

MIS 5311 – 115, 6179, Management Information Systems

Summer 2022

Texas A&M University-Central Texas

COURSE DATES, MODALITY, AND LOCATION

June 6, 2022 – July 29, 2022

This is a 100% online course and uses the A&M-Central Texas Canvas Learning Management System [<https://tamuct.instructure.com/>].

INSTRUCTOR AND CONTACT INFORMATION

Instructor: Rahul Dwivedi, Ph.D.

Office: 323H

Phone: NA

Email: rahul.dwivedi@tamuct.edu or Canvas Inbox. Email is the preferred mode of communication.

Office Hours

Since the course is 100% online, the concerns of students will be addressed via email. Students can send emails with their concerns or questions related to any aspect of the course at any time on any day of the week (although you must expect a delayed response on weekends). If there's something that needs to be addressed via virtual face-to-face meetings, students can request them via WebEx or Microsoft Teams.

Student-instructor interaction

I check my University email many times a day and typically respond within 24 to 48 hours of receiving emails on weekdays. Email is also the best mode of communication.

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

SAFEZONE. SafeZone provides a public safety application that gives you the ability to call for help with the push of a button. It also provides Texas A&M University-Central Texas the ability to communicate emergency information quickly via push notifications, email, and text messages. All students automatically receive email and text messages via their myCT accounts.

Downloading SafeZone allows access to push notifications and enables you to connect directly for help through the app.

You can download SafeZone from the app store and use your myCT credentials to log in. If you would like more information, you can visit the [SafeZone](http://www.safezoneapp.com) website [www.safezoneapp.com].

To register SafeZone on your phone, please follow these 3 easy steps:

1. Download the SafeZone App from your phone store using the link below:
 - [iPhone/iPad](https://apps.apple.com/app/safezone/id533054756): [<https://apps.apple.com/app/safezone/id533054756>]
 - [Android Phone / Tablet](https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp)
[<https://play.google.com/store/apps/details?id=com.criticalarc.safezoneapp>]

2. Launch the app and enter your myCT email address (e.g. {name}@tamuct.edu)
3. Complete your profile and accept the terms of service

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 Objective or Goal

Student Learning Outcomes

Successful completion of this course should enable 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 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 strategic use of information technology 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.

Competency Goals Statements (certification or standards)

None

Required Reading and Textbook(s)

Management Information Systems: Managing the Digital Firm, 15th or 16th USA edition, Laudon & Laudon, Saddle River, NJ: Prentice-Hall (regular paperback or loose-leaf or hardcover). **There is no difference between the two editions except for the case studies.** Please refrain from using the cheaper global edition as material and case studies might differ from the USA edition of the textbook.

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.

Reading Assignments: All assigned chapters will be used for class and/or canvas discussions.

Supplementary Material: The course textbook may be supplemented with other materials that may include research articles, case studies, industry articles, videos including TED talks, PowerPoint presentations, etc. Students must know how to search for and download research papers from the Web (more specifically from Google scholar <https://scholar.google.com/>) and from the University library (<https://tamuct.libguides.com/index>).

COURSE REQUIREMENTS

Quizzes: There will be seven quizzes. Each quiz is worth 10 points and covers 2 chapters each. The quizzes will start starting from week 2 of the course and will continue till the last week or week 8 of the course. For example, the first quiz covers chapters 1 and 2, the second quiz covers chapters 3 and 4, and so on. All the quizzes will be online via Canvas and timed. The quizzes will be open book / open notes. Multiple attempts are not allowed for any of the quizzes. The quizzes will have multiple-choice questions including true/false. These quizzes will be available for 60 hours starting from Monday noon and available till Wednesday midnight. Students must finish the quiz in a single session. For example, the first quiz will be based on chapters 1 and 2; will be available between 12 noon on Monday, June 13th, and 11:59 pm on Wednesday, June 15th; and once you start the quiz you will get 30 or 60 minutes (exact duration might differ, more on this will be announced later) to attempt it. For the quizzes, you may be required to know not only the material from the textbook chapters but also material from the class lectures such as PowerPoint slides and any supplementary/additional material provided.

Semester long individual research paper (more details to follow): Each student is required to write a paper on a topic from the course or contemporary information systems trend that interests him/her. A tentative list of topics will be provided during the second week. You may choose a topic from the tentative list of topics provided or may choose one of your own. This paper must be 12 to 15 pages in length (not more than 20 pages, double-spaced APA format, and 12-point Times New Roman font) excluding bibliography, table of contents, graphics, tabular or illustrative material. References should include current sources and must conform to APA style 6 or 7 (you may refer to https://owl.purdue.edu/owl/research_and_citation/apa_style/apa_formatting_and_style_guide/general_format.html for details). You may want to use Microsoft Word plugin for freely available citation and bibliography generation software such as Mendeley https://www.mendeley.com/?interaction_required=true or Zotero <https://www.zotero.org/>. You may also use the citation tool that comes with Microsoft Word. The paper is expected to meet graduate-level standards. You should research at least 10 external references such as academic journal /conference papers, trade journals, short videos, and relevant websites for your paper. At least 6 of these references must be from peer-reviewed journals or conferences only. The 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 the paper was found. The individual research paper is worth **10 points**. Late submissions are not allowed for individual research papers. The strict deadline to submit the individual paper is the last day of the summer semester i.e., July 29th, 2022.

Homework assignments based on case studies: There will be two case study analyses as homework assignments. Each case study analysis is worth **5 points**. Students are required to analyze the case and answer questions (if any). The case study might be part of the textbook or may be assigned by the instructor. Students will get two weeks to work on the case study-based homework assignments. Homework turned in after the due date is considered late. **1 point will be deducted for each day the homework is late.** Hence, homework submitted on or after the 5th day of the due date will receive a score of zero.

Case study writing and analysis: There will be one project where each student will work to create a case study involving a real or hypothetical organization with an information-technology-related problem. The case will follow a problem-oriented method. In other words, the student should identify or come up with the major problems that exist within an organization (first part of your writeup) and suggest solutions to these problems (second part of your writeup). 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 be implemented. For this project, you can choose a company where you work or are familiar with or a Fortune 500 company. This project is worth 10 points (5 points for case study writing and 5 points for analyzing the case).

The case study analysis and writing must be 15 to 20 pages in length (not more than 30 pages, APA 6 or 7 formats, and 12-point Times New Roman font with 1-inch margins) excluding bibliography, table of contents, graphics, tabular or illustrative material. Projects turned in after the due date are considered late. **2 points are deducted for each day the project is late.** Special

circumstances need to be discussed with the instructor ahead of time when possible. The due date for this exercise is July 25th, 2022.

Grading Criteria Rubric and Conversion

Item	Quantity	Points	Total/Percent
Quizzes	7	10	70
Individual Research Paper	1	10	10
Individual case study	1	10	10
Homework's based on case studies	2	5	10
TOTAL			100

Exams, quizzes, assignments, and individual term project will receive a numeric score (0-100) each. These scores will be converted to points and totaled to ultimately be converted to letter grade of A, B, C, D, or F as shown in the example below:

Item	Percent earned by student	Maximum points	Points / percent to be added to the final grade
Mini exam 1/quiz 1	80%	10	8
Mini exam 2/quiz 2	70%	10	7
Mini exam 3/quiz 3	60%	10	6
Mini exam 4/quiz 4	95%	10	9.5
Mini exam 5/quiz 5	90%	10	9
Mini exam 6/quiz 6	60%	10	6
Mini exam 7/quiz 7	88%	10	8.8
Individual paper	75%	10	7.5
Individual case study writing and analysis	92%	10	9.2
Homework 1	76%	5	3.8
Homework 2	82%	5	4.1
TOTAL		100	78.9

89.5 – 100 = A

79.5 – 89.49999 = B

69.5 – 79.49999 = C

59.5 – 69.49999 = D

Below 59.5 = F

Note: Grades will not be curved (in the above example student with a final score of 78.9 will receive a letter grade of C not B).

Posting of Grades

The scores for the quizzes will be available as soon as the student submits the quiz on Canvas. In some cases, it may be possible that the score(s) for the quiz/quizzes may need to be rescaled before adding to the overall course grade.

All student grades will be posted on the Canvas Grade Book and students should monitor their grading status through this tool. Grades will be posted within one week after the availability date.

Grading Policies

Refer to late policy for individual homework's and individual case study writing & analysis above. Late submits are not allowed for individual research paper.

Plagiarism policy: *Students are strongly advised not to copy and paste material from websites, study guides (such as Chegg, Course Hero, etc.), research articles, industry articles, blog posts or any other online resources. Students must rephrase and properly cite any of the material used in their submits. All your submitted writings will be checked using an automated plagiarism check software already built into Canvas available from the University. Following point deductions will apply to your submitted writings:*

- *More than 30% plagiarized – Not acceptable and students will not earn any points*
- *21% to 30% plagiarized – 70% points deducted with warning to be more careful with future submits*
- *11% to 20% plagiarized – 60% points deducted with warning to be more careful with future submits*
- *0% to 10% plagiarized – Acceptable with warning to be more careful during future submits*

The above policy will be followed along with the standard University policy of Student academic conduct as briefly explained below.

COURSE OUTLINE AND CALENDAR

Complete Course Calendar

Week	Dates	Chapters	Due at midnight	Notes
1	June 6 th – June 10 th	Faculty introduction, syllabus, chapters 1, and 2		Video lectures on faculty introduction, syllabus, chapters 1 and 2 available
June 13 th – Deadline to drop 8-week classes with no record				

2	June 13 th – June 17 th	Chapters 3 and 4	Quiz 1 based on chapters 1 and 2 available on Monday at noon due on Wednesday at midnight	Video lectures on chapters 3 and 4 are available. Homework 1 is available.
3	June 20 th – June 24 th	Chapters 5 and 6	Quiz 2 based on chapters 3 and 4 available on Monday at noon due on Wednesday at midnight	Video lectures on chapters 5 and 6 are available
4	June 27 th – July 1 st	Chapters 7 and 8	Quiz 3 based on chapters 5 and 6 available on Monday at noon due on Wednesday at midnight. Homework 1 is due.	Video lectures on chapters 7 and 8 are available.
July 4 th : Independence Day (University Closed)				
5	July 5 th – July 8 th	Chapters 9 and 10	Quiz 4 based on chapters 7 and 8 available on Tuesday at noon due on Thursday at midnight	Video lectures on chapters 9 and 10 are available. Homework 2 is available.
6	July 11 th – July 15 th	Chapters 11 and 12	Quiz 5 based on chapters 9 and 10 available on Monday at noon due on Wednesday at midnight	Video lectures on chapters 11 and 12 are available.
7	July 18 th – July 22 nd	Chapters 13 and 14	Quiz 6 based on chapters 11 and 12 available on Monday at noon due on Wednesday mid-night. Homework 2 is due.	Video lectures on chapters 13 and 14 are available.
8	July 25 th – July 29 th	Chapter 15	Quiz 7 based on chapters 13 and 14 available on Monday at noon due on Wednesday mid-night. The case study is due on July 25 th at midnight. Individual research paper due on July 29 th at midnight.	Video lectures based on chapter 15 are available.

July 29th: Deadline to withdraw from the University for 8-week classes

Important University Dates

Refer to important university dates from the current Academic Calendar available at the link: <https://www.tamuct.edu/registrar/academic-calendar.html>

TECHNOLOGY REQUIREMENTS AND SUPPORT

This course does not require the use of any special software except for the MS word to write and submit individual homework assignments. Students are also required to properly cite the references (in APA 6 or 7 formats) used in their submits. Hence, they may want to download and install any free citation software (such as EndNote, Mendeley, RefWorks, or Zotero) or may also use Microsoft's insert citation option under References.

Technology Requirements

This course will use the A&M-Central Texas Instructure Canvas learning management system. **We strongly recommend the latest versions of Chrome or Firefox browsers. Canvas no longer supports any version of Internet Explorer.**

Logon to A&M-Central Texas Canvas [<https://tamuct.instructure.com/>] or access Canvas through the TAMUCT Online link in myCT [<https://tamuct.onecampus.com/>]. You will log in through our Microsoft portal.

Username: Your MyCT email 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.

Online Proctored Testing

A&M-Central Texas uses Proctorio for online identity verification and proctored testing. This service is provided at no direct cost to students. If the course requires identity verification or proctored testing, the technology requirements are: Any computer meeting the minimum computing requirements, plus web camera, speaker, and microphone (or headset). Proctorio also requires the Chrome web browser with their custom plug in.

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 the [Drop Request](#) Dynamic Form through Warrior Web.

[<https://federation.ngwebsolutions.com/sp/startSSO.ping?PartnerIdpld=https://eis-prod.ec.tamuct.edu:443/samlSso&SpSessionAuthnAdapterId=tamuctDF&TargetResource=https%3a%2f%2fdynamicforms.ngwebsolutions.com%2fSubmit%2fStart%2f53b8369e-0502-4f36-be43-f02a4202f612>].

Faculty 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. Once you submit the completed 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. Any deviation by students from this expectation may result in a failing grade for the assignment and potentially a failing grade for the course. All academic misconduct concerns will be referred to the Office of Student Conduct. When in doubt on collaboration, citation, or any issue, please contact your instructor before taking a course of action.

For more [information regarding the Student Conduct process](#), [<https://www.tamuct.edu/student-affairs/student-conduct.html>].

If you know of potential honor violations by other students, you may [submit a report](#), [https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=0].

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 Warrior Center for Student Success, Equity 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, WH-212; or call (254) 501-5836. Any information you provide is private and confidential and will be treated as such.

For more information, please visit our [Access & Inclusion](#) Canvas page (log-in required) [<https://tamuct.instructure.com/courses/717>]

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 [Student Affairs](https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html) [https://www.tamuct.edu/student-affairs/pregnant-and-parenting-students.html]. Students may also contact the institution's Title IX Coordinator. If you would like to read more about these [requirements and guidelines](#) online, 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 virtually and in-person. Student success coaching is available online upon request.

If you have a question, are interested in becoming a tutor, or in need of success coaching contact the Warrior Center for Student Success, Equity and Inclusion at (254) 501-5836, visit the Warrior Center at 212 Warrior Hall, or by emailing WarriorCenter@tamuct.edu.

To schedule tutoring sessions and view tutor availability, please visit [Tutor Matching Services](https://tutormatchingservice.com/TAMUCT) [https://tutormatchingservice.com/TAMUCT] or visit the Tutoring Center in 111 Warrior Hall.

Chat live with a remote 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 online tutoring support at no additional cost. This tool provides tutoring in over 40 subject areas except writing support. 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 (A&M–Central Texas) is a free service open to all A&M–Central Texas students. For the Summer 2022 semester, the hours of operation are from 10:00 a.m.-4:00 p.m. Monday thru Thursday in Warrior Hall 416 (with online tutoring available every hour as well) with satellite hours available online only Monday thru Thursday from 6:00-9:00 p.m. and most Saturdays from 12:00-3:00 p.m.

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!

Students may arrange a one-to-one session with a trained and experienced writing tutor by making an appointment via [WConline](https://tamuct.mywconline.com/) at [https://tamuct.mywconline.com/]. In addition, you can email Dr. Bruce Bowles Jr. at bruce.bowles@tamuct.edu if you have any questions about the UWC, need any assistance with scheduling, or would like to schedule a recurring appointment with your favorite tutor.

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 400,000 eBooks and 82,000 journals, in addition to the 96,000 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 virtually through WebEx, Microsoft Teams or in-person at the library. [Schedule an appointment here](https://tamuct.libcal.com/appointments/?g=6956) [https://tamuct.libcal.com/appointments/?g=6956]. 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].

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

Wellness and 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/compliance/titleix.html) [https://www.tamuct.edu/compliance/titleix.html].

Behavioral Intervention

Texas A&M University-Central Texas cares about the safety, health, and well-being of its students, faculty, staff, and community. If you are aware of individuals for whom you have a concern, please make a referral to the Behavioral Intervention Team. Referring your concern shows you care. You can complete the [referral](https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2) online

[https://cm.maxient.com/reportingform.php?TAMUCentralTexas&layout_id=2].

Anonymous referrals are accepted. Please see the [Behavioral Intervention Team](https://www.tamuct.edu/bit) website for more information [https://www.tamuct.edu/bit]. If a person's behavior poses an imminent threat to you or another, contact 911 or A&M-Central Texas University Police at 254-501-5805.

OTHER POLICIES

Policies related to absence, grading, etc.

You are responsible for all class material presented during an absence.

- Homework's must be submitted through Canvas and due on the mid night (11:59 PM) of specified due date/time. No email submissions will be accepted except under unforeseen circumstances.
- Late penalties will be applied to items submitted after due dates. Refer to late submission policy for individual homework's and case study. Late submissions are not allowed under any circumstances for individual research paper.
- The quizzes will be available for 60 hours on Canvas as explained above (although you will get only a limited time to take the quizzes) and multiple attempts will not be allowed under any circumstances for any of the exams. Also, you will not be able to review your answers or change them once you submit or move on to the next question(s).
- Plagiarism check will be carried out using plagiarism check software built into Canvas available from university. Homework assignments with more than 30% plagiarized material will receive no grade or zero. Rephrasing and citing sources properly or quoting with proper citations are important here.

My personal statement

- You will receive feedback in the form of graded assignments within one week after the availability date. I want you to read the feedback that I provide to you (your personal grading notes).
- I am almost always available via email and typically respond within 24 hours except on weekends. Student may also request WebEx meeting(s), if required.
- I prefer email to phone conversations.
- I reserve the right to modify the course syllabus during the semester for the benefit of the students.
- I reserve the right to supplement materials presented in the text with additional course material that may help the students to understand the topic better.
- I reserve the right to modify grading policy rubrics. Any change to grading rubrics will be applied to current and possible future assignments.

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.