



Credit Hours: 3

Contact Hours: This is a 3-credit course, offered in accelerated format. This means that 16 weeks of material is covered in 8 weeks. The exact number of hours per week that you can expect to spend on each course will vary based upon the weekly coursework, as well as your study style and preferences. You should plan to spend 14-20 hours per week in each course reading material, interacting on the discussion boards, writing papers, completing projects, and doing research.

Faculty Information: Faculty contact information and office hours can be found on the faculty profile page.

COURSE DESCRIPTION AND OUTCOMES

Course Description:

This course examines the procurement-management knowledge aspect of project management. A critical component is obtaining the appropriate resources from external and internal vendors, which is the responsibility of the project manager. Students will learn the process of acquiring external resources through vendors and the legal requirements associated with contracts. Students will have an opportunity to study best practices regarding contract management and purchasing within a project management environment. (This course is also offered through SSA. Credits earned using this option will appear on transcripts with an "S" suffix.)

Course Overview:

This course examines the necessity of acquiring and managing resources on a project to ensure its success. A critical component is obtaining the appropriate goods and services from external and internal vendors. Students learn the process of acquiring external resources through suppliers and the legal requirements associated with contracts and study the best practices regarding contract management and purchasing within a project management environment.

Course Learning Outcomes:

1. Apply project procurement-management concepts in a project environment.
2. Evaluate the best practices associated with the development of a procurement management plan.
3. Describe techniques used to procure products and services within a project's scope.
4. Define techniques to reduce procurement risks.
5. Understand the legal aspects of project procurements.
6. Evaluate different project delivery systems and contract types.
7. Discuss techniques for appropriate source selection and contract awarding.
8. Define techniques for ending project procurement.
9. Explain the importance of procuring long lead material to ensure project success.

PARTICIPATION & ATTENDANCE

Prompt and consistent attendance in your online courses is essential for your success at CSU-Global Campus. Failure to verify your attendance within the first 7 days of this course may result in your withdrawal. If for some reason you would like to drop a course, please contact your advisor.

Online classes have deadlines, assignments, and participation requirements just like on-campus classes. Budget your time carefully and keep an open line of communication with your instructor. If you are having technical problems, problems with your assignments, or other problems that are impeding your progress, let your instructor know as soon as possible.

COURSE MATERIALS

Required:

Baily, P., Farmer, D., Crocker, B., Jessop, D., & Jones, D. (2015). *Procurement, Principles & Management* (11th ed.) United Kingdom: Pearson (Intl) Inc. Hardback ISBN: 978111813009; ebook ISBN: 9781292016030

Project Management Institute [PMI]. (2017). *A guide to the project management body of knowledge (PMBOK® Guide)* (6th ed.). Newton Square, PA: PMI Publications. ISBN: 9781628251845

Note: This book is available through the CSU Library at:

http://search.ebscohost.com.csuglobal.idm.oclc.org/login.aspx?direct=true&db=nlebk&AN=1595321&site=ehost-live&ebv=EB&ppid=pp_i

Suggested:

Project Management Institute [PMI]. Web site www.pmi.org (Student membership is strongly encouraged.).

Project Management Institute [PMI]. (2017). *Agile practice guide*. Newton Square, PA: PMI Publications. ISBN: 9781628251999

Note: This book is available through the CSU Library at:

<http://web.b.ebscohost.com.csuglobal.idm.oclc.org/ehost/ebookviewer/ebook/bmxlymtfxzE1OTUzMjFfX0FOO?sid=4082d905-9b30-49a4-a8d8-e8ba115afd01@pdc-v-sessmgr06&vid=0&format=EK&lpid=navpoint492&rid=0>

NOTE: All non-textbook required readings and materials necessary to complete assignments, discussions, and/or supplemental or required exercises are provided within the course itself. Please read through each course module carefully.

COURSE SCHEDULE

Due Dates

The Academic Week at CSU-Global begins on Monday and ends the following Sunday.

- **Discussion Boards:** The original post must be completed by Thursday at 11:59 p.m. MT and Peer Responses posted by Sunday 11:59 p.m. MT. Late posts may not be awarded points.

- **Opening Exercises:** Take the opening exercise before reading each week’s content to see which areas you will need to focus on. You may take these exercises as many times as you need. The opening exercises will not affect your final grade.
- **Mastery Exercises:** Students may access and retake mastery exercises through the last day of class until they achieve the scores they desire.
- **Critical Thinking:** Assignments are due Sunday at 11:59 p.m. MT.

WEEKLY READING AND ASSIGNMENT DETAILS

Module 1

Readings

- Chapter 1 in *Procurement, Principles & Management*
- Review Part 1, Chapter 1, Section 1.1, 1.2, and Chapter 12, Section 12.0 in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Option #1: The Importance of Procurement

In a two- to three-page paper (cover page and reference page are required and not included in the page count), address the following:

1. Analyze the importance of procurement in the project management process.
2. What are the main considerations for program, portfolio, and project management?
3. Discuss whether procurement can be eliminated or replaced by alternate organizational activities.
4. Discuss what unintended consequences occur in the project management process when procurement is poorly executed.
5. Discuss how leadership (include project managers) addressed these procurement challenges.

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the numbered items above, your analysis/suggestion, and a conclusion. Utilize the textbook and at least two outside scholarly, peer-reviewed articles from the CSU-Global Library. Be sure to cite your sources in a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Option #2: Problems and Solutions

White, G. R. T., Parfitt, S., Lee, C., & Mason, J. R. (2016). Challenges to the Development of Strategic Procurement: A Meta-Analysis of Organizations in the Public and Private Sectors. *Strategic Change*, 25(3), 285–298. This is one of your recommended readings for this week.

In a two- to three-page paper (cover page and reference page are required and not included in the page count):

1. Write a summary of this study and its findings.
2. Analyze and discuss the challenges to strategic procurement.
3. Discuss how leadership (include project managers) addressed these procurement challenges
4. What are the main considerations for program, portfolio, and project management?

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work, your analysis/suggestion, and a conclusion.

Utilize the textbook and at least two outside scholarly, peer-reviewed articles from the CSU-Global Library. Be sure to cite your sources in a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Module 2

Readings

- Chapter 2 in Chapter 2 in *Procurement, Principles & Management*
- Part 1, Chapter 12, Sections 12.1.1, 12.1.2., and 12.1.3 in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*
- Raudabaugh, J. (2017). Procurement performance: Voice of the stakeholders. *Supply Chain Management Review*, 21(1), 43-45.

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (60 points)

Option #1: The Importance of Make-or-Buy Analysis

Explain the importance of planning (i.e., Plan Procurement Management as described in Part 1, Section 12.1.2 of the PMBOK® Guide) as a foundational activity in the procurement process in a two- to three-page paper (cover page and reference page are required and not included in the page count) and using your research skills address the following:

1. Explain what is Make-or-Buy analysis?
2. What can happen if procurement processes are built on poor planning?
3. What are the benefits of a Make-or-Buy analysis?
4. Provide an example of a procurement process used by a project-based organization found via the web or the CSU-Global Library that demonstrate a proper use of the Plan Procurement Management. What do you like about the example?

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the numbered items above, your analysis/suggestion, and a conclusion. Utilize the textbook and at least two outside scholarly, peer-reviewed articles from the CSU-

Global Library. Be sure to cite your sources in a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Option #2: The Importance of Source Selection Analysis

Explain the importance of planning (i.e., Plan Procurement Management as described in Part 1, Section 12.1.3 of the PMBOK® Guide) as a foundational activity in the procurement process in a two- to three-page paper (cover page and reference page are required and not included in the page count), and using your research skills address the following:

1. Explain what is Source Selection analysis?
2. What can happen if procurement processes are built on poor planning?
3. What are the benefits of a Source Selection analysis?
4. Provide an example of a procurement process used by a project-based organization found via the web or the CSU-Global Library that demonstrates proper use of Plan Procurement Management. What do you like about the example?

Utilize the textbook and at least two outside scholarly, peer-reviewed articles from the CSU-Global Library. Be sure to cite your sources in a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Module 3

Readings

- Chapter 2, pp. 84-109, and Chapter 8 in *Procurement, Principles & Management*
- Chapter 12, Section 12.1.3.5 in *A Guide to the Project Management Body of Knowledge (PMBOK® Guide)*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (55 points)

Option #1: Procurement and Contracting Scenario

Using your research skills, identify a procurement and contracting scenario or example related to your Portfolio topic. To see how your selected procurement and contracting example relates to your chosen Portfolio topic, see Week 8 and 3 folders for more information. Answer the following questions in a two- to three-page paper:

1. Describe how to:
 - a) establish
 - b) create
 - c) organize project requirements
2. Explain how to locate and identify:
 - a) sources of supply
 - b) suppliers
 - c) market places

d) competition

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the numbered items above, your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two scholarly sources to support your responses. Cite your sources.

Format your paper according to the CSU-Global Guide to Writing & APA.

Option #2: Management and Organization

Read the article Sustainable Procurement in the Canadian Construction Industry: Challenges and Benefits found in the recommended reading for this week.

In a two- to three-page paper (in addition to the cover and reference pages that you must include), write a summary of this study and its findings. Analyze and discuss the challenges and benefits of procurement management. Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work, your analysis/suggestion, and a conclusion.

Utilize the textbook and at least two outside professional or scholarly articles from the CSU-Global Library. Be sure to cite your sources in a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Portfolio Milestone (20 points)

Option #1: Submit Topic

Portfolio Project Option #1 is suggested for non-Project Management Majors.

Submit your portfolio topic in one to two paragraphs by the end of this week. For Portfolio Option #1, your topic should define a project-based organization of interest to you. A project-based organization is an organization that frequently undertakes projects. This may be where you work or an organization you have researched online. You will be using this organization for discussion and analysis of an end-to-end procurement process. Be sure you can find information online or in the CSU-Global Library to support your work. (Large organizations tend to have plenty of published procurement information.)

Option #2: Submit Topic

Portfolio Project Option #2 is suggested for Project Management Majors.

Submit your portfolio topic by the end of this week. For Portfolio Option #2, define a project procurement scenario. Imagine you are the PM of a project that has a procurement need for services, materials, or resources. In one to two paragraphs, define the project and the procurement need.

Module 4

Readings

- Chapter 10 in *Procurement, Principles & Management*

- Part 1, Chapter 12, Sections 12.2.1.1, 12.2.1.2, 12.2.1.3, 12.2.2.1, and 12.2.2.5 in *A Guide to the Project Management Body of Knowledge*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (65 points)

Option #1: Case Study Analysis for a Product Project

In a three- to four-page paper plus cover and reference pages, present a procurement and contracting example related to your Portfolio topic to put together an advertisement for bids for a product project might want to purchase for your organization if you were in the procurement department. Next, develop objectives to evaluate submittals or bids for this product.

Your paper will include the following components:

- A description of a real-life project-based organization (an organization that frequently undertakes projects) or an industry and procurement and contracting example related to your Portfolio topic.
- A description of an advertisement of a product that you want to purchase for your project.
- A description of objectives you might use to evaluate submittals or bids for your advertised product project.

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the numbered items above, your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two professional or scholarly sources to support your responses. The CSU-Global Library is a good place to find your sources. Cite your sources and include a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Option #2: Case Study Analysis for a Service Project

In a three- to four-page paper plus cover and reference pages, present a procurement and contracting example related to your Portfolio Topic to put together an advertisement for bids for a service (for example a consultancy or training service) you might want to provide for your organization if you were in the procurement department. Next, develop objectives to evaluate submittals or bids for this service project.

Your paper will include the following components:

- A description of a real-life project-based organization (an organization that frequently undertakes projects) or an industry and procurement and contracting example related to your Portfolio topic.
- A description of an advertisement of a service that you want to provide for your project.
- A description of objectives you might use to evaluate submittals or bids for your advertised service project.

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the numbered items above, your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two professional or scholarly sources to support your responses. The CSU-Global Library is a good place to find your sources. Cite your sources and include a reference page. Format your entire paper according to the CSU-Global Guide to Writing & APA.

Module 5

Readings

- Chapters 4 & 8 in *Procurement, Principles & Management*
- Part 1, Chapter 12, Sections 12.1.1.6, 12.2.3.1, & 12.2.3.2 in *A Guide to the Project Management Body of Knowledge*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (65 points)

Option #1: Procurement and Contracting Case Study Analysis

In a three- to four-page paper not counting the cover and reference pages that you must include, use a procurement and contracting example related to your Portfolio Topic to find a real-life award scenario.

In your paper, and using your research skills, assess and evaluate how each of the following concepts relates to your chosen procurement and contracting example:

- a) the mutual agreement of offer and acceptance
- b) the consideration of a down payment
- c) the capability to perform the work
- d) the confirmation of legal purpose

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the items above (a through d), your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two scholarly sources to support your responses. Cite your sources and include a reference page. Format your paper according to the CSU-Global Guide to Writing & APA.

Option #2: Procurement and Contract Cooperation for Project Success

Read the following article, one of your recommended readings for this week:

Henre, C., Satterfield, R., & Garris, J. (2016). In-depth and preemptive front-end planning yields positive project results. *Hydrocarbon Processing*, 95(4), 61–66.

In a three- to four-page paper not counting the cover and reference pages that you must include, write a summary of this study and its findings. Analyze and discuss the role and importance of cooperation and contracting to project success.

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work associated with each of the numbered items above, your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two scholarly sources to support your responses. Cite your sources and include a reference page. Format your paper according to the CSU-Global Guide to Writing & APA.

Portfolio Milestone (30 points)

Option #1: Submit Written Outline

This week you will turn in the outline for your Portfolio Project. In one to two pages, include the following:

- a) A summary of your topic.
- b) An outline (formatted according to APA style) of your major points and subpoints. Remember that all papers need an introduction, a body of argument or discussion, and a conclusion. Refer to your Portfolio Project description in the Week 8 folder to see what other requirements might need representation in the outline.
- c) In addition to your textbook, use at least two scholarly sources to support your responses. Cite your sources and include a reference page. Format your paper according to the CSU-Global Guide to Writing & APA.

Option #2: Submit Presentation Outline

This week you will turn in the outline for your Portfolio Project. In one to two pages, include the following:

- a) A summary of your topic.
- b) An outline (formatted according to APA style) of your major points and subpoints. Remember that all papers need an introduction, a body of argument or discussion, and a conclusion. Refer to your Portfolio Project description in the Week 8 folder to see what other requirements might need representation in the outline.
- c) In addition to your textbook, use at least two scholarly sources to support your responses. Cite your sources and include a reference page. Format your paper according to the CSU-Global Guide to Writing & APA.

Module 6

Readings

- Chapters 13, 18, & 19 in *Procurement, Principles & Management*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Critical Thinking (65 points)

Option #1: Critical Essay

In a three- to four-page paper (not counting the cover and reference pages that you must include), use your research skills and identify a real-life procurement and contracting example related to your Portfolio Topic.

Critically analyze how contract compliance, deviation, change, and tracking were implemented. What would you add to improve the contract example? List a minimum of three recommendations or areas for improvement.

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work, your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two professional/scholarly sources to support your responses. Cite your sources and include a reference page. Format your paper according to the CSU-Global Guide to Writing & APA.

Option #2: Critical Success Factors

Read the following article, one of your recommended readings for this week:

Bellec, M., & Cottard, O. (2016). *Contract manager: a new project team member?* Paper presented at PMI® Global Congress 2016—EMEA, Barcelona, Spain. Newtown Square, PA: Project Management Institute.

In a three- to four-page paper (not counting the cover and reference pages that you must include), analyze and discuss the role, process, and importance of pricing and cost in procurement. Include real-world examples or a scenario supported by solid research to prove your points.

Be sure to properly organize your writing and include an introduction, headings/subheadings for the body of your work, your analysis/suggestion, and a conclusion. In addition to your textbook, use at least two professional/scholarly sources to support your responses. Cite your sources and include a reference page. Format your paper according to the CSU-Global Guide to Writing & APA.

Module 7

Readings

- Chapter 7 and Chapter 19, pp. 532-577, in *Procurement, Principles & Management*
- Part 1, Chapter 12, Sections 12.3.1.1 through 12.3.2.5 in *A Guide to the Project Management Body of Knowledge*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Module 8

Readings

- Chapter 5 in *Procurement, Principles & Management*
- Part 1, Chapter 12, Sections 12.2.3.4 & 12.2.3.5 in *A Guide to the Project Management Body of Knowledge*

Opening Exercise (0 points)

Discussion (25 points)

Mastery Exercise (10 points)

Portfolio Project (300 points)

Option #1: The Complete Procurement Management Process

NOTE: This option will focus on procurement from the procurement management perspective and will include discussion and analysis of project management. You may want to select this option if you are not getting a degree in Project Management.

For this option, you will write a paper presenting a complete procurement management process for an organization of your choosing. The paper will be based on the procurement practices of an organization you have researched. The elements you must include are:

- a) Requirements - Planning the Procurement
- b) Requisitions - Conducting the Procurement
- c) Solicitations - Requesting Seller Response
- d) Awards - Selecting Sellers
- e) Administration
- f) Contracts, Incentives, and Risks
- g) Quality and Closure

You are building on the work you've completed in the discussion forums and Critical Thinking Assignments. Be sure to incorporate feedback you have received along the way.

Your paper must have:

- An introduction. Use your introduction to summarize and define your topic, including a clear statement of the procurement goal.
- A discussion or body that must include:
 - A discussion of the implications of proposed solutions for procurement and contracts. Also, be sure to properly organize your writing and include other headings/subheadings for the body of your work associated with each of the bulleted items above.
 - A discussion of how procurement works within project teams to facilitate the needs of projects.
 - A discussion of how procurement works within a global environment to facilitate the needs of projects.
 - Your evaluation and conclusion regarding possible methods of managing or addressing the problem raised by your opinion on the issues (supported by research). Relate your paper to larger (broader) procurement and contract management issues as found in the course readings.
 - Current, relevant research from at least 6-8 credible sources that **are not** used as readings in this course. At least three references must be peer-reviewed, scholarly sources and the rest may be trade or professional procurement management sources. You may certainly use your textbook and course readings but these do not count as part of the required 6-8 sources. The CSU-Global Library is a good place to find your resources. Cite and reference **all** sources used.

- A conclusion

The paper is expected to provide a thoughtful analysis on the topic. You are encouraged to add your own opinions, but these should be carefully considered and supported by evidence or outside rationale.

Note: This project has two Portfolio Milestones:

- By the end of Week 3, you should secure approval from your instructor regarding your topic.
- By the end of Week 5, submit a detailed outline of your Portfolio Project paper for review and feedback from your instructor.
- You will be expected to account for the instructor's feedback in your final version of the paper.

Your paper should be 8-10 pages in length (not counting the cover and reference pages that you must include) and conform to the CSU-Global Guide to Writing & APA.

Option #2: Procurement in Project Management

NOTE: This option will focus on procurement planning within projects and include discussion and analysis of the procurement manager's role within the project. You may want to select this option if you are majoring in project management.

For this option, you will write a paper presenting a project procurement scenario from the project management perspective (example—you are leading a project that needs to purchase materials, services, or resources).

The paper will be based on procurement as defined by PMBOK®. You must include the following elements:

- a) Plan Procurement Management
- b) Conduct Procurements
- c) Control Procurements
- d) Close Procurements

Your paper must have:

- An introduction. Use your introduction to summarize and define your topic, including a clear statement of the procurement goal. Also, be sure to properly organize your writing and include other headings/subheadings for the body of your work associated with each of the bulleted items above.
- The discussion or body. The body of the paper must include:
 - A discussion of the implications of proposed solutions for procurement and contracts.
 - A discussion of how procurement works within project teams to facilitate the needs of projects.
 - A discussion of how procurement works within a global environment to facilitate the needs of projects.
 - Your evaluation and conclusion regarding possible methods of managing or addressing the problem raised by your opinion on the issues (supported by research).
 - Current, relevant research from at least 6-8 credible sources that **are not** used as readings in this course. At least three references must be peer-reviewed, scholarly sources and the rest may be trade or professional procurement management sources.

You may certainly use your textbook and course readings but these do not count as part of the required 6-8 sources. The CSU-Global Library is a good place to find your resources. Cite and reference **all** sources used.

- A conclusion.

The paper is expected to provide thoughtful analysis on the topic. Relate your paper to broader procurement and contract management issues, as discussed throughout the course. You are encouraged to add your own opinions, but those opinions should be carefully considered and supported by evidence. You are building on the work you've completed in the discussion forums and Critical Thinking Assignments. Be sure to incorporate feedback you have received along the way.

Note that this project has two preliminary deliverables or Portfolio Milestones:

- By the end of Week 3, you should secure approval from your instructor regarding your scenario.
- By the end of Week 5, submit a detailed outline of your Portfolio Project paper for review and feedback from your instructor.
- You will be expected to account for the instructor's feedback in your final version of the paper.

Your paper should be 8-10 pages in length (not counting the cover and reference pages that you must include), well-written, and formatted according to the CSU-Global Guide to Writing & APA.

COURSE POLICIES

Grading Scale	
A	95.0 – 100
A-	90.0 – 94.9
B+	86.7 – 89.9
B	83.3 – 86.6
B-	80.0 – 83.2
C+	75.0 – 79.9
C	70.0 – 74.9
D	60.0 – 69.9
F	59.9 or below

Course Grading

20% Discussion Participation
0% Opening Exercises
8% Mastery Exercises
37% Critical Thinking Assignments
35% Final Portfolio Project

IN-CLASSROOM POLICIES

For information on late work and incomplete grade policies, please refer to our [In-Classroom Student Policies and Guidelines](#) or the Academic Catalog for comprehensive documentation of CSU-Global institutional policies.

Academic Integrity

Students must assume responsibility for maintaining honesty in all work submitted for credit and in any other work designated by the instructor of the course. Academic dishonesty includes cheating, fabrication, facilitating academic dishonesty, plagiarism, reusing /re-purposing your own work (see CSU-Global Guide to Writing & APA for percentage of repurposed work that can be used in an assignment), unauthorized possession of academic materials, and unauthorized collaboration. The CSU-Global Library provides information on how students can avoid plagiarism by understanding what it is and how to use the Library and Internet resources.

Citing Sources with APA Style

All students are expected to follow the CSU-Global Guide to Writing & APA when citing in APA (based on the APA Style Manual, 6th edition) for all assignments. For details on CSU-Global APA style, please review the APA resources within the CSU-Global Library under the “APA Guide & Resources” link. A link to this document should also be provided within most assignment descriptions in your course.

Disability Services Statement

CSU-Global is committed to providing reasonable accommodations for all persons with disabilities. Any student with a documented disability requesting academic accommodations should contact the Disability Resource Coordinator at 720-279-0650 and/or email ada@CSUGlobal.edu for additional information to coordinate reasonable accommodations for students with documented disabilities.

Netiquette

Respect the diversity of opinions among the instructor and classmates and engage with them in a courteous, respectful, and professional manner. All posts and classroom communication must be conducted in accordance with the student code of conduct. Think before you push the Send button. Did you say just what you meant? How will the person on the other end read the words?

Maintain an environment free of harassment, stalking, threats, abuse, insults or humiliation toward the instructor and classmates. This includes, but is not limited to, demeaning written or oral comments of an ethnic, religious, age, disability, sexist (or sexual orientation), or racist nature; and the unwanted sexual advances or intimidations by email, or on discussion boards and other postings within or connected to the online classroom. If you have concerns about something that has been said, please let your instructor know.