

CIS 4350-130, CRN 10403, Management Information Systems
Texas A&M University-Central Texas

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Steven Hill

Office: WH 110M

Phone: (254) 501-5960

Email: Canvas Inbox (preferred) or steven.hill@tamuct.edu

Office Hours:

I work full time for the university, so am available from 8am to 5pm Monday – Friday. You may want to call ahead to ensure that I'll be there and not at a meeting or otherwise away from my office.

Mode of instruction and course access:

This course is a 100% online course. The TAMUCT Canvas LMS will be our primary resource for class information. You will use the Canvas username and password communicated to you separately to logon to this system. The course syllabus, schedule, supplemental readings, class announcements, power point slides, learning modules, homework assignments, exams and other course related documents will be posted on Canvas. Each student is responsible for the posted material, and should check the Canvas at least every other day for updates. The course outline in this syllabus shows the basic schedule for the semester. I will post occasional announcements in a discussion board set up for that purpose. Each student will be responsible for what is posted there. This course uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com>].

Student-instructor interaction:

Please send all course related correspondence to me using the Canvas Inbox. I check messages several times a day during the week and at least once during the weekends. I will respond within

24 hours weekdays and within 48 hours on Saturday through Sunday. Please do not hesitate contact me via phone, Canvas Inbox, or TAMUCT email, if there are any personal problems or challenges that are hindering your regular progress in the course. Note that I am not in the office on weekends, so phone messages may not get answered until Monday.

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-) [<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.

Since this is an online course, many university closures will not affect us. Events will be handled on a case by case basis for changing of due dates, etc.

COURSE INFORMATION

Course Overview and description:

This course investigates management issues related to business information systems designed to meet the informational needs of the various business subsystems. The concepts of systems development, security, privacy and ethics associated with information systems are stressed.

Note: This is a writing intensive course.

Note: This is not a self-paced course, there are requirements that must be performed on a weekly basis.

Course Objective:

Gain a solid understanding of today's principles of information systems. Explore the core principles of IS and examine how it is practiced today. Gain a strong grasp of the latest developments and their impact on the rapidly changing role of today's IS professional. Focus on the increased use of cloud computing throughout the world and the latest in mobile solutions and challenges in IS today. See how information systems can increase profits and reduce costs with e-commerce and enterprise systems, artificial intelligence, virtual reality, green computing, and other issues reshaping IS today. Introduce the increasing challenges of today's computer crimes and hacking as well as cyberterrorism. Explore some of the most recent research on virtual communities and global IS work solutions as well as the growing importance of social networking. Equip you to function more effectively as an employee, manager, or decision maker in business today.

Student Learning Outcomes:

A student successfully completing this course will be able to:

- Describe at least three (3) reasons how a computer system is an asset for a business.
- Describe at least two (2) ways that an information systems can affect the organizations of a business.
- Describe at least three (3) methods used for knowledge management.
- Describe how project management techniques are employed to build information systems.
- Describe at least three (3) of the basic security issues affecting an information system.
- Describe at least three (3) issues about managing an international information systems.
- Describe the total cost of ownership issues for an information system and identify the three (3) major cost drivers.
- Describe at least three (3) issues of electronic commerce.
- Describe one of the more popular methods of organizing an information system, and describe at least one (1) management strategy.
- Describe the different technology infrastructures – hardware, software, data, and networks.
- Describe at least three (3) of the ethical and social impact of information systems.
- Describe at least three (3) of the ethical responsibilities of information system managers.
- Describe at least two (2) types of information systems.

Required Reading and Textbook(s):

This is the same text that has been used for the last few semesters, however, we have moved to the 13th edition. I don't pull assignments from the textbook, so if you have the 12th edition, you should be okay. We are not using MindTap, so you do not need to get a textbook that has that included.

Principles of Information Systems, 13th Edition

Ralph M. Stair; George Reynolds

Cengage Learning

ISBN: 978-1305971776

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.

Supplemental Material: The course textbook will be supplemented with other materials including handouts, oral presentations, industry articles, research paper readings, case studies, Power Point presentations etc.

Required Reading: The student is expected to read and review all material presented in the assigned chapter prior to class.

COURSE REQUIREMENTS

Students are required to successfully complete 14 quizzes, 3 exams, 4 written assignments, a research paper proposal, a research paper – first draft, a research paper – final version, a case study, and participate in online discussion topics. All assignments should be formatted in Times New Roman, 12pt font, double spaced. Please turn in a Word document through the assignment in Canvas. If you are having difficulties with this, please contact me. If for some reason, Canvas is not working when an assignment is due, email me the assignment.

Quizzes and Exams

Each of the 14 quizzes will cover the material from a single chapter, and contain 10 multiple-choice questions. Students may take the quizzes twice up until the due date for those chapters. Late submissions will be penalized 5% of grade per day late. Note that the quizzes are not available after the due date, so you will need to contact me to make them available.

Two of the 3 exams are 70 multiple choice and/or possibly short answer questions and will only cover the material in the last chapters covered since the last exam. There will be a Final Comprehensive Exam covering all chapters. The Final will be a 100 multiple choice and/or possibly short answer questions. If accepted, late submissions will be penalized 5% of grade per day late. As with the quizzes, you will need to contact me to make the exams available after the due date. Note that the final is due on the last day of class and can not be taken late.

Assignments

There will be four assignments. Each assignment will ask a question and the response will be a 2-3 page paper answering the question. Each assignment will be worth 30 points.

Proposal

Writing a term paper proposal (40 Points) requires a topic, a working title and a clear intention of the paper you are planning to write. The purpose of the proposal is to present a working title and detailed description of the paper so that an instructor can give corrections and adjustments for beginning the term paper. Doing enough prep work for the proposal will give you a clear and logical plan to getting started on writing a draft of your eventual final paper. Late submissions will be penalized 5% of grade per day late.

Step 1

Pick a topic that is familiar or of interest selected from an area covered in the course book. The topic must have a mixture of technology with business in organization.

Step 2

Write a brief description of the paper topic. Be sure to include the paper title even if it is a

tentative one.

Step 3

Include in the proposal a topic framework of the various sections that the topic will cover. For example: A proposal framework might include a 'Background' section about the topic, and a 'Purpose' section which covers the questions to be answered by the term paper. Additionally, a 'Results or Findings' section might also be appropriately included, describing how the paper would fulfill the questions. Include any other framework that might be appropriate.

Step 4

In addition to the topic description and framework, a 'Significance of the Paper' section must be included describing why the topic is important. Remember to be as brief as possible yet thorough because you are only providing an idea of what readers can expect to see in the upcoming draft.

The proposal topic description, framework, and significance should only be approximately two to three pages long (double spaced).

Step 5

Lastly, on its own page, include a minimal list of at least four (4) peer-reviewed journal article references that serve as the basis of your topic and to be included in your draft as well as the final version of the paper.

A rubric for grading the proposal can be found in Canvas.

First Draft of Paper / Final Version of Paper

Each student is required to prepare a full draft of the term paper on the approved proposed topic. Submitting a paper without an approved proposal will result in a 0. There are no page limitations, but a decent term paper is typically a minimum of 2,000 words. (However, Minimum Requirements = Minimum Grade). The term paper must be in APA format. Late submissions will be penalized 5% of grade per day late.

A rubric for grading the draft and paper can be found in Canvas.

APA format support is offered by the TAMUCT Writing Center.

<http://www.tamuct.edu/departments/academicsupport/tutoring-services.php>

Each student will submit a full paper twice. The student will submit the paper's FIRST DRAFT for preliminary grading (100 points). After the student has used the rubric feedback of the first draft to improve the paper, the student will then submit the FINAL VERSION OF THE PAPER for grading (200 points). Late submissions will be penalized 5% of grade per day late. The final draft should reflect comments made in the first

draft.

Case Study

- Select a company that operates globally. Use the Internet and any other available sources to gather information on the company. Research the strategies the company is using to achieve a competitive advantage based on lessons from the textbook.
- Based on your research and course material, write a case study report paper a) describing the company, b) some of the possible benefits that the company might have gained by operating globally, c) the technology used to support a global position and d) the IT strategy used to gain market share and retention.
- Provide recommendations of the type(s) of technology, and methods by which the technology could support decision making.
- Also, describe any challenges that the company has faced or is currently facing as a result of operating in a global society.
- ******The last section of the report should make suggestions on improving the company's standings in various areas that you determined needs improvement base on the textbook. This section should include the rationale of your recommendation.
- The report should be of executive meeting presentation quality. The "body" of the document (excluding title page, references, tables and figures) should be a minimum of 8-10 double spaced pages long and include at least 1 table, and at least 1 figure and any necessary references.

****Critical**

Late submissions will be penalized 5% of grade per day late.

A rubric for grading the Case Study can be found in Canvas.

Discussion Topics

Discussion Topics are worth 9 points each. A question will be asked. For each topic, you will be required to give 3 responses (3 points each). The responses will be an answer to the original question, and two responses to other students. Responses need to add something to the conversation and not be of the 'me too' variety. Discussion topics are not graded for grammar or spelling, but merely participation. However, blatantly wrong information or the inability to interpret what you are saying may be docked points. Note that since the discussion occurs in a time frame, very late responses will not be accepted.

Grading Criteria Rubric and Conversion

4 Assignments 30pts	
4x30pts	120pts
14 Quizzes 10pts	
14x10pts	140pts
Term Paper Proposal	40pts
Term Paper First Draft	100pts
Term Paper	200pts

Case Study	100pts
2 Exams 70pts	
2x70pts	140pts
Final Exam	100pts
7 Discussion Topics 9pts	
7x9pts	63pts

Letter Grade Requirements

100-90% = A	900-1003
89-80% = B	800-899
79-70% = C	700-799
69-60% = D	600-699
59-0% = F	0-599

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Date	Readings	Tasks due by end of week
1	Jan 16-21	Chapter 01 -An Introduction to Information Systems	Chapter 1 Quiz
2	Jan 22-28	Chapter 02 - Information Systems in Organizations	Chapter 2 Quiz DT 1 – Initial post
3	Jan 29-Feb 4	Chapter 03 - Hardware: Input, Processing, Output, and Storage Devices	Chapter 3 Quiz DT 1 – All responses
4	Feb 5- 11	Chapter 04 - Software: Systems and Application Software	Chapter 4 Quiz DT 2 – Initial post Paper Proposal
5	Feb 12-17	Chapter 05 - Database Systems and Applications	Chapter 5 Quiz DT 2 – All responses
6	Feb 18-24	Chapter 06 - Telecommunications and Networks	Chapter 6 Quiz DT 3 – Initial post
7	Feb 25-Mar 4	Chapter 07 - The Internet, Web, Intranets, and Extranets	Chapter 7 Quiz DT 3 – All responses Exam 1 (1-7)
8	Mar 5-10	Chapter 08 - Electronic and Mobile Commerce	Chapter 8 Quiz DT 4 – Initial post
	Mar 11-17	Spring Break	
9	Mar 18-24	Chapter 09 - Enterprise Systems	Chapter 9 Quiz DT 4 – All responses
10	Mar 25-Apr 1	Chapter 10 - Information and Decision Support Systems	Chapter 10 Quiz DT 5 – Initial post
11	Apr 2-8	Chapter 11 - Knowledge Management	Chapter 11 Quiz

		and Specialized Information Systems	DT 5 – All responses Paper- First Draft
12	Apr 9-15	Chapter 12 - Systems Development: Investigation and Analysis	Chapter 12 Quiz DT 6 – Initial post
13	Apr 16-22	Chapter 13 - Systems Design, Implementation, Maintenance, and Review	Chapter 13 Quiz DT 6 – All responses Case Study
14	Apr 23-29	Chapter 14 - The Personal and Social Impact of Computers	Chapter 14 Quiz DT 7 – Initial post Exam 2 (8-14)
15	Apr 30-May 6		DT 7 – All responses Paper- Final Draft
16	May 7 -13		Final Exam

Important University Dates:

January 2018

January 2, (Tuesday) Winter Break Ends
January 2, (Tuesday) Priority Deadline for Admissions applications
January 5, (Friday) VA Certification Request Priority Deadline
January 11, (Thursday) Convocation
January 12, (Friday) Tuition and Fee payment deadline (16 week & 1st 8 week)
January 15, (Monday) Martin L. King Jr. Day
January 16, (Tuesday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (16 week & 1st 8 week)
January 16, (Tuesday) Classes Begins
January 18, (Thursday) ADD/DROP/LATE REGISTRATION ENDS (16 week & 1st 8 week)
January 23, (Tuesday) Last day to drop 1st 8-week classes with no record
January 31, (Wednesday) Last day to drop 16 week classes with no record

February 2018

February 2, (Friday) Priority Deadline to Submit Graduation Application
February 9, (Friday) Last day to drop a 1st 8-week class with a Q or withdraw with a W
February 15, (Thursday) Last day to apply for Clinical Teaching
February 23, (Friday) Student End of Course Survey Opens (1st 8-Week Classes)

March 2018

March 1, (Thursday) Deadline to submit application to Teacher Education Program
March 2, (Thursday) Deadline to Submit Graduation Application for Ceremony Participation
March 9, (Friday) 1st 8 week classes end
March 9, (Friday) Deadline for Admissions applications
March 11, (Sunday) Student End of Course Survey Closes (1st 8-Week Classes)
March 12, (Monday) Spring Break Begins
March 12, (Monday) 1st 8-week grades from faculty due by 3pm
March 15, (Thursday) Tuition and Fee Payment Deadline (2nd 8-week classes)
March 16, (Friday) Spring Break Ends

March 19, (Monday) 2nd 8 week begins
March 19, (Monday) Summer Advising Starts
March 19, (Monday) Class Schedule Published
March 19, (Monday) ADD/DROP/LATE REGISTRATION BEGINS (\$25 fee assessed for late registrants) (2nd 8-week classes)
March 21, (Wednesday) ADD/DROP/LATE REGISTRATION ENDS (2nd 8-week classes)
March 27, (Tuesday) Last day to drop 2nd 8-week classes with no record
March 30, (Friday) Last day to drop a 16-week course with a Q or withdraw with a W

April 2018

April 1, (Sunday) GRE/GMAT scores due to Office of Graduate Studies
April 2, (Monday) Scholarship Deadline
April 2, (Monday) Registration begins
April 5, (Thursday) Priority Deadline for International Student Admission Applications
April 13, (Friday) Last day to drop a 2nd 8-week class with a Q or withdraw with a W*
April 13, (Friday) Deadline for submission of final committee-edited theses with committee approval signatures to Office of Graduate Studies
April 27, (Friday) Student End of Course Survey Opens (16 Week and 2nd 8-Week Classes)

May 2018

May 7-11, Finals Week
May 11, (Friday) Last day to file for Degree Conferral (Registrar's Office)(\$20 Late Application Fee applies)
May 11, (Friday) Spring Term Ends
May 11, (Friday) Last day to withdraw from the university (16 week and 2nd 8 week classes)
May 11, (Friday) Last day to apply for \$1000 Tuition Rebate for Spring graduation (5pm)
May 12, (Saturday) Commencement Ceremony Bell County Expo Center 7:00 p.m.
May 13, (Sunday) Student End of Course Survey Closes (16 Week and 2nd 8-Week Classes)
May 14, (Monday) Minimester begins
May 15, (Tuesday) Last Day to clear Thesis Office
May 5, (Tuesday) Final grades due from faculty by 3pm (16 week & 2nd 8 week)
May 21, (Monday) Priority Deadline for Admissions applications
May 25, (Friday) VA Certification Request Priority Deadline
May 28, (Monday) Memorial Day

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 Department 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 Department 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) webpage [https://www.tamuct.edu/student-affairs/access-inclusion.html].

Texas A&M University-Central Texas supports students who are pregnant and/or parenting. In accordance with requirements of Title IX and 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. For more information, please visit <https://www.tamuct.departments/index.php>. 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 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. On-campus subjects tutored 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 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 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 forty subject areas. Access Tutor.com through Canvas.

University Writing Center: Located in 416 Warrior Hall, the University Writing Center (UWC) at Texas A&M University-Central Texas is a free workspace open to all TAMUCT students from

10am-5pm Monday-Thursday with satellite hours in the University Library Monday-Thursday from 6:00-9:00pm. 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 [WCOOnline](#) at [<https://tamuct.mywconline.com/>]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu to schedule an online tutoring session. 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 University Writing Center is here to help!

If you have any questions about the University Writing Center, 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 72,000 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 twenty-four 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](#) [<https://tamuct.libguides.com/>].

OPTIONAL POLICY STATEMENTS:

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.

1. Instructor reserves the right to modify the syllabus during the course of the semester for the benefit of the students.
2. Instructor reserves the right to supplement the material presented in the text with addition material that may benefit the students by either providing additional information or a different point of view.
3. Instructor expects that the students will act in a curious and professional manner in all interactions with other students and the instructor.
4. Instructor reserves the right to modify grading rubrics. Changes to grading rubrics are only made to current and possibly future assignments.
5. Instructor will not accept assignments after the last day of classes.
6. Late policy: I am not upset if assignments are in late, however 5% will be taken off per day late, up to 3 days. After 3 days, assignments will be accepted on a case by case basis. Please contact me about this. It is better to take a late penalty than to take a zero. There will be no make up of the exams or final. Those must be completed by the indicated times, unless arrangements are made beforehand. Discussion board topics are due as indicated. 3 days after the final due date, no further posts will be accepted.

Copyright Notice.

Students should assume that all course material is copyrighted by the respective author(s). Reproduction of course material is prohibited without consent by the author and/or course instructor. Violation of copyright is against the law and Texas A&M University-Central Texas' Code of Academic Honesty. All alleged violations will be reported to the Office of Student Conduct.

Copyright. (YEAR) by (FACULTY NAME) at Texas A&M University-Central Texas, (FACULTY COLLEGE); 1001 Leadership Place, Killeen, TX 76549; 254-(FACULTY COLLEGE PHONE); Fax 254-(FACULTY COLLEGE FAX); (FACULTY EMAIL)