

CIS 5311-110, CRN 80025, MANAGEMENT INFORMATION SYSTEMS

Fall 2018 rev. 08.01.2018

Texas A&M University-Central Texas

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Preferred Email: Course Canvas Site, Inbox tool.

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Office Hours: Monday 11 am – 3 pm (Room FH 323I)

Thursday 11 am – 3 pm (Room FH 323I)

Other days and times by appointment only

Mode of instruction and course access: This is a 100% online course and uses A&M Central Texas Canvas Learning Management System (<https://tamuct.instructure.com/>). The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules and other course related documents will be posted in canvas. Each student is responsible for the posted material, and should check canvas at least weekly for updates. The course outline in this syllabus shows the basic schedule for the semester. New weekly assignment instructions will be posted EACH MONDAY morning throughout the semester, and assignments, discussions and quizzes, will have an associated Sunday midnight deadline.

Online learning requires students to be very self-disciplined, be sure you understand and are prepared to comply with all required class assignments and deadlines.

Student-instructor interaction: Please send all course related email correspondence to Canvas Inbox Tool. Please use TAMUCT email only when Canvas is not available. I check email several times a day during the week and at least once during the weekends. I will respond within 24 hours on weekdays and within 48 hours on Saturday through Sunday. Please do not hesitate to stop by my office during the scheduled office hours or contact me via phone / Canvas Conversations Tool or *TAMUCT email*, if there are any personal problems or challenges that are hindering your regular progress in the course.

911 Cellular:

Emergency Warning System for Texas A&M University – Central Texas

911Cellular is an emergency notification service that gives Texas A&M University-Central Texas the ability to communicate health and safety emergency information quickly via email, text message, and social media. All students are automatically enrolled in 911 Cellular through their myCT email account.

Connect at [911Cellular](https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management) [<https://portal.publicsafetycloud.net/Texas-AM-Central/alert-management>] to change where you receive your alerts or to opt out. By staying enrolled in 911Cellular, university officials can quickly pass on safety-related information, regardless

of your location.

COURSE INFORMATION

Course Overview and description:

Study the management and use of information and technology as a resource to create competitive organizations, manage global operations, provide useful products and quality services. Examine intellectual property, privacy, organizational and societal impact, legal issues, ethics, security issues, decision making, strategic information systems, and organizational support systems.

Course Objectives:

Successful completion of this course should enable the student to

- Demonstrate knowledge of the key terms, concepts and various technology architectures on which information systems are built.
- Explain how businesses can leverage information technology for developing and maintaining competitive advantage.
- Distinguish different types of information systems and evaluate the role played by these systems in serving the various levels of management groups in a business.
- Evaluate the management and organizational issues, opportunities, and challenges raised by information technology
- Analyze the critical ethical, social and political issues in information systems.
- Discuss the trends in hardware and software that challenge IT infrastructure and management.
- Demonstrate knowledge of database design and management
- Examine the impact of telecommunications, Internet and wireless technologies in business networking, including digital markets.
- Identify the threats to enterprise information security and describe the important techniques, tools and technologies that can be used for managing information resources and security successfully.
- Demonstrate knowledge of emerging technologies and approaches such as Cloud Computing, Green IT, RFID, Open source software, Customer Relationship Management, Supply Chain Management, Enterprise Resource Planning Systems, Business Process Management, Knowledge Management, Business Intelligence etc., and their potential application in organizations.
- Discuss how information technology is used strategically in businesses to support end-user applications, enterprise operations, e-Commerce, and the activities of managers and management decision making.
- Explain the role of knowledge management and knowledge management programs in business.
- Identify and evaluate the causes of information systems success and failure.
- Assess the benefits of project management in developing information systems

- Analyze real world scenarios and case studies of information technology enabled organizational productivity and change.

Required Reading and Textbook(s):

Required Text: *Management Information Systems: Managing the Digital Firm, 15th edition*, Loose leaf, Laudon & Laudon, Saddle River, NJ: Prentice Hall, (978-0134639840)

Textbook companion website: <http://www.pearsonhighered.com/laudon>

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.

Optional / Reference Text: American Psychological Association. (2009). Publication Manual of American Psychological Association (6th ed.). Washington, D.C

Purdue Online Writing Lab for APA: <https://owl.english.purdue.edu/owl/section/2/10/>

- **Supplementary Material:** The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc.
- **On-Line References TBA**
- Students preferring to use their own computers are required to have products, data encodings, file names, system structure, and products equal to those provided in the computer lab and the server used in class.
- Current publications - The campus library contains numerous books and periodicals relating to Computer Science. The student should take advantage of this resource by visiting the library.

COURSE REQUIREMENTS

- **Reading Assignments:** All assigned chapters will be used as basis for class /canvas discussions. Students are expected to study the assigned readings before each class session.
- **Class Participation / Canvas Discussions:** Students are required to participate in the discussions on Canvas throughout the semester. There will be four discussions, each worth 25 points. The maximum total for canvas discussions is 100 points. Students are expected to post thoughtful and comprehensive responses to the discussion questions as well as respond on a timely basis to a minimum of two classmates' postings. Failure to do so will result in point loss. Post your initial response to the discussion topic prior to 11.59 pm Wednesday and respond to other student's postings later in the week. Please do not be late in your postings as other students will be waiting on your post to respond to later in the week.

Discussion topics, due dates and the grading rubric specific to discussion evaluations are available in canvas and should be used as a guide when participating in discussions. It is each student's responsibility to accumulate notes from assigned readings, supporting videos, and other sources and reference them in the postings to support one's own arguments, add an insight to classmate's postings and/or challenge classmates' postings. Sources when referenced must be cited in the postings. Follow-up posts need to be meaningful and should promote in depth discussions on a topic at higher level of thinking. A mere cursory response such as "I agree" or "I disagree" or a "good post" without any substantive content to backup would result in point loss. In all postings, students are expected to observe proper rules of netiquette in both oral and written communications and conduct in a professional manner. Late submissions are not allowed for discussion forums.

- **Examinations** - There will be two exams, one midterm and one final exam. Each will be worth 200 points. Exams will have a short window of availability via Canvas, must be completed in one session, and will be timed. Makeup exams will be given ONLY when arrangements have been made PRIOR to the class meeting.
- **Quizzes:** There will be 5 quizzes. Each quiz will be worth 20 points. Thus the maximum total for the quizzes will be 100 points
 - Quiz1 covers chapters 1 & 2.
 - Quiz2 covers chapters 3 & 4.
 - Quiz3 covers chapters 5 & 6.
 - Quiz4 covers chapters 9 &10
 - Quiz5 covers chapters 11 &12
- **Case Study Analysis:** The case study analysis should not be a summary of your reading. It must identify key issues and problems, evaluate alternative course of actions and draw appropriate conclusions. You must also discuss how the information systems affects the case study. Chapter case study has several questions that must also be addressed in the narrative (NOT in Question and Answer format). The narrative and analysis should be between 4 and 5 pages in length. There is a grading rubric for case study analysis in canvas, attached to the case study assignment and should be used as a guide. These assignments must be submitted via Canvas on or before the date they are due. Assignments turned in after due dates are considered *late*. 5 points will be deducted for each day the assignment is late. Special circumstances need to be discussed with the instructor ahead of time when possible.
- **Semester Long Team Project:** There will be one term project where student teams will work as a team to create a case study involving a real organization with information-technology related problem. The case will follow problem-oriented method. In other words, you should identify the major problems that exist and to suggest solutions to these problems. In your case study report, you should identify the problems, suggest solutions to these major problems, recommend the best solution and explain how this solution should be implemented. For this project, you can choose a company where you work or familiar with or a Fortune 500 company. See separate write – up in Canvas for complete details. Team project is worth 200 points. Students can self-select into teams of 2 to 3 members using the Canvas team

tool. Students must choose their teammates before the end of the second week. Projects turned in after due date are considered *late*. 5 points will be deducted for each day the project is late. Special circumstances need to be discussed with the instructor ahead of time when possible.

- **Team Projects:** Each team will select a leader, and the team will have meetings outside class time either online or face to face. I expect each team member to fully participate on team projects. All team members will receive the same grade for the team projects. However, I reserve the right to make exceptions to that practice as circumstances such as performance imbalance or communication issues warrant. Poor individual contributions to the team project as noted by your team members will result in a poorer individual grade on the team project.
- **Research Paper:** Each student is required to write a major paper on a topic from this course that is of interest to you. Topics must be approved by the professor by the end of third week. This paper must be 12 to 15 pages in length (type written and double-spaced, 12 point font with 1 inch margins) excluding bibliography, table of contents, graphics, tabular or illustrative material. References should include current sources and must conform to APA style. The paper is expected to meet graduate-level standards and be suitable for publication in a professional journal. You should research at least 20 external references such as academic journal /conference papers, trade journals, short videos and relevant websites for your paper. At least 12 of these references must be from peer reviewed journals or conferences only. Use of Wikipedia or the class text as a reference will cause a serious loss of points. References must include the published journal / conference name and information, NOT a URL where paper was found. Research paper is worth 150 points. A grading rubric for research paper is available in canvas and should be used as a guide when completing the paper. Late submissions are not allowed for research paper.

Grading Criteria Rubric and Conversion

Assignment	Points	Percent	My Grade
Exam 1	200 points	20%	
Exam 2	200 points	20%	
Quizzes	100 points	10%	
Case Study Analysis	100 points	10%	
Research Paper	150 points	15%	
Team Project	150 points	15%	
Class Participation / Canvas Discussions	100 points	10%	
Total	1000 points	100%	

89.5-100%	895-1000 points	A
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79.5-89.4%	795-894 points	B
69.5-79.4%	695-794 points	C
59.5-69.4%	595-694 points	D
0-59.4%	0-594 points	F

Posting of Grades:

All student grades will be posted in the Canvas Grade book and students should monitor their grading status through this tool. Grades for weekly assignments, discussions, quizzes and exams will be posted within 7 days following the due date.

COURSE OUTLINE AND CALENDAR

Complete Course Outline

The instructor reserves the right to make changes to this syllabus. Any changes that effect grades or grading will be made in writing.

Week	Week of:	Topic	Assignments Due
1	8/27/2018	Course Welcome, Introduction, and Expectations <u>Chapter 1</u> - Information Systems in Global Business Today & assigned readings	Post to Introductory Meet & Greet Discussion forum Participate in Canvas Discussion Post1
2	9/3/2018	<u>Chapter 2</u> - Global E-Business and Collaboration & assigned readings	Quiz 1 covers chapters 1 & 2
3	9/10/2018	<u>Chapter 3</u> - Information Systems, Organizations and Strategy & assigned readings	Research paper topic due
4	9/17/2018	<u>Chapter 4</u> - Ethical and Social Issues in Information Systems & assigned readings	Quiz 2 covers chapters 3 & 4

5	9/24/2018	<u>Chapter 5</u> – IT Infrastructure and Emerging Technologies & assigned readings	Participate in Canvas Discussion Post2
6	10/1/2018	<u>Chapter 6</u> – Foundations of Business Intelligence: Databases and Information Management & assigned readings	Quiz 3 covers chapters 5 & 6
7	10/8/2018	<u>Chapter 7</u> – Telecommunications, The Internet and Wireless Technology & assigned readings	
8	10/15/2018	<u>Chapter 8</u> –Securing Information Systems & assigned readings	Exam1 covers chapters 1- 8, available online Oct 18 , 8 a.m. – Oct 21 , 11:59 p.m.; once started must be completed in same session
9	10/22/2018	<u>Chapter 9</u> – Achieving Operational Excellence and Customer Intimacy: Enterprise Applications & assigned readings	Case Study Analysis Assignment due
10	10/29/2018	<u>Chapter 10</u> – E-Commerce: Digital Markets, Digital Goods & assigned readings	Quiz 4 covers chapters 9 & 10

11	11/5/2018	<u>Chapter 11</u> – Managing Knowledge & assigned readings	Participate in Canvas Discussion Post 3
12	11/12/2018	<u>Chapter 12</u> –Enhancing Decision Making & assigned readings	Quiz 5 covers 11 & 12
13	11/19/2018	<u>Chapter 13</u> – Building Information Systems & assigned readings	Research Paper Due
14	11/26/2018	<u>Chapter 14</u> – Managing Projects & assigned readings	Participate in Canvas Discussion Post 4
15	12/3/2018	<u>Chapter 15</u> – Managing Global Systems & assigned readings	Team Project due
16	12/10/2018	Final Exam	Exam2 covers chapters 9 - 15, available online Dec 10, 8 a.m. – Dec 12, 11:59 p.m.; once started must be completed in same session

Important University Dates:

Date	Activity
08/24/2018	Deadline for Tuition and Fee Payments (16- & First 8-Week Classes)
08/27/2018	Add, Drop, and Late Registration Begins for 16- and First 8-Week Classes.

08/27/2018	Classes Begin for Fall Semester
08/29/2018	Deadline for Add, Drop, and Late Registration for 16- and First 8-Week Classes
09/03/2018	Labor Day
09/04/2018	Deadline to Drop First 8-Week Classes with No Record
09/12/2018	Deadline to drop 16-Week Classes with No Record
10/05/2018	Deadline to Drop First 8-Week Classes with a Quit (Q) or Withdraw (W)
10/05/2018	Deadline for Graduation Application for Ceremony Participation
10/05/2018	Student End of Course Survey Opens (First 8-Week Classes)
10/12/2018	Deadline for Fall Admissions Applications
10/15/2018	Deadline for Clinical Teaching Applications
10/19/2018	Classes End for First 8-Week Session
10/19/2018	Deadline for Tuition and Fee Payments (Second 8-Week Classes)
10/19/2018	Deadline to Withdraw from University for First 8-Week Classes (WF)
10/22/2018	Add, Drop, and Late Registration Begins for Second 8-Week Classes
10/22/2018	Classes Begin for Second 8-Week Session
10/22/2018	Student End of Course Survey Closes (First 8-Week Classes)
10/23/2018	Deadline for Faculty Submission of First 8-Week Class Final Grades (due by 3pm)
10/24/2018	Deadline for Add, Drop, and Late Registration for Second 8-Week Classes
10/29/2018	Deadline to Drop Second 8-Week Classes with No Record
11/01/2018	Deadline for GRE/GMAT Scores to Office of Graduate Studies
11/01/2018	Deadline for Teacher Education Program Applications
11/09/2018	Deadline to Drop 16-Week Classes with a Quit (Q) or Withdraw (W)
11/12/2018	Veterans Day (Observed) - No Class
11/16/2018	Deadline for Final Committee-Edited Theses with Committee Approval
11/22/2018	Thanksgiving
11/23/2018	Thanksgiving
11/30/2018	Deadline to Drop Second 8-Week Classes with a Quit (Q) or Withdraw (W)
12/01/2018	Student End of Course Survey Opens (16- and Second 8-Week Classes)
12/14/2018	Commencement Ceremony Bell County Expo Center 7:00 p.m.
12/14/2018	Deadline for Applications for \$1,000 Tuition Rebate for Fall Graduation (5pm)
12/14/2018	Deadline for Fall Degree Conferral Applications to the Registrar's Office

12/14/2018	Deadline to Withdraw from University for 16- and Second 8-Week Classes
12/14/2018	Fall Semester Ends

TECHNOLOGY REQUIREMENTS AND SUPPORT

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system.

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com>].

Username: Your MyCT username (xx123 or everything before the "@" in your MyCT e-mail address) Password: Your MyCT password

Canvas Support

Use the Canvas Help link, located at the bottom of the left-hand menu, for issues with Canvas. You can select "Chat with Canvas Support," submit a support request through "Report a Problem," or call the Canvas support line: 1-844-757-0953.

For issues related to course content and requirements, contact your instructor.

Other Technology Support

For log-in problems, students should contact Help Desk Central.

24 hours a day, 7 days a week:

Email: helpdesk@tamu.edu

Phone: (254) 519-5466

[Web Chat](http://hdc.tamu.edu): [<http://hdc.tamu.edu>]

Please let the support technician know you are an A&M-Central Texas student.

UNIVERSITY RESOURCES, PROCEDURES, AND GUIDELINES

Drop Policy.

If you discover that you need to drop this class, you must complete a [Drop Request Form](https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf) [https://www.tamuct.edu/registrar/docs/Drop_Request_Form.pdf].

Professors cannot drop students; this is always the responsibility of the student. The Registrar's Office will provide a deadline on the Academic Calendar for which the form must be completed, signed and returned. Once you return the signed form to the Registrar's Office, you must go into Warrior Web and confirm that you are no longer enrolled. If you still show as enrolled, FOLLOW-UP with the Registrar's Office immediately. You are to attend class until the procedure is complete to avoid penalty for absence. Should you miss the drop deadline or fail to follow the procedure, you will receive an F in the course, which may affect your financial aid and/or VA educational benefits.

Academic Integrity.

Texas A&M University -Central Texas values the integrity of the academic enterprise and

strives for the highest standards of academic conduct. A&M-Central Texas expects its students, faculty, and staff to support the adherence to high standards of personal and scholarly conduct to preserve the honor and integrity of the creative community. Academic integrity is defined as a commitment to honesty, trust, fairness, respect, and responsibility. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. Academic misconduct is any act that improperly affects a true and honest evaluation of a student's academic performance and includes, but is not limited to, cheating on an examination or other academic work, plagiarism and improper citation of sources, using another student's work, collusion, and the abuse of resource materials. All academic misconduct concerns will be reported to the university's Office of Student Conduct. Ignorance of the university's standards and expectations is never an excuse to act with a lack of integrity. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

Academic Accommodations.

At Texas A&M University-Central Texas, we value an inclusive learning environment where every student has an equal chance to succeed and has the right to a barrier-free education. The Office of Access and Inclusion is responsible for ensuring that students with a disability receive equal access to the university's programs, services and activities. If you believe you have a disability requiring reasonable accommodations please contact the Office of Access and Inclusion at (254) 501-5831. Any information you provide is private and confidential and will be treated as such.

For more information please visit our [Access & Inclusion](https://www.tamuct.edu/student-affairs/access-inclusion.html) web page [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Important information for Pregnant and/or Parenting Students.

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and related guidance from US Department of Education's Office of Civil Rights, the Dean of Student Affairs' Office can assist students who are pregnant and/or parenting in seeking accommodations related to pregnancy and/or parenting. Students should seek out assistance as early in the pregnancy as possible. For more information, please visit the [Student Affairs](https://www.tamuct.edu/student-affairs/index.html) web page [https://www.tamuct.edu/student-affairs/index.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines online](http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf), please visit the website [http://www2.ed.gov/about/offices/list/ocr/docs/pregnancy.pdf].

Title IX of the Education Amendments Act of 1972 prohibits discrimination on the basis of sex and gender—including pregnancy, parenting, and all related conditions. A&M-Central Texas is able to provide flexible and individualized reasonable accommodation to pregnant and parenting students. All pregnant and parenting students should contact the Associate Dean in the Division of Student Affairs at (254) 501-5909 to seek out assistance. Students

may also contact the University's Title IX Coordinator.

Tutoring.

Tutoring is available to all A&M-Central Texas students, both on-campus and online. Subjects tutored on campus include Accounting, Advanced Math, Biology, Finance, Statistics, Mathematics, and Study Skills. Tutors are available at the Tutoring Center in Warrior Hall, Suite 111.

If you have a question regarding tutor schedules, need to schedule a tutoring session, are interested in becoming a tutor, or have any other question, contact Academic Support Programs at (254) 519-5796, or by emailing Dr. DeEadra Albert-Green at deeadra.albertgreen@tamuct.edu.

Chat live with a tutor 24/7 for almost any subject from on your computer! Tutor.com is an online tutoring platform that enables A&M-Central Texas students to log in and receive FREE online tutoring and writing support. This tool provides tutoring in over 40 subject areas. Access Tutor.com through Canvas.

University Writing Center.

Located in Warrior Hall 416, the University Writing Center (UWC) at Texas A&M University–Central Texas (TAMUCT) is a free workspace open to all TAMUCT students from 10:00 a.m.-5:00 p.m. Monday thru Thursday with satellite hours in the University Library Monday thru Thursday from 6:00-9:00 p.m. This semester, the UWC is also offering online only hours from 12:00-3:00 p.m. on Saturdays.

Students may arrange a one-on-one session with a trained and experienced writing tutor by visiting the UWC during normal operating hours (both half-hour and hour sessions are available) or by making an appointment via [WOnline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu for any assistance needed with scheduling.

Tutors are prepared to help writers of all levels and abilities at any stage of the writing process. While tutors will not write, edit, or grade papers, they will assist students in developing more effective composing practices. By providing a practice audience for students' ideas and writing, our tutors highlight the ways in which they read and interpret students' texts, offering guidance and support throughout the various stages of the writing process. In addition, students may work independently in the UWC by checking out a laptop that runs the Microsoft Office suite and connects to WIFI, or by consulting our resources on writing, including all of the relevant style guides. Whether you need help brainstorming ideas, organizing an essay, proofreading, understanding proper citation practices, or just want a quiet place to work, the UWC is here to help!

If you have any questions about the UWC, please do not hesitate to contact Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu.

University Library.

The University Library provides many services in support of research across campus and at a distance. We offer over 200 electronic databases containing approximately 250,000 eBooks and 82,000 journals, in addition to the 85,000 items in our print collection, which can be mailed to students who live more than 50 miles from campus. Research guides for each subject taught at A&M-Central Texas are available through our website to help students navigate these resources. On campus, the library offers technology including cameras, laptops, microphones, webcams, and digital sound recorders.

Research assistance from a librarian is also available 24 hours a day through our online chat service, and at the reference desk when the library is open. Research sessions can be scheduled for more comprehensive assistance, and may take place on Skype or in-person at the library. Assistance may cover many topics, including how to find articles in peer-reviewed journals, how to cite resources, and how to piece together research for written assignments.

Our 27,000-square-foot facility on the A&M-Central Texas main campus includes student lounges, private study rooms, group work spaces, computer labs, family areas suitable for all ages, and many other features. Services such as interlibrary loan, TexShare, binding, and laminating are available. The library frequently offers workshops, tours, readings, and other events. For more information, please visit our [Library website](http://tamuct.libguides.com/index) [http://tamuct.libguides.com/index].

A Note about Sexual Violence at A&M-Central Texas

Sexual violence is a serious safety, social justice, and public health issue. The university offers support for anyone struggling with these issues. University faculty are mandated reporters, so if someone discloses that they were sexually assaulted (or a victim of Domestic/Dating Violence or Stalking) while a student at TAMUCT, faculty members are required to inform the Title IX Office. If you want to discuss any of these issues confidentially, you can do so through Student Counseling (254-501-5955) located on the second floor of Warrior Hall (207L).

Sexual violence can occur on our campus because predators often feel emboldened, and victims often feel silenced or shamed. It is incumbent on ALL of us to find ways to actively create environments that tell predators we don't agree with their behaviors and tell survivors we will support them. Your actions matter. Don't be a bystander; be an agent of change. For additional information on campus policy and resources visit the [Title IX webpage](https://www.tamuct.edu/departments/compliance/titleix.php) [https://www.tamuct.edu/departments/compliance/titleix.php].

INSTRUCTOR POLICIES.

The instructor reserves the right to make changes to this syllabus during the course of the semester for the benefit of the students. Any changes that effect grades or grading will be

made in writing.

Instructor reserves the right to supplement the material presented in the text with additional material including handouts, oral presentations, industry articles, videos, research paper readings, case studies, power point presentations etc. for the benefit of the students

All work is submitted through Canvas and due on the specified due date/time. Work turned in after due date is considered *late*. 5 points will be deducted for each day the assignment is late. Special circumstances need to be discussed with me ahead of time when possible. Missed assignments, projects, and examinations will receive a grade of zero. Any work not submitted in the proper format is rejected and receives no credit.

Incidents of violations of academic integrity, such as plagiarism or turning in the work of others as your own work, will result in a cap on the maximum number of points that can be earned in this class. The cap will be 600 points resulting in a best case grade of "D" for the class. Students whose assignment contains plagiarized information i.e., failing to cite and reference the information source in properly applying APA formatting to citations and references, copying and /or using content from unauthorized sources etc. will receive a 0 for the assignment and possibly a referral to Student Affairs.

At all times in the class, please observe proper rules of netiquette in your oral and written communication and conduct yourself in a professional manner

The Operation of the Online Course and Being an Online Student. Online learning requires students to be very self-disciplined and demands regular and consistent participation in the class. Please read the document posted on Canvas on what makes a successful online student. Be sure you understand and are prepared to comply with all required class assignments and deadlines. If you are not able to comply, for any reason, you must contact me immediately.

Copyright Notice.

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