

**PC 5040: Advanced Contract Management**

***Class Overview***

**Summer Semester 2017**

**May 15-Aug 4**

General Class Information:

Instructor Name and Contact Information:

Instructor: Dr. John R. McCarthy, Ph.D.

Primary E-mail Address: jrm4um@virginia.edu

Secondary E-mail Address: jrmccarthyusnr@yahoo.com

Primary Phone Number: (912) 604-6224

Subject Area and Catalog Number:

Subject Area: *Procurement and Contracting*

Catalog Number: *PC 5040*

Year and Term:

Summer 2017

Class Title:

Advanced Contract Management

Level:

Graduate

Credit Type:

3 Graduate Credits

Class Description: This course covers the major topics in contract administration and the laws regarding the formation of government contracts. Also included are subcontract administration and acquisition strategies.

Required Text: None. The FAR, accessed online, will be utilized as the primary resource.

Assessment Components:

* Individual and team *“In Class”* participation (online discussion questions, case analyses, communication in individual and team forums)
* Timely responses to team, individual student and instructor inquiries and course discussion questions
* Individual and team written deliverables
* Mid-Term and Final Exams
* End of course student survey

Delivery Mode Expectations:

PC 5040 will be delivered as web-based (online/asynchronous) instruction. S***ynchronous*** sessions (live/webcam) will be announced by the instructor as required. Class will be “in session” on Monday’s which is when new material for the week will be rolled out. Students will however, be expected to be in the course several hours per week in order to work on course deliverables and meet required deliverable deadlines as well as to interact with the instructor and other students as the course dictates.

Required Technical Resources and Technical Components:

Computer, good internet access (broadband recommended); access to landline phone or cell phone and a web camera for potential live web-based collaboration. Computer should be outfitted with Microsoft Office suite of applications; Microsoft Word at a minimum. All papers and written deliverables for a grade will be submitted to the instructor as Word attachments. Must have a UVA e-mail address to be able to access PC 5040 in UVaCollab.

Technical Specifications- Computer Hardware:

Minimum Operating System:

* Windows 7 SP1 (Professional preferred)
* Mac OS X 10.8 or 10.9
* Minimum Processor Speed: Equivalent to an Intel Core 2 Duo (1.5 GHz)
* Minimum RAM: 4 GB
* Minimum Hard Disk Space: 150 GB of free hard disk space (after all programs are loaded)
* Networking Capability: Wireless networking (802.11g or n) and an Ethernet port

Strongly Recommended Accessories:

* An Ethernet cable (Even if you will primarily use wireless, a wired connection is faster and more reliable for video-streaming, live online meetings and large file uploads and downloads.)
* A power surge protector
* CD/DVD drive and/or “thumb” or flash drive(s), plus a backup storage mechanism

Technical Support Contacts:

Login/Password: scpshelpdesk@virginia.edu

UVaCollab: collab-support@virginia.edu

Blackboard Collaborate Support: scpshelpdesk@virginia.edu or http://support.blackboardcollaborate.com

End of Course Evaluations:

Students are expected to complete the online end-of-class evaluation. As the semester comes to a close, students will receive an email with instructions for completing this. Student feedback will be very valuable to the school, the instructor, and future students. We ask that all students please complete these evaluations in a timely manner. Please be assured that the information you submit online will be anonymous and kept confidential. For further policies and statements about student rights and responsibilities, please see the UVa Website (http://www.scps.virginia.edu/audience/students)