information

## Contact Information

<b>Instructor:</b>	James Drogan
<b>Course Number:</b>	TMGT 7300
<b>Semester:</b>	Summer 2005

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<b>Phone:</b>	Office: (718) 409-7289. Cell: (203) 829-3172
<b>Fax:</b>	(718) 409-7359
<b>Logon Schedule:</b>	I will logon several times per week.
<b>Office Schedule:</b>	I will aim to be in the vicinity of the classroom at least one hour prior to the start of class. Please contact me to arrange times to talk.

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**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 Approach

Learning in this course is in the form of a moderated discussion conducted in the classroom and on -line. All students are expected to participate . The schedule for discussion topics can be found in the Course Schedule and may be adjusted by your interest and knowledge as well as by current developments in the field.

Readings for each class are assigned . You are expected to have completed the readings and to come prepared to discuss the topics.

There is a course project, the outcome of which is a research paper .

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**COURSE INFO. DOCUMENT by:** James Drogan  
**Subject:** TMGT 7300 Textbook and Other Course Materials

The text assigned for this course is J. J. Coyle, et al. (1999), Transportation (5th Edition), South-Western College Publishing, 0-538-88180-1. This book is available at the Maritime bookstore. It may also be found on-line at a number of sites (e.g., Amazon.com, Half.com). A copy will be on reserve at the Maritime Luce Library.

All other material will be distributed through CourseSpace .

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**COURSE INFO. DOCUMENT by:** James Drogan  
**Subject:** TMGT 7300 Grading

The basis for grading is your knowledge of and ability to discuss the material covered during the course .

This is demonstrated and judged on the basis of the quality of your work on the course project and the quality (and to a lesser extent, quantity) of your participation in class and on-line discussions.

You should strive to demonstrate an ability to single out key issues , think critically about them , and express cogent and complete fact-based arguments emphasizing analysis , conclusion and recommendation.

It is a demonstration of your ability that is important. I encourage research on the issues (e.g., using the Internet), but passing off the words and abilities of others as your own (plagiarism) is unacceptable. This is an example of unethical behavior which , at its extreme, can result in you failing the course. I'll have more to say about this in TMGT 7300 A Note on Integrity.

Please see TMGT 7300 Some Further Words Regarding Communication for additional advice on communication.

Please see the discussion grading and grade point average on the Maritime College website at Academics > Academic Regulations > Grading ( <http://www.sunymaritime.edu/zpt/z04/z0401.makka?z=684>) and Academics > Academic Regulations > Grade Point Average (<http://www.sunymaritime.edu/zpt/z04/z0401.makka?z=685>).

## Basis for Grading

Grading is done on the basis of:

Attendance in class: 13 classes at one point per class = 13 maximum points

Discussions: 97 maximum points (12 classes at four points per class for classroom discussions ; seven weeks at seven points per week for on-line discussions)

Final Written Report on Class Project:: 64 maximum points from the written report. All team members will receive the same grade on the project.

Team Participation: 24 maximum points based upon your participation in the project team .

Maximum points that one can attain in the course is 198. These points may be adjusted by circumstances (e.g., cancellation of a class.) The actual points attained will be divided by 198 and the resulting

percentage translated into a letter grade according to the following table .

%	GPA	Grade
1.000	4.0	A
0.930	4.0	A
0.900	3.7	A-
0.871	3.3	B+
0.830	3.0	B
0.800	2.7	B-
0.771	2.3	C+
0.730	2.0	C
0.700	1.7	C-
0.000	0	F

For example:

1. 93 percent gives a letter grade of A.
2. 78 percent gives a letter grade of C+.

***The mathematics guides me in the assignment of the final grade . What this means is that the final grade I assign may be different from the mathematical grade . In assigning the final grade I take into account your consideration , respect, and encouragement of others ; your desire for learning and discipline in completing the assignments ; your ability to bring relevant issues to the attention of the class.***

## Attendance in Class

You are expected to attend every class. I am sensitive to other demands on your time. The polite thing to do if you know you are going to be absent is to let me know.

Thirteen meetings at one point per meeting = 13 maximum points.

## Discussions

Your participation in discussions is the most significant component of your final grade .

Strive for high-quality discussions .

Quality discussions of the issues raised by all of us in the context of this course represent the critical success factor for learning. You should not wait for me to start a discussion. If you have something you think is important that needs to be discussed, start the discussion.

From my point of view discussion quality is critical because it is , in my experience, the basis for quality decisions and actions.

Do a good job of maintaining quality in the discussions. Lead by example. Use good grammar. Be considerate of others. Encourage others to participate.

Your contributions in the discussions should be thoughtfully developed and carefully worded .

They should address issues and/or concepts you find particularly important.

I will use the following criteria to evaluate your contribution to the discussions :

1. Relevance - your contribution is relevant to the material in the unit of study .

2. Importance - your contribution addresses a significant issue in the module .
3. Thought-provoking - your contribution requires high-level thought and is not a simple question or answer.
4. Originality - your contribution should not be essentially the same as that of another student .

What is a low quality contribution ? A low quality contribution does not teach us anything , or contribute anything positive or substantial to the discussion . Examples of low quality contribution: any contribution which is biased, prejudicial, off topic, or is unsubstantiated; any contribution which is carelessly phrased , poorly thought-out, grammatically incorrect or confusing ; any response which is disrespectful of another student or any other person, etc.

What is a high quality contribution ? A high quality contribution teaches us something , or adds something positive and/or substantial to the discussion . It contains information from the textbook or another valid source, or applies a concept from the text or a legitimate website in a meaningful way , or facilitates understanding of the course material. The best contributions not only introduce new ideas or knowledge , but help us relate it to what we are studying in the module .

I will evaluate the quality of your contributions to each class using a 0 - 4 scale (see the table below).

<b>0</b>	<b>1</b>	<b>3</b>	<b>4</b>
Little to no contribution to the discussion	Contribution indicates a minimum acceptable understanding of the material and/or willingness to become involved in the discussion.	Contribution shows a reasonable understanding of the material. The student is participating meaningfully in the discussion.	The contribution delivers significant insight into the topic, or opens a potentially significant new line of thinking regarding the topic.

This class meets 13 times and in all, except for the first, your participation will be assessed . The maximum points available are 48.

On-line discussions are rated on the basis of the quality as described above . The quantity of on-line discussions is assessed on the following basis :

<b>0</b> No posts
<b>1</b> Posted less than three times; began no major discussion threads
<b>2</b> Posted three times; began one major discussion thread
<b>3</b> Posted more than three times; began more than one discussion thread

Discussion threads are a related set of discussions on a major issue associated with the discussion topic .

The screenshot shows the Lotus Notes interface for a course titled "04FA: (CS6500MARKETINGMANAGEMENT) 6500 Marketing Management". The main content area displays a table of modules and discussion threads. The table has the following columns: mod#, sec, doc#, Date, and Subject.

mod#	sec	doc#	Date	Subject
0				Course Information
1				1. Introduction to the Course and to Marketing Management
2				2. Marketing in the New Economy
	A			Module At a Glance
	B			Assigned Reading
	D			Discussion Area
2	D	10	08/05/2004	TMGT 6500.2 Instructions for Discussion
2	D	20	08/05/2004	TMGT 6500.2 Discussion on The Impact of Customer Power Shift on Transportation
2	D		09/10/2004	SUPPLY, DEMAND, TRANSPORT
2	D		09/12/2004	Natural selection (Kemal Ferhanov
2	D		09/12/2004	Technology plays a big role. (Kon
2	D		09/13/2004	Customer power influencing water
2	D		09/13/2004	Transportation in the new economy
2	D		09/13/2004	ECONOMY IN THE REGISTER OF
2	D		09/14/2004	The transition from operation orient
2	D		09/14/2004	Shift In Power affecting Operations
2	D		09/14/2004	Case for better regulation of mariti
2	D		09/14/2004	Customer demand can have a neg
2	D		09/17/2004	Customers Role in the New Econo
2	D		09/17/2004	What do Logistics.(Intermodal)Tran
2	D		09/17/2004	E-commerce and shipping (Watch
2	D		09/19/2004	Customer power can be a good thi
2	D		09/19/2004	To be flexible and to give transpare
2	D		09/19/2004	USF and customer control (Kema
2	D		09/20/2004	Avoiding the Union Issue???? (Jas
2	D		09/20/2004	How customers can create overhe
	X			Talk with Professor
	Z			Question Area (bottom of Module Menu)

In the above screen shot from a prior course you can see the discussion topic is **TMGT 6500.2 Discussion of The Impact of the Customer Power Shift on Transportation** . This topic was posted by me. Underneath the discussion topic there are 18 discussion threads that were started (aka thread starters). Ellis Younger started one, the first. Marlon Guillory started two, the fifth and the fourteenth.

A maximum of seven points (four from quality; three from quantity) are available on a weekly basis.

The class meets for seven weeks and in each week your participation in the on-line discussions will be assessed. The maximum points available are 49.

Discussions are the heart and soul of this course. I expect you to lead and/or participate in discussions.

This material on discussions is based on that developed by Prof. William Pelz of SUNY Herkimer Community College.

## Project

A third portion of your grade is based on the project. The project constitutes the final examination for this course.

This project produces a description of the management system required to deliver on the door-to-door promise of the international, integrated, multimodal transportation system known as FastShip.

Further details about the project, what's due when, the makeup of the project teams, and supporting material will be found in Module 14. Course Project: A Management System for FastShip.

### ***Project Report***

The team grade for the final report will be assigned according to the following criteria

Points	Criteria
0	Project report not submitted.
45	Project report demonstrates an adequate understanding of the topics and issues; reasoning and clarity of communication is fair.
53	Project report demonstrates a good understanding of the topics and issues; reasoning and clarity of communications is acceptable; team members are candidates to be assigned to a team to further develop the approach to marketing management.
64	Project report demonstrates an excellent understanding of the topics and issues; reasoning and communications is clear and compelling; team members are candidates to be assigned lead a team to further develop the approach to marketing management.

Maximum points available on the project report are 64.

The project report are to be submitted as Microsoft Word documents (.doc files) or in Rich Text Format (.rtf files) through CourseSpace.

### ***Team Participation***

Your participation as a member of a team will be assessed your peers and by me. The basis for this will be the answer to the following question.

"Would you like to be on a team in the future with this person?"

Acceptable answers and associated points are:

Definitely (4)

Probably (3)

Probably Not (1)

Definitely Not (0)

At the end of the project I will give you a list of the members of the team in the following form :

	Definitely	Probably	Probably Not	Definitely Not

Name 1				
Name 2				
Name 3				
Name 4				

Your task is to place a "X" in the box indicating your assessment of your peers. It would be appropriate to not assess yourself.

I will prorate the points so that the maximum available points (in the sample above it would be 12) equates to 24.

**Special Note:** It is tempting, inasmuch as this may possibly be your last activity in this course, to treat it lightly. Resist the temptation.

One of the most important responsibilities you will have during your career is the assessment of the performance of others. This assessment not only reflects upon the person assessed, but also on you, the assessor.

Suppose, for example, you assessed a person as extremely capable, but made the assessment in a rather casual, off-handed, quick fashion. The person is then, based largely on your assessment, hired and subsequently found not to live up to expectations. Your assessment has put the person in a difficult position, he has performed poorly, his subsequent career is affected. You are also affected because your judgement is called into question.

Take the time to think about your teammates participation. Produce a fair assessment. Treat them as you would like to be treated.

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**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 Class Schedule

## TMGT 7300 Transportation Management Schedule

Preparation and assignments are due on the date with which they are associated.

Topics/Activities	Start	Preparation and Assignments Due
<b>Class 1: Introduction to the Course and to Transportation Management</b>	5/23/2005 St. John's Manhattan 218	<b>Everyone Should be Active on CourseSpace. Evaluation of your participation in on -line discussions begins on 5/30/5.</b>



<p><b>Class 2: Transportation , the Supply Chain, and the Economy</b></p> <p><b>On-Line Discussion :</b> Soup to Nuts, Inc., Case 1.1, Coyle pp 54-55. Starts on 5/24 and ends on 5/30.</p> <p><b>NOTE ON DURATION OF DISCUSSION :</b> The dates associated with a discussion topic are provided to help you focus on current discussions. These dates <u>do not</u> mean that I will not accept a contribution to a discussion before or after the dates. However, in week seven you ought to be participating in discussions taking place that week, not those that took place in week one.</p>	<p>5/25/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 1. Transportation, the Supply Chain, and the Economy.</p>
<p><b>No Class on May 30 – Memorial Day</b></p>		
<p><b>Class 3: Transportation Regulation and Public Policy</b></p> <p><b>On-Line Discussion :</b> Case 2.2 The US Ocean Carrier Industry's Financial Plight, Coyle p 90. Starts on 6/2 and ends on 6/8.</p>	<p>6/1/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 2. Transportation Regulation and Public Policy</p>
<p><b>Class 4: Motor Carriers</b></p> <p><b>On-Line Discussion :</b> Case 3.1 JEI Carrier Corporation, Coyle p 120. Starts on 6/7 and ends on 6/13.</p>	<p>6/6/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 3. Motor Carriers</p>
<p><b>Class 5: Railroads</b></p> <p><b>On-Line Discussion :</b> Case 4.1 CBN Railway Company, Coyle p 147. Starts on 6/9 and ends on 6/15.</p>	<p>6/8/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 4. Railroads</p>
<p><b>Class 6: Domestic Water Carriers</b></p> <p><b>On-Line Discussion :</b> How would [domestic] water carriers work with other modes to provide a complete service? Coyle p 168 question 2. Starts on 6/14 and ends on 6/20.</p>	<p>6/13/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 5. Domestic Water Carriers</p>
<p><b>Class 7: Intermodal and Special Carriers</b></p>	<p>6/15/2005</p> <p>St. John's</p>	<p>Read: Coyle 8. Intermodal and Special Carriers</p>

<p><b>On-Line Discussion :</b> Case 8.2 Fragle Van Lines, Coyle pp 231-232. Starts on 6/16 and ends on 6/22.</p>	<p>Manhattan 218</p>	
<p><b>Class 8: International Transportation</b></p> <p><b>On-Line Discussion :</b> What new transportation issues are introduced and which national transportation issues are highlighted in the international transportation environment?</p> <p>Why have you selected these?</p> <p>What actions might you take to resolve these issues?</p> <p>Starts on 6/21 and ends on 6/27.</p>	<p>6/20/2005 St. John's Manhattan 218</p>	<p>Read: Coyle 9. International Transportation</p>
<p><b>Class 9: Costing and Pricing in Transportation</b></p> <p><b>On-Line Discussion :</b> What are the factors that affect the price of transportation service?</p> <p>What's the relative degree of impact these factors have on the price?</p> <p>What process would you use to balance these factors in order to arrive at the best price?</p> <p>Starts on 6/23 and ends on 6/29.</p>	<p>6/22/2005 St. John's Manhattan 218</p>	<p>Read: Coyle 11. Costing and Pricing in Transportation (except Appendices 11-A through 11 C)</p>
<p><b>Class 10: Relationship Management</b></p> <p><b>On-Line Discussion :</b> Take the point of view of a FastShip executive. Consider that your business plan may comprise three distinct phases; 1.) Start-up (establishing a foothold in the market), 2.) Sustainability (strengthening the position in the marketplace such that continued operation is reasonably assured), and 3.) Expansion (getting in to new markets). Consider the following questions:</p> <p>How should you establish relationships with the business partners needed for success?</p> <p>How should you manage these relationships?</p> <p>Starts on 6/26 and ends on 7/2.</p>	<p>6/25/2005 St. John's Manhattan 218</p>	<p>Read: Coyle 12. Relationship Management</p>

<p><b>Class 11: Information Management and Technology</b></p> <p><b>In-Class Discussion :</b></p> <p><b>On-Line Discussion :</b> Describe the fundamental characteristics of an information system to support a global transportation management business. Starts on 6/28 and ends on 7/4.</p>	<p>6/27/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 13. Information Management and Technology</p>
<p><b>Class 12: Shipper/Carrier Network Strategies</b></p> <p><b>In-Class Discussion :</b></p> <p><b>On-Line Discussion :</b> Case 14.1 Shiner International Transportation Company, Coyle p 470-471. Starts on 6/30 and ends on 7/6.</p>	<p>6/29/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Coyle 14. Shipper/Carrier Network Strategies</p>
<p><b>No Class on July 4 – Independence Day</b></p>		
<p><b>Class 13: Security and Culture</b></p> <p><b>In-Class Discussion :</b> Managing in the current and emerging world could involve the following actions:</p> <ol style="list-style-type: none"> <li>1. Detection of potential security issues</li> <li>2. Prevention or avoidance of harmful outcomes</li> <li>3. Recovery from disruptive situations</li> </ol> <p>What must the transportation management system (i.e., people, process, information) be able to do in order to successfully execute the actions 1-3?</p> <p>How does Project GLOBE relate to transportation management?</p>	<p>7/6/2005</p> <p>St. John's Manhattan 218</p>	<p>Read: Supply Chain Management Under the Threat of International Terrorism. This may be found on the network at <a href="http://web.mit.edu/screponse/repository/sheffi_IJLM.pdf">http://web.mit.edu/screponse/repository/sheffi_IJLM.pdf</a></p> <p>Read: Project GLOBE. This report may be found at <a href="http://www.ucalgary.ca/mg/GLOBE/Public/Links/lessons_project_globe.pdf">http://www.ucalgary.ca/mg/GLOBE/Public/Links/lessons_project_globe.pdf</a>.</p> <p><b>Final report on the course project is due .</b></p>

**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 Some Further Words Regarding Communication

My preference is to receive all written communication via e-mail. If you are submitted an writing assignment, the preference is that you submit it as an attached Microsoft Word document. This allows me an easy way to mark-up your document and return it to you prior to class. I recognize this is not always possible and will, of course, accept handwritten documents.

If submitted via e-mail aim to say what you want to say in a single page (8.5 x 11 inches) of size 10 font. If handwritten, aim to say what you want to say in two pages trying to leave some room for me to write comments.

1. Your written work should be a complete – statement of the issue (the beginning), facts and discussion (the middle), and conclusions and recommendations (the end).
2. Avoid restating information from the course material. Analyze the information. Identify a coherent framework that puts the issue in perspective.
3. Do not spend effort on writing about that which is irrelevant to the issue.
4. Avoid generic terms. Be as specific as possible.
5. Be logical, develop consistent arguments.
6. Be creative. Creativity is the essence of effective strategic analysis.
7. Use your own words, not those of others.

*Points 3-7 are based on Peter McAliney's Business Policy 5100 Case Analysis Guidelines at Baruch College.*

It is important to be able quickly identify the core issue, reason about it in a logical and complete manner, and clearly state conclusions and recommendations. Content and clarity are important.

Think before you write. Write. Review and enhance. Submit.

“One communicates to gather information, participate in the discussion underlying thinking and decision, compel change during implementation, and contribute to the post-change activities of learning and insight.”

This communication is based upon knowledge of:

1. The decisions that need to be made and why.
2. The manner of making these decisions and why.
3. The source of the data to support the decisions.

Communication must be useful and usable:

1. The grammar and syntax of the communication is easily understood.
2. The information communicated is relevant.
3. The medium of communication is acceptable.

Communication is active (speaking, writing, personal appearance, appearance of documents) and passive (listening, observing) and both are critical.

Communication arises from how one perceives and considers an opportunity. That is, it is affected by how one solves problems. The concepts of fact-based hypothesis-driven thinking come into play here.”

*James Drogan, A Point of View On Teaching Content and Communication, September 21,2002*

**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 Time Management

The business world will be at least as demanding of your time as are your teachers. Time is an unlimited resource, but you will not be able to give unlimited time to each of things you must, should and could do. Learn to manage so that the investment of your time maximizes the return you seek.

"Time is the coin of your life. It is the only coin you have, and only you can determine how it will be spent. Be careful lest you let other people spend it for you."

Carl Sandburg

Prioritize the tasks that face you into the must-dos, should-dos, and could-dos. Allocate your time in the same sequence. You can't be all things to all people all the time. You need to learn to say no in a fashion that makes people want to come back.

Consider the following list from one of the most highly respected business books:

1. Be Proactive
2. Begin with the End in Mind
3. Put First Things First
4. Think Win/Win
5. Seek First to Understand, Then to Be Understood
6. Synergize
7. Sharpen the Saw

*Covey, S. R. The 7 Habits of Highly Effective People, Simon & Schuster, Inc.*

I understand that this class is one of many demands on your time. My aim is for you to not spend more than twice the in-class class time in outside-class preparation. Some of you will, of course, spend less and others more.

**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 A Note on Integrity

Please read the Maritime College statement on academic integrity.

Integrity is a core value upon which acceptable business behavior is based. Integrity is about honesty, keeping one's commitments, and consideration of the rights and needs of others. In short, can your business partners rely upon you?

The lack of integrity in the academic community means you may fail a course, in business you may be passed over for a promotion; in the academic community you may be placed on probation, in business you may be placed on an improvement program; in the academic community you may be expelled, in the business community you may lose a job; and finally, in the business world, you may be sent to jail.

For an eloquent statement on integrity I would like you to read the Letter to Students re Academic Integrity by Bill Taylor at [http://www.baruch.cuny.edu/facultyhandbook/taylor\\_letter.htm](http://www.baruch.cuny.edu/facultyhandbook/taylor_letter.htm).

You are expected to learn and practice the habits associated with high integrity. Do it now, do not defer or delay, or neglect it, for you will not pass this way again.

My experience is that it is fairly easy to establish a student's writing style and it is fairly evident when the student is submitting work that is not in accordance with this style. The Internet is a wonderful resource for determining whether plagiarism is taking place. I encourage you to use the network for research, but find your own words, express your own analysis, conclusions, and recommendations. Blatant plagiarism tends to result in zero points for the assignment. My advice is to not do it. If you found it on the Internet, I can find it on the Internet.

### **Statement from Mark Chadwin (Chair, Department of Global Business & Transportation) and Matthew Harrington (Director of the Graduate Program)**

August 16, 2004

Last spring several episodes of cheating and plagiarism occurred in undergraduate and graduate classes. They were dealt with severely. SUNY Maritime College has a zero tolerance policy toward all forms of academic dishonesty. Any student who violates that policy is subject to sanctions that range from failing the specific exercise, assignment or examination to expulsion from SUNY Maritime.

Pursuant to a statute recently passed by the legislature and signed into law by the Governor, the College will have a detailed policy and procedure in place later this year. In the meantime, all students and faculty in GBAT and graduate courses should understand what constitutes academic dishonesty. The attached examples are intended for that purpose.

#### **Examples of Academic Dishonesty**

Academic dishonesty includes cheating, plagiarism, obtaining unfair advantage, falsification of official documents, and collusion. Cheating is the attempted or unauthorized use of materials, information, notes, study aids, devices or communication during an academic exercise. Examples include:

- Copying from another student during an examination or allowing another to copy your work.
- Unauthorized collaborating on a take home assignment or examination.
- Using unauthorized notes during a closed book examination.
- Using a PDA, cell phone, pager or internet connection during an examination.
- Taking an examination for another student.
- Asking or allowing another student to take an examination for you.
- Changing a corrected exam and returning it for more credit.
- Submitting substantial portions of the same paper in two different classes without the permission of the instructors involved.
- Preparing answers or writing notes in a blue book (exam booklet) before an examination.
- Allowing others to research and write assigned papers including the use of commercial term paper services.

Plagiarism is the act of presenting another person's ideas, research or writing as your own. Examples include:

- Copying another person's actual words without the use of quotation marks and footnotes.

- Presenting another person's actual words without the use of quotation marks and footnotes .
- Using all or part of another person's computer file , program or printout in an assignment without permission of the instructor .
- Failure to acknowledge collaborators on homework and laboratory assignments .

Obtaining an unfair advantage includes :

- Stealing, reproducing, circulating or otherwise gaining prior access to examination materials .
- Depriving other students by stealing, destroying, defacing or concealing library materials .
- Retaining, using or circulating examination materials that clearly indicate that they should be returned at the end of the exam .
- Intentionally obstructing or interfering with another student's academic work .
- Engaging in activities that intentionally create an unfair advantage over another student's academic work .

Falsification of official documents includes :

- Forging signatures of authorization .
- Falsifying information on an official academic record .
- Falsifying information on an official document such as a grade report , letter of permission, drop/add form, ID card or other College document .

Collusion is lending assistance or failing to report witnessed acts of academic misconduct .

End of Statement

***I trust that it is clear that Maritime College, the Department of Global Business and Transportation, and I will not tolerate unethical behavior and academic dishonesty.***

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**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 My Expectations

1. That you will do your own work and find your own words except in those situations where there is a clear call for teamwork.
2. That you and I will develop a relationship of mutual trust that is the basis for a high value learning experience. We should be willing to share any thoughts, concerns, constructive criticisms, ideas, etc. in a manner that respects the dignity and value of all parties.
3. That all of us in class will discharge our individual responsibilities to teach and learn. If we don't, who will?
4. That we make time to help others. If we don't, who are we?
5. That you keep on schedule with the course requirements. I expect you to be spending about 18 hours a week on this course. Some of you will spend more, some less.
6. That I keep on schedule with the course requirements.

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**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 Guide to the Modules

**Modules 1 through 13:** Fundamental learning modules of the course. Overview, objectives, and assignments will be found here. These should be a principal focus of your effort.

**Module 14:** The project module. All your work regarding the term can be facilitated by this module. This should be a principal focus of your effort.

**Module 15:** Supplementary material on marketing I find of interest. It is suggested that you read this material, but it is not required.

**Module 16:** Photographs of the whiteboards produced during in-class discussions.

**Culminating Activity :** This module requests feedback from you when the course has been completed.

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**COURSE INFO. DOCUMENT by:** James Drogan

**Subject:** TMGT 7300 Your Next Steps

The **Bulletin Board** is a discussion area for our class outside the context of a particular course module. Just as you have the opportunity to talk or chat with each other or with the instructor when taking a conventional classroom course, you should also have the opportunity to do the same in a web course. The Bulletin Board is available only to students enrolled in this class to post and/or read messages and respond. These can include questions or comments to other students and me about course material, assignments, readings, etc. It is also a place where you can go to socialize and have open discussion on subjects of your interests.

You will find the Bulletin Board in the Class Community section of the Course Map. I will be using this area to make announcements during the semester, so be sure to check it every time you "come to class."

**Meet Your Classmates** is an area for you to introduce yourself to the class and where you can go to meet the others that are in this course. Your profile will help us get to know each other and begin to build a sense of class community, so please feel free to personalize your profile and add a link to your favorite web site, or attach a digital image of yourself.

You will find my profile by clicking the Meet Your Classmates link in the Class Community section of the Course Map. Check this area to meet the others in this course. Since profiles will be posted as people join the course for the first time, you may have to return to this area several times to see the latest entries.



As your next step, you should click on **Course Map** link and then, do the following:

1. Click on the **Bulletin Board** area. Post an item to start a discussion, or read other students' responses if there are any, and make a response.
2. Click on the **Meet Your Classmates** area and introduce yourself.

*When you have completed those two tasks, you are ready to begin the first module of the course.*

