I. IDENTIFYING INFORMATION

Course: MSA 611
Course Title: Contract Administration
EPN: 22417762
Term: Spring I
Location: Online
Course Dates: 1/10, 3/4/2022
Course Days and Times: N/A
Prerequisites: None

Blackboard:
Blackboard is a web-based learning management system licensed by CMU. Within Blackboard, a course website, also known as a shell, is automatically created for every CMU course. Face-to-face courses may or may not incorporate Blackboard, whereas Blackboard course shells are always used for online courses and will be available to you prior to the course start date. Seeing the course shell listed in Blackboard with unavailable adjacent to its title is an indication that your instructor has not made it available and is in no way indicative of registration status. To access Blackboard, open a web browser and enter https://blackboard.cmich.edu/webapps/login/. After the site loads, enter your CMU Global ID and password in the respective spaces provided. Click the "login" button to enter Blackboard and then the link to the appropriate course to enter the course's Blackboard shell. If you need assistance, contact the IT Helpdesk at 989-774-3662 / 800-950-1144 x. 3662. Self-guided student tutorial resources are also available at https://blackboard.cmich.edu/webapps/login/.

Instructor: Michael James
Primary Phone Number: 8134470780
Secondary Phone Number: N/A
E-Mail Address: james1me@cmich.edu
Availability: Telephone/email/Webex as Scheduled

Academic Biography:
Welcome to MSA 611: Contract Administration. I am Dr. Michael Elisha James, facilitator for this class for the next eight (8) weeks or so. First, I ask my fellow learners to take comfort in knowing that your Facilitator has been in the distance learning/online learning environment for a number of years, so I am more than willing to share with you what works best for me in this hectic learning environment.

Whereas the online learning format is somewhat different than traditional face-to-face, it does provide an opportunity for us to share “best practices” with added flexibility. Having said that, I believe each of us will enjoy a relatively high degree of satisfaction during our interactions.

I also want you to know that you are my valued customers, and you will be treated accordingly.

I have a combined 25 years working experience in various manufacturing settings both in the USA and the Caribbean. During these years I have occupied different leadership positions ranging from quality controller, production manager, and plant manager. I have also combined my formal training and hands-on-leadership experience to offer management consulting services to small and medium size businesses mainly in the Caribbean.

I have been teaching as an adjunct professor since 2004 at different colleges and universities. In addition to teaching, I am an active researcher in the field of total quality management (TQM). I do have a full-time job with the Department of Veterans Affairs (Veterans Healthcare Administration), where I work as a Contracting Professional in support of our nation’s Veterans.
My degrees are BBA, MSA and DBA with concentrations in Management, Human Resources Management, and Business Administration respectively. So, I see no reason why we should not be able to work together in this class for our mutual benefits.

I urge you to FINISH WHAT YOU HAVE STARTED!!! My email address is james1me@cmich.edu the preferred point of contact. Cell phone number is 813-447-0780 and I will schedule appointments as required, but preferable by telephone, email, and webex meeting.

II. TEXTBOOKS AND INSTRUCTIONAL MATERIALS

Order book(s) from either the Barnes & Noble Bookstore (https://bnevirtual.com/cmu) or the CMU Bookstore (https://cmich.verbacompare.com)

**Textbooks and Course Materials:**
- **Title:** Principles of Government Contracts, Concise (E-book Available)
- **Author:** Feldman
- **Edition:** 7th
- **ISBN:** 978-1-68467-940-9
- **Publisher:** West Academic
- **Required:** Yes

**Course Reserves:**
N/A

**Required Materials:**
N/A

**Recommended Materials:**
N/A

III. COURSE DESCRIPTION

Analysis of theories and applied concepts of federal and commercial contracts, planning contracts, budgeting and negotiating contracts and best practices in contracts.

IV. COURSE GOALS AND OBJECTIVES

Upon successfully completing this course the student will be able to:

1. Justify and interpret the differences in contract law.
2. Explain the complexities of reaching an agreement.
3. Develop the ability to structure an agreement.
4. Examine fundamental concepts, principles and theories of contract law.
5. Demonstrate the knowledge and skills necessary to negotiate an agreement.
6. Examine the principles and theories of contract administration and enforcement.
7. Analyze the UCC and its impact on business transactions.

V. METHODOLOGY

This course is an eight - week (8) intensive online course which focuses on student-centered learning that incorporates activities to engage students in the learning process with the materials, the instructor, and other students. Your participation is essential to your success in this course. You should expect to spend approximately 10-12 hours each week participating in the prescribed activities.

Through the CMU Blackboard (Bb) eLearning Platform you will be able to:
- Review the syllabus and weekly assignment information.
- Submit completed work for grading.
- Take quizzes and exams.
- Access your Grades.
- Obtain copies of class handouts and notes.
- E-Mail the instructor and other students.
- Participate in online discussion of class material.

Participate in other channels of communication such as WebEx, Weekly Announcements, Virtual Classroom, Blog, Wiki, Pronto, Podcaster, Telephone, and Voice/Video…

VI. COURSE OUTLINE/ASSIGNMENTS

Pre-Class Assignment:
There is no pre-class assignment. Students are encouraged to start reading as soon as possible.

Course Outline:

<table>
<thead>
<tr>
<th>Week and Topics</th>
<th>Readings/Class Preparation</th>
<th>Activities/Assignments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1</td>
<td>Overview of the Federal Acquisition Regulations System</td>
<td>Review the syllabus for all assignments due in the course</td>
</tr>
<tr>
<td>(1/10/2022 thru 1/16/2022)</td>
<td>Chapters 1, 2, and 3</td>
<td>Schedule /Host Live Synchronous Class Meeting Via WebEx: 1/11/2022 @ 6pm EST</td>
</tr>
<tr>
<td>Week 2</td>
<td>Part 1- Integrated Acquisition Management Framework:</td>
<td>#1 - Defining Your Business</td>
</tr>
<tr>
<td>(1/17/2022 thru 1/23/2022)</td>
<td>Acquisition Plan</td>
<td>GradedThreaded Discussion</td>
</tr>
<tr>
<td></td>
<td>Competition Requirements</td>
<td>Schedule /Host Live Synchronous Class Meeting Via WebEx: 1/18/2022 @ 6pm EST</td>
</tr>
<tr>
<td></td>
<td>Market Research</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Describing Agency Needs</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Chapters 7, 6, 10, and 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Congressional Research Service Report</td>
<td></td>
</tr>
<tr>
<td>Week 3</td>
<td>Part II - Contractor Qualifications</td>
<td>#2-Avoiding Potential Conflicts</td>
</tr>
<tr>
<td>(1/24/2022 thru 1/30/2022)</td>
<td>- Responsible Prospective Contractors</td>
<td>Graded Threaded Discussion</td>
</tr>
<tr>
<td></td>
<td>- Organizational Conflicts of Interest</td>
<td>Schedule /Host Live Synchronous Class Meeting Via WebEx: 1/25/2022 @ 6pm EST</td>
</tr>
<tr>
<td></td>
<td>Chapter 9</td>
<td></td>
</tr>
<tr>
<td>Part III - Source Selection Methods</td>
<td></td>
<td>#3-Developing Your Business Strategy</td>
</tr>
</tbody>
</table>
| Week 4  
(1/31/2022 thru 2/6/2022) | -Sealed Bidding  
-Contracting by Negotiation  
-Acquisition of Commercial Items  
Chapters 14, 15, and 12 | Graded Threaded Discussion  
Schedule /Host Live Synchronous Class Meeting  
Via WebEx: 2/1/2022 @ 6pm EST |
|---|---|---|
| **Week 5  
(2/7/2022 thru 2/13/2022)** | **Part IV - Types of Contracts**  
-Required or Authorized Sources of Supplies and Services  
-Chapters 8, 16, and 17 | Graded Threaded Discussion  
Schedule /Host Live Synchronous Class Meeting  
Via WebEx: 2/8/2022 @ 6pm EST |
| **Week 6  
(2/14/2022 thru 2/20/2022)** | **Part V - Collateral Policies**  
-Socioeconomic Requirements  
Chapter 19  
Haapio, H., & Siedel, G. J. (2017). Pages: 37-51 | #4-Creating an Award-Winning Proposal  
Graded Threaded Discussion  
Schedule /Host Live Synchronous Class Meeting  
Via WebEx: 2/15/2022 @ 6pm EST |
| **Week 7  
(2/21/2022 thru 2/27/2022)** | **Part VI - Protests, Disputes, and Appeals**  
-Protests, Disputes, and Appeals  
Chapter 33  
Graded Threaded Discussion  
Schedule /Host Live Synchronous Class Meeting  
Via WebEx: 2/22/2022 @ 6pm EST |
| **Week 8  
2/28/2022 thru 3/4/2022** | Proposal Presentation (if needed) | Graded Threaded Discussion |

**Assignment Due Dates:**

All assignments, quizzes, and exams are to be completed per the schedule indicated by your instructor.

Late work will not be accepted, except with prior permission of the course professor, and then there will be a 10 percent deduction for each day it is late. There can be no assignments submitted after the last day of class.
All assignments submitted must be in the proper APA format with a cover sheet (title page). It should look like the title page of an APA paper. All homework is considered formal writing and should be done in formal English with correct grammar, spelling, punctuation, and should follow all the rules of English and the APA format. Points will be deducted for incorrect usage of English and APA format.

**Post-Class Assignment:**
There is no post-class assignment

**Student Involvement Hours:**
This will vary between students, but students are expected to spend approximately 10-12 hours per week participating in the prescribed activities.

Your participation is essential to your success in this course.

**VII. CRITERIA FOR EVALUATION**

**Evaluation Criteria:**

The maximum score in this class is **1000 points**. The categories, which contribute to your final grade, are weighted as follows:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board Forums:</td>
<td>350</td>
<td>35%</td>
</tr>
<tr>
<td>(7 worth 50 Pts each, Weeks 2-8)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assignment 1: Defining Your Business</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 2: Avoiding Potential Conflicts</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 3: Developing Your Business Strategy</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 4: Creating an Award-Winning Proposal</td>
<td>100</td>
<td>10%</td>
</tr>
<tr>
<td>Assignment 5: Presenting Your Final Project</td>
<td>250</td>
<td>25%</td>
</tr>
<tr>
<td><strong>Total Points</strong></td>
<td><strong>1000</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

**Grading Scale:**

All of your course requirements are graded using points. At the end of the course, the points are converted to a letter grade.
using the scale in the table below.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Points</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>940–1000</td>
<td>94% to 100%</td>
</tr>
<tr>
<td>A-</td>
<td>900–930</td>
<td>90% to 93%</td>
</tr>
<tr>
<td>B+</td>
<td>870–890</td>
<td>87% to 89%</td>
</tr>
<tr>
<td>B</td>
<td>840–860</td>
<td>84% to 86%</td>
</tr>
<tr>
<td>B-</td>
<td>800–830</td>
<td>80% to 83%</td>
</tr>
<tr>
<td>C+</td>
<td>770–790</td>
<td>77% to 79%</td>
</tr>
<tr>
<td>C</td>
<td>740–760</td>
<td>74% to 76%</td>
</tr>
<tr>
<td>E</td>
<td>Below 740</td>
<td>Below 74%</td>
</tr>
</tbody>
</table>

**Late Assignments:**

All assignments, quizzes, and exams are to be completed per the schedule indicated by your instructor.

Late work will not be accepted, except with prior permission of the course professor, and then there will be a 10 percent deduction for each day it is late. There can be no assignments submitted after the last day of class.

All assignments submitted must be in the proper APA format with a cover sheet (title page). It should look like the title page of an APA paper. All homework is considered formal writing and should be done in formal English with correct grammar, spelling, punctuation, and should follow all the rules of English and the APA format. Points will be deducted for incorrect usage of English and APA format.

**Make-ups and Rewrites:**

At the discretion of the Professor............

**VIII. EXPECTATIONS**

**Attendance and Participation:**

A successful student in online education is one who takes an active role in the learning process. You are, therefore, encouraged to participate in the discussion areas to enhance your learning experience throughout each week.

**Discussion Requirements:**

The discussions will be graded for:

1. **Frequency** - Number and regularity of your contributions. Students are expected to log into the course and post (respond) in each graded Discussion topic on a minimum of three (3) different days a week.

2. **Quality** - Content of your contributions. Examples of quality posts include:
   - providing additional information to the discussion,
   - elaborating on previous comments from others,
   - presenting explanations of concepts or methods to help fellow students,
   - presenting reasons for or against a topic in a persuasive fashion,
   - sharing your own personal experiences that relate to the topic, and
providing a URL and explanation for an area you researched on the Internet. Full credit is awarded when both high quality and required frequency is met.

Posts like "I agree," or "Great post" are nice, good-will posts, but they do not count as a graded post. The plagiarism policy applies to every aspect of your coursework including threaded discussions. It is important that Learners fully cite any outside ideas, text and visual aides they reference in that work.

Online Communication Etiquette

Discussion Board, emails, and chat rooms are the primary communication channels in online courses. Most of the time, those tools are text-based. Pay attention to the following when you communicate with the facilitator and/or fellow participants in this class:

- Check before you post. Always check whether a similar question that has been posted and answered on the discussion board to avoid duplicated messages and responses.
- Use a descriptive subject line. When creating or replying to a message, use a descriptive subject line that reflects the content of your message. It makes the discussion/communication more efficient.
- Write in short paragraphs. If you have lots to say, break it down using smaller segments. This makes the content easier to read and follow.
- Do not write in all uppercase. USING ALL CAPS MEANS YOU ARE SHOUTING although you may not mean it.
- Use emotional symbols (:-), ;-), :(, :-(, :`-(, :-p, etc.) to indicate the tone of voice. It is hard to tell the emotion of a text-based message. Use emotional symbols to show the tone of your voice. :-)  
- Be careful with sarcasm as it often is interpreted as rude and hurtful.
- Do not edit or change message content when someone has already responded to you. If you have something to add or change, simply add a follow-up message.
- People in this course may come from different places around the world, so be respectful to other cultures and languages.
- Respect others. Like all communication and discussion occasions, use your professionalism and talk to others with respect. Unprofessional messages will be removed.
- Points will be deducted for failing to comply with this online communication policy. Students who are abusive or rude may be banned from posting. Serious violation may be reported and result in further academic and/or disciplinary action.

Expectations from your Facilitator:

- I will check emails daily (9am & 8pm).
- I will host live chats at least once a week for questions.
- I will respond to the course related questions within 24 hours during weekdays.
- If I find those questions are important to others, I will post them on the Announcement page.
- I will post announcements and reminders once per week, or more frequently, if needed.
- I will give feedback on submitted assignments within a week of deadline.
The items on this syllabus are subject to change or restructuring at the discretion of the course instructor, if needed. Students will be notified in the Announcements area of Blackboard of any changes to this syllabus and course.

**Academic Integrity:**

Because academic integrity is a cornerstone of the University's commitment to the principles of free inquiry, students are responsible for learning and upholding professional standards of research, writing, assessment, and ethics in their areas of study. Written or other work which students submit must be the product of their own efforts and must be consistent with appropriate standards of professional ethics. Academic dishonesty, which includes cheating, plagiarism and other forms of dishonest or unethical behavior, is prohibited. A breakdown of behaviors that constitute academic dishonesty is presented in the CMU Bulletin ([https://bulletins.cmich.edu/](https://bulletins.cmich.edu/)).

**Student Rights and Responsibilities:**

Each member of the Central Michigan University community assumes an obligation regarding self conduct to act in a manner consistent with a respect for the rights of others and with the University's function as an educational institution. As guides for individual and group actions within this community, the University affirms the general principles of conduct described in the Code of Student Rights, Responsibilities and Disciplinary Procedures at [https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx](https://www.cmich.edu/ess/studentaffairs/Pages/Code-of-Student-Rights.aspx).

**IX. SUPPORT SERVICES AND OTHER REQUIREMENTS**

**CMU Library**

As a CMU student you have full access to the services and resources of the CMU Library. Librarians are happy to help you find information for your assignments and answer questions about using the library and doing research. Working with a librarian is a great way to make the process of doing research easier and to save yourself time and effort. To request help from a librarian, send an email to libref@cmich.edu

If you need a copy of a particular journal article or book --or many articles and books-- the library??s Documents on Demand office is the place to go. They will get you copies of the items you need, typically within a day or two, and at no cost to you. Documents on Demand can be reached at docreq@cmich.edu

Check out [https://library.cmich.edu](https://library.cmich.edu) for more information about helpful library services and resources

**Writing Center**

The CMU Writing Center is a free online service for all CMU students, providing help with grammar, citations, bibliographies, drafts, and editing of academic papers. Suggestions and feedback are typically provided within two business days. For additional information and to submit work, visit [https://www.cmich.edu/global/writingcenter/Pages/default.aspx](https://www.cmich.edu/global/writingcenter/Pages/default.aspx)

**Mathematics Assistance Center**

The CMU Mathematics Assistance Center provides free tutoring in mathematics and statistics to students enrolled in select courses. Tutoring is available online and via telephone. To see what courses qualify and to register with the Math Assistance Center, visit [http://global.cmich.edu/mathcenter/tutoring-request.aspx](http://global.cmich.edu/mathcenter/tutoring-request.aspx).

**ADA**

CMU provides individuals with disabilities reasonable accommodations to participate in educational programs, activities and services. Students with disabilities requiring accommodations to participate in class activities or meet course requirements should contact Student Disability Services at (800) 950-1144, extension 3018 or email sds@cmich.edu, at least
4 weeks prior to registering for class. Students may find additional ADA information and forms at https://www.cmich.edu/ess/studentaffairs/SDS/Pages/default.aspx

Note to faculty: CMU Administration will notify you if applicable; otherwise, the student will provide a "Notification Letter to the Instructor" outlining the accommodations the student is approved to receive.

X. BIBLIOGRAPHY


Center Information

Student & Enrollment Services for CMU Online Courses
989-774-4371 and onlineprograms@cmich.edu

Drop & Withdrawal Policy for Online Courses

https://www.cmich.edu/offices-departments/registrars-office/registration-information-request-forms/drop-withdrawal-information

Credit/No Credit Deadlines for Online Courses

https://www.cmich.edu/offices-departments/registrars-office/registration-information-request-forms

Office of Information Technology Help Desk https://www.cmich.edu/office_provost/OIT/help/help_desk/Pages/default.aspx

Online Learning Resource Center

https://www.cmich.edu/academics/innovation-online/resources/online-learning-resource-center

Certified Testing Center & Proctoring Information

(989) 774-4461 https://www.cmich.edu/academics/certified-testing-center

Veterans Resource Center & PAVE:
Peer Advisors for Veteran Education (PAVE) Program is a peer support program that connects incoming student veterans with student veterans already attending CMU in order to help them navigate college life, identify challenges they are facing, refer them to the appropriate resource on or off campus, and provide ongoing support to their academic and personal goals. Please refer to the contact information below if you have any questions about PAVE: Veterans’ Resource Center (114 Warriner Hall; telephone 989-774-7991, veterans@cmich.edu).

CMU CARES: CMU adheres to Core Values of integrity, respect, compassion, inclusiveness, social responsibility, excellence, and innovation. We deeply care about the health, well-being, safety, and success of our students and our employees. More information available at https://www.cmich.edu/student-life/cmu-cares

Harassment and discrimination: You have a right to feel safe and supported while pursuing your degree at CMU. If any professor, student, or staff member makes you feel that you have been discriminated against, disrespected or stuck in a hostile environment, the Office of Civil Rights and Institutional Equity (OCRIE) is here to help: Bovee UC 306, (989) 774-3253. For resources and more information, please see https://www.cmich.edu/offices-departments/OCRIE

Sexual misconduct policy: With the exception of the confidential resources named explicitly within the Sexual Misconduct Policy, all CMU staff and faculty are responsible employees and are required to report any information they know about possible sexual misconduct to the Title IX Coordinator in OCRIE at (989) 774-3253. This means that any information you may divulge about such an incident in the classroom or with a faculty member cannot be confidential. Reports to OCRIE are intended to provide options and resources to survivors. Please keep these reporting obligations in mind as you seek support from staff and faculty you trust, and know that there are also support centers on campus that will maintain confidentiality, which include Sexual Aggression Peer Advocates (989-774-2255) and the CMU Counseling Center (989-774-3381). For resources and more information, please see https://www.cmich.edu/offices-departments/OCRIE
CMU does not discriminate on the basis of sex in the education program or activity that it operates, including admission and employment, and is required by Title IX of the Education Amendments of 1972 not to discriminate in such a manner.

Inquiries about the application of Title IX can be made to CMU’s Title IX Coordinator, the US Department of Education’s Assistant Secretary, or both.

CMU’s Title IX Coordinator can be reached at:
Office: 103 E. Preston St.
Bovee University Center, suite 306
Mount Pleasant, MI 48858
Email: titleix@cmich.edu
Phone: 989-774-3253