Syllabus: Course INFSYS 2800

Information Systems Concepts & Applications

About this course:

Welcome
Welcome to the _________ session of Information Systems Concepts and Applications. I am excited to be leading you in the discovery of the foundations of information systems applications and concepts. This is one of my favorite courses in the information systems curriculum at UMSL. The course offers an opportunity for us to embrace the importance of information systems regardless of our roles in an organization.

Required textbooks:

This course is part of the university AutoAccess program using Cengage Unlimited. Cengage Unlimited is designed to reduce the cost of course materials for students. You will be able to access the digital content for this course through Canvas automatically on the first day of class. Your student account will be charged for the cost of the digital course material.

Please visit the Start Here Module in the class site for detailed instructions on registering for course resources. Additionally, you will receive an email from the university bookstore sent to your student email account that provides details about the AutoAccess program.

For help accessing your digital content in Canvas, please refer to the help guides: https://www.cengage.com/coursepages/UMSLStudents. If you have any questions please contact the Triton Store 314-516-5763 or email autoaccess@umsl.edu.

Principles of Information Systems
13th Edition Stair & Reynolds

New Perspectives on HTML5, CSS3, and JavaScript
6th Edition Carey

Course Description:

Prerequisites: INFSYS 1800 or satisfactory performance on proficiency exam. This course provides an overview of the field of information systems including concepts of systems analysis and design, ethics in information systems usage, electronic business, database management, enterprise systems, information security, and JavaScript programming concepts. Business cases will be utilized to illustrate how information systems improve decision-making. Students will also gain valuable strategies for career development and networking.
Syllabus: Course INFSYS 2800

Information Systems Concepts & Applications

Time Requirements:

If this course were offered on campus, you’d be in class 2.5 hours/week, travel time, class preparation, study, and assigned tasks. The online version is no different in terms of expectations for your involvement. This is an active online course that requires 3 hours of your time each week in addition to the time it takes you to read the required materials, watch the videos, and complete the assignments. That means that you need to plan to spend a minimum of 6 hours every week (up to 9-10 hours a week) on activities related to this course. If you are worried about your preparedness, consider taking the Online Readiness Survey to help decide if an online course is right for you.

Technology Requirements:

As a student in an online course, you are expected to have reliable internet access almost every day. If you have computing problems, it is your responsibility to address these or to use campus computing labs. Problems with your computer or other technology issues are not an excuse for delays in meeting expectations and missed deadlines for the course. If you have a problem, get help in solving it immediately. At a minimum, you will need the following software/hardware to participate in this course:

1. Computer with an updated operating system (e.g. Windows, Mac, Linux)
2. Updated Internet browsers (Apple Safari, Internet Explorer, Google Chrome, Mozilla Firefox)
3. Ability to navigate Canvas (Learning Management System)
4. Minimum Processor Speed of 1 GHz or higher recommended.
5. Reliable and stable internet connection.
6. Adobe Reader or alternative PDF reader (free)
7. A webcam and/or microphone is highly recommended.
8. Microsoft Office 365: As a student, you get Office 365 for free. Here is the link: http://www.umsl.edu/technology/tsc/files/pdfs/Office%20from%20email.PDF
9. Plain text editor such as NotePad or TextEdit. Your computer should have a plain text editor installed. Please do not purchase a plain text editor.

How to Succeed in This Course

Grades are earned in this course. Please participate fully. Each module will include readings, discussions, videos, and assignments. Assignments must be submitted by the scheduled due dates.

If this is your first online course, it is recommended that you complete the Online Course Overview listed in your Canvas course list. If you’ve already completed the orientation, you do not have to retake it, but you can refer to it for helpful videos and tutorials about the technologies used in this course.
Syllabus: Course INFSYS 2800
Information Systems Concepts & Applications

Assessment/Grading

Grade Composition:

<table>
<thead>
<tr>
<th>Assignment Type</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction Discussion Board</td>
<td>10</td>
</tr>
<tr>
<td>Student Information Form</td>
<td>10</td>
</tr>
<tr>
<td>Discussion Boards/Participation 8@10</td>
<td>80</td>
</tr>
<tr>
<td>Quizzes 6@25</td>
<td>150</td>
</tr>
<tr>
<td>Excel Projects 4@50 points</td>
<td>200</td>
</tr>
<tr>
<td>Career Presentation</td>
<td>30</td>
</tr>
<tr>
<td>Programming Assignment</td>
<td>50</td>
</tr>
<tr>
<td>Midterm</td>
<td>100</td>
</tr>
<tr>
<td>Final Exam</td>
<td>100</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>730</strong></td>
</tr>
</tbody>
</table>

**Study Materials:** Study tools, practice quizzes, and learning simulations will be included in each module. The study materials are designed to reinforce learning. Assigned materials will serve as study guides for the course midterm and final exam. You should also take copious notes during the readings and videos.

**Grading Scale:** The UMSL Grading System is based on a four-point scale. The grade value for each letter grade is as follows:

- A = 4.0
- A- = 3.7
- B+ = 3.3
- B = 3.0
- B- = 2.7
- C+ = 2.3
- C = 2.0
- C- = 1.7
- D+ = 1.3
- D = 1.0
- D- = 0.7
- F = 0

**EX = Excused**

**DL = Delayed**

**FN = Failure/Non Participation**

**Grading Schema:** The University default grading schema will be used to calculate your final grade.

<table>
<thead>
<tr>
<th>Name</th>
<th>Range</th>
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<tbody>
<tr>
<td>A</td>
<td>100%</td>
<td>to 94%</td>
</tr>
<tr>
<td>A-</td>
<td>&lt; 94%</td>
<td>to 90%</td>
</tr>
<tr>
<td>B+</td>
<td>&lt; 90%</td>
<td>to 87%</td>
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<tr>
<td>B</td>
<td>&lt; 87%</td>
<td>to 84%</td>
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<tr>
<td>B-</td>
<td>&lt; 84%</td>
<td>to 80%</td>
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<tr>
<td>C+</td>
<td>&lt; 80%</td>
<td>to 77%</td>
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<tr>
<td>C</td>
<td>&lt; 77%</td>
<td>to 74%</td>
</tr>
<tr>
<td>C-</td>
<td>&lt; 74%</td>
<td>to 70%</td>
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</table>

**Feedback and Grading:** Discussion board grades will be returned, with rubric feedback. Quizzes and exams will be partially graded upon submission. Sentence completion questions and short essay questions will be graded separately. Excel cases, JavaScript Assignments, and exams may require additional time for grading.
## Syllabus: Course INFSYS 2800

### Information Systems Concepts & Applications

#### Course Schedule (Subject to modification.)

<table>
<thead>
<tr>
<th>Dates</th>
<th>Module</th>
<th>Readings</th>
<th>Assignments &amp; Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start Here</td>
<td></td>
<td></td>
<td>• Introduction Discussion Board</td>
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<tr>
<td></td>
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<td>• Student Information Form</td>
</tr>
<tr>
<td></td>
<td><strong>Module 1</strong></td>
<td><strong>Chapter 1</strong>: An Introduction to Information Systems</td>
<td>• Discussion Board 1 Initial Post</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Chapter 2</strong>: Information Systems in Organizations</td>
<td>• Discussion responses/replies</td>
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<tr>
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<td><strong>Case Study Discussion</strong>:</td>
<td>• Quiz Module 1</td>
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<tr>
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<td>Nordstrom’s Innovation Efforts Recognize the Importance of the Soft Side</td>
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<td>of Implementing Change</td>
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<tr>
<td></td>
<td><strong>Module 2</strong></td>
<td><strong>Chapter 5</strong>: Database Systems and Big Data</td>
<td>• Discussion Board 2 Initial Post</td>
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<tr>
<td></td>
<td></td>
<td><strong>Case Study Discussion</strong>:</td>
<td>• Discussion responses/replies</td>
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<tr>
<td></td>
<td></td>
<td>Medihelp: Transforming Traditional Databases into Business Intelligence</td>
<td>• Excel Case 1</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Quiz Module 2</td>
</tr>
<tr>
<td></td>
<td><strong>Module 3:</strong></td>
<td><strong>Chapter 6</strong>: Networks and Cloud Computing</td>
<td>• Discussion Board 3 Initial Post</td>
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<tr>
<td></td>
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<td><strong>Case Study Discussion</strong>:</td>
<td>• Discussion responses/replies</td>
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<td>Cloud Helps Fight Cancer</td>
<td>• Excel Case 2</td>
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<td>• Quiz Module 3</td>
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<tr>
<td></td>
<td><strong>Module 4</strong>:</td>
<td><strong>Chapter 7</strong>: Electronic and Mobile Commerce</td>
<td>• Discussion Board 4 Initial Post</td>
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<tr>
<td></td>
<td>Securing Information Systems</td>
<td><strong>Case Study Discussion</strong>:</td>
<td>• Discussion responses/replies</td>
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<tr>
<td></td>
<td>Midterm Exam</td>
<td>Facebook Moves into E-Commerce</td>
<td>• Excel Case 2</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>• Midterm Exam</td>
</tr>
<tr>
<td></td>
<td><strong>Module 5</strong></td>
<td><strong>Chapter 9</strong>: Business Intelligence and Analytics</td>
<td>• Discussion Board 5 Initial Post</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Case Study Discussion</strong>:</td>
<td>• Discussion responses/replies</td>
</tr>
<tr>
<td></td>
<td></td>
<td>DSS Dashboards Spur Business Growth at Irish Life</td>
<td>• Watch Career in IT Presentation</td>
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<tr>
<td></td>
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<td>• Excel Assignment 3 Quiz Module 5</td>
</tr>
</tbody>
</table>
## Syllabus: Course INFSYS 2800

**Information Systems Concepts & Applications**

<table>
<thead>
<tr>
<th>Module Dates</th>
<th>Module / Topic</th>
<th>Readings</th>
<th>Assignments &amp; Due Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td><strong>Module 6</strong></td>
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</tbody>
</table>
|              | **Module 6**   | **Chapter 11:** Strategic Planning and Project Management | • Discussion Board 6 Initial Post  
   **Case Study Discussion:** UConn’s University Information Technology Services (UITS) Develops a Five-Year Strategic Plan  
   • Discussion responses/replies  
   • Excel Case 4  
   • Quiz Module 6 |
|              | **Module 7**   | **Chapter 13:** Cybercrime and Information System Security | • Discussion Board 7 Initial Post  
   **Case Study Discussion:** Identity Theft and Gaming Consoles  
   • Discussion responses/replies  
   • JavaScript Assignment  
   • Quiz Module |
|              | **Module 8**   | **Chapter 14:** Ethical, Legal, and Social Issues of Information Systems | • Discussion Board 8 Initial Post  
   **Discussion Board Topic:** FBI Orders Apple to Unlock iPhone  
   • Discussion responses/replies  
   • Career Presentation |
|              | **Final Exam** | Final Exam | • Final Exam Due |

**Page 5 of 15**
Participation

- It is vitally important that our classroom environment promote the respectful exchange of ideas. This entails being sensitive to the views and beliefs expressed during discussions whether in class or online. Please speak with me before recording any class activity. It is a violation of University of Missouri policy to distribute such recordings without my authorization and the permission of others who are recorded.
- Your success in this course will heavily depend on your ability to communicate, engage and participate in all course activities. Successful completion of this course requires that a student keep up with all assignments, coursework and discussions. Timely participation in online discussions is a very important parts of this course and participation in these discussions, and other activities as assigned, is not optional. You are expected to prepare and post to discussions in a timely manner consistent with the requirements contained within the course syllabus and discussion rubric*.
- If you are unable to participate in the scheduled class activity or discussions you must notify the instructor within the week of that class module or discussion. An unexcused failure to engage or participate with the class will be counted as an absence; unexcused absences may result in failure. The instructor reserves the right to make judgment to accept and/or make–up assignments missed because of failed participation in the course activities.

Online Discussion Protocol

Online discussions replace the interaction you would have in a face-to-face course. Hence, you are required to participate in online discussions just as you would be required to attend a face-to-face course. As is the case in face-to-face classes, we will conduct discussions civilly, and with a climate of critical inquiry.

- Participation in the course should maintain a positive work and learning environment, as outlined in the UM Collected Rules & Regulations, 330.080
- Postings should be evenly distributed during the discussion week.
- I will not respond to each post but will be monitoring each discussion.
- Discussion boards will consist of two parts. Please use the Online Discussion Rubric* located in Course Documents as a guide.
  - Original Post: Read the assigned case study, and write a brief reflection on the discussion board. Your discussion should reflect what you gained form the case, your feelings about the issue, and include real world examples to bridge your personal/professional experiences to the course content. We are all at different stages in our careers as students and professionals. Sharing our experiences will enrich our learning community.
  - Reply/Questions to classmates: Engage in dialogue with other members of your discussion group. You should respond or inquire about your group member’s reflections as if you were talking face to face. Creating dialogue in your discussions groups will help you to connect with your peers.
- Postings should be a minimum of 5-6 sentences, or one short paragraph, and a maximum of two paragraphs.
Responses should be well written with proper punctuation, spelling and grammar.

- Avoid short one-word postings, for instance, “I agree,” unless accompanied by supporting statements from the readings or prior knowledge (work and life experience).
- Stay focused on the topic.
- Ask questions; challenge other postings that lack supporting evidence or present incorrect information.
- Encourage further discussion by building on current threads.
- Check your postings for responses from others and respond in kind.
- Use proper "netiquette".

Late Work Policy

- Assignments should be submitted no later than the due date unless prior arrangements are made with the instructor and a new due date is established.

Attendance Policies

- Present in class for online courses is determined by participation in an “academically related activity,” i.e. submission of an assignment, assessment or discussion forum posting. The last day of attendance is the last day a student is academically participating in the online course.
- Documentation that a student has logged into an online class is not sufficient by itself to demonstrate academic attendance.

Syllabus Statement:

This syllabus contains the policies and expectations that have been established for this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Please bring any concerns you may have to my attention. To create and preserve a course atmosphere that optimizes teaching and learning, all students share the responsibility of creating a positive learning environment. Students are expected to conduct themselves in a manner that does not disrupt teaching or learning. Our course section is asynchronous and does not include a live video lecture component. Asynchronous learning allows you to learn on your own schedule, within a certain timeframe. We will build our learning community through asynchronous discussion forums. Course discussions should be civilized and respectful to everyone and relevant to the topic we are discussing. Discussion forums are meant to allow for a variety of viewpoints. This can only happen if we respect one another and our differences. Any actions that do not align with the University Code of Conduct, will be reported to the Student Conduct and Community Standards.

Contents

About this course ........................................................................................................................................... 1
Required Text ....................................................................................................................................................... 1
Course Description: ......................................................................................................................................... 1
Time Requirement ............................................................................................................................................... 2
Technology Requirement ............................................................................................................................... 2
# Syllabus: Course INFSYS 2800

**Information Systems Concepts & Applications**

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>How to Succeed</td>
<td>2</td>
</tr>
<tr>
<td>Assessment/Grading</td>
<td>3</td>
</tr>
<tr>
<td>Grade Composition</td>
<td>3</td>
</tr>
<tr>
<td>Study Materials</td>
<td>3</td>
</tr>
<tr>
<td>Grading Scale</td>
<td>3</td>
</tr>
<tr>
<td>Grading Schema</td>
<td>3</td>
</tr>
<tr>
<td>Feedback and Grading</td>
<td>3</td>
</tr>
<tr>
<td>Course Schedule</td>
<td>4</td>
</tr>
<tr>
<td>Course Policies</td>
<td>6</td>
</tr>
<tr>
<td>Participation</td>
<td>6</td>
</tr>
<tr>
<td>Online Discussion Protocol</td>
<td>6</td>
</tr>
<tr>
<td>Late Work Policy</td>
<td>7</td>
</tr>
<tr>
<td>Attendance Policies</td>
<td>7</td>
</tr>
<tr>
<td>Syllabus</td>
<td>7</td>
</tr>
<tr>
<td>Important Information Regarding Business Core Courses</td>
<td>9</td>
</tr>
<tr>
<td>Learning Outcomes</td>
<td>9</td>
</tr>
<tr>
<td>Contact Method</td>
<td>9</td>
</tr>
<tr>
<td>Instructor Availability</td>
<td>9</td>
</tr>
<tr>
<td>Course Plan for the unexpected</td>
<td>10</td>
</tr>
<tr>
<td>Tutor Information</td>
<td>10</td>
</tr>
<tr>
<td>Email Etiquette</td>
<td>10</td>
</tr>
<tr>
<td>Academic Integrity/Plagiarism</td>
<td>10</td>
</tr>
<tr>
<td>Title IX Policies</td>
<td>11</td>
</tr>
<tr>
<td>Student Resources</td>
<td>11</td>
</tr>
<tr>
<td>Student Enrichment and Achievement</td>
<td>12</td>
</tr>
<tr>
<td>Technical Support</td>
<td>12</td>
</tr>
<tr>
<td>VoiceThread</td>
<td>13</td>
</tr>
<tr>
<td>Academic Support</td>
<td>13</td>
</tr>
<tr>
<td>*Online Discussion Rubric</td>
<td>14</td>
</tr>
</tbody>
</table>

*Page 8 of 15*
Syllabus: Course INFSYS 2800

Information Systems Concepts & Applications

**Online Class Netiquette/behavior.................................................................................................................................15

Important information regarding business core courses:

A minimum grade of C- is required for each course in the business core (except MGMT 4219); for each course which serves as a prerequisite for another course; and for each course in an emphasis area and/or major. Visit the university bulletin to review College of Business Administration General Degree Requirements:

https://bulletin.umsl.edu/collegeofbusinessadministration/#undergraduatetestudytext

Learning Outcomes:

1. Recognize challenges confronting the management of information systems
2. Understand ethical, legal, privacy, and compliance issues relating to information systems
3. Develop the foundations of business intelligence, cybersecurity, and enterprise systems
4. Explain the analysis and design of information systems
5. Synthesize data for managerial decisions

Contact Method

The best way to communicate with me is through the Canvas Inbox. Messages from the Inbox identify the student, course, and section. Typical response time is 24-48 hours Monday-Friday. Messages arriving after 5PM on Fridays will receive a response the following Monday or Tuesday. I can also be reached through traditional email _______________________. However, if the communication does not clearly identify the student, course, and section there will be a delay in response. Communication sent outside of the Canvas Inbox should come from your university provided email account.

Instructor Availability

I am always pleased to receive your emails with updates, questions or concerns. Do not hesitate to use the Canvas Inbox to notify me of any questions regarding the course. I will be available to reply to you within 24-48 hours Monday through Friday. I will have limited availability after 5PM CST Friday through 8AM CST Monday morning. There is a responsibility with the online environment that is different from face-to-face classes. Both students and faculty have outside lives and cannot be expected to be online 24/7. You should log into the class site regularly to assure you are aware of course preparation and assignment requirements. Starting assignments at the last minutes or posting near the assignment deadline, does not offer your instructor or class support team time to respond. You should review assignments early and ask questions early. Assignment related inquiries must be submitted by 12PM CST on Friday before the assignment due date.
Syllabus: Course INFSYS 2800

Information Systems Concepts & Applications

Course Plan for the Unexpected

Please stay informed about university policies, instructions and resources as they relate to the COVID-19 pandemic: [https://www.umsl.edu/hcdas/coronaupdates.html](https://www.umsl.edu/hcdas/coronaupdates.html). It is important to me that you stay on track toward your degree completion. This section presents our course continuity plans for how we will handle situations to avoid disruption to your learning. This course is 100% online, asynchronous. Please expect to stay on the regular semester schedule. If there are any changes, you will be updated.

Tutor Information

Each semester we identify tutors to support students enrolled in INFSYS 2800. Additional information about the tutor hours will be posted in the course site.

Email Etiquette

Student email is a professional communication and should be constructed as such. Email messages should include: **Subject**, **Student & Course Information**, **Salutation**, **Purpose**, **Questions**, and **Closing**

Email communication can leave a lasting (electronic) impression. Leaving a positive impression is important for students and professionals. The Writing Center at UNC Chapel Hill provides great resource to support students with writing effective electronic communications. [https://writingcenter.unc.edu/tips-and-tools/effective-e-mail-communication/](https://writingcenter.unc.edu/tips-and-tools/effective-e-mail-communication/) If you need additional assistance, you can also stop by the UMSL Writing Center. [https://www.umsl.edu/~umslenglish/Writing%20Center/index.html](https://www.umsl.edu/~umslenglish/Writing%20Center/index.html)

Academic Integrity/Plagiarism

We want our learning environment to be honest and fair. The assessments in our course provide you with an opportunity to showcase what you know and learn from what you may not yet have mastered. When you submit work with your name on it, this is a written statement that credit for the work belongs to you alone. If the work was a product of collaboration (such as a group project), each student is expected to clearly acknowledge in writing all persons who contributed to its completion.

Each assignment and exam in our course will include clear guidelines about the rules around each assessment including what materials are appropriate to use. It is always required that the work you submit is your own, uses proper citation, avoids collusion or falsification.

If you have a question about an assignment, do not hesitate to contact me for clarification. You are responsible for being attentive to and observant of University policies about academic honesty as stated in the **University’s Campus Policies** and **Code of Student Conduct** found in the UMSL Bulletin.

- **Plagiarism, collusion, cheating, and falsification are not acceptable** and will result in failure of an assignment and possible administrative sanctions such as dismissal from the university.
  - **Plagiarism**: representing the ideas or work of another as your own, intentionally or unwittingly, without proper, clear, explicit acknowledgement.
  - **Facilitation/Collusion**: supporting malpractice by another student, for example, allowing your work to be copied.
  - **Duplication of Work**: presenting the same work for a different assessment.
Syllabus: Course INFSYS 2800

Information Systems Concepts & Applications

- **Cheating**: using any unauthorized sources of information (such as previous or existing exams for this course) and providing or receiving unauthorized assistance on any form of academic work or engaging in any behavior specifically prohibited by the faculty member (e.g., uploading or using test questions or online homework questions on study sites such as Chegg.com, copying someone else’s answers on tests and quizzes, copying/pasting exam or online homework questions from this semester for your peers or publicly in online forums).

- **Falsification**: any untruth, either verbal or written, in one’s academic work including presenting fabricated/made up data or presenting someone else’s work as your own. Unless the instructor explicitly states otherwise, it is dishonest to collaborate with others when completing any assignment or test, performing laboratory experiments, writing and/or documenting computer programs, writing papers or reports and completing problem sets.

  - Academic dishonesty is a serious offense that may lead to [probation, suspension, or dismissal from the University](http://www.umsl.edu). Academic dishonesty can take a number of forms described above: plagiarism, cheating, unauthorized possession or distribution of academic materials including the unauthorized use, selling or purchasing of examinations or other academic work, using or stealing another student’s work, unauthorized entry or use of material in a computer file, and using information from or possessing exams that an instructor did not authorize for release to students.

  - All instances of academic dishonesty will be reported to the Office of Academic Affairs who will determine whether you will appear before the Student Conduct Committee for possible administrative sanctions such as dismissal from the university. The instructor will make an academic judgment about the student’s grade on that work in this course. The campus process regarding academic dishonesty is described in the “Policies” section of the Academic Affairs website.

  - This course will include several short writing assignments. Students may use either APA or MLA format.

**Title IX Policies**

**Mandatory Reporting**: Under Title IX, all UMSL faculty, staff, and administrators (with limited exception) are obligated to report any incidents of sexual harassment, sexual misconduct, sexual assault, or gender discrimination to the Student Affairs office and/or other University officials. This ensures that all parties are protected from further abuses and that victim(s) are supported by trained counselors and professionals. Note: There are several offices at UMSL (e.g., Counseling Services, Health Services, Community Psychological Service, Center for Trauma Recovery, and Student Social Services) whose staff are exempt from Title IX mandated reporting, when the information is learned in the course of a confidential communication.

**Student Resources**

**Access, Disability and Communication**

Your academic success is important. If you have a documented disability that may have an impact upon your work in this class, please contact Disability Access Services (DAS) immediately. Students must provide documentation of their disability to the office of Disability Access Services in order to receive official University services and accommodations. The staff is available to answer questions regarding accommodations or assist...
you in your pursuit of accommodations. Information about your disability is confidential. Once DAS reviews your medical documentation, they will provide you with the information and steps to inform me about the accommodations to which you are entitled. Your accommodations will begin as soon as we discuss your approved accommodations.

- 144 Millennium Student Center (MSC)
- Phone: (314) 516-6554
- Email: Tara Cramer, cramert@umsl.edu or Adam Mann, mannad@umsl.edu
- Website: http://www.umsl.edu/services/disability/

Office of International Students and Scholar Services
If you have difficulty communicating in English with the instructor of this course, contact ISS.

- 362 Social Sciences & Business Building (SSB)
- Phone: (314) 516-5229
- Email: iss@umsl.edu
- Website: http://www.umsl.edu/~intelstu/contact.html

Student Enrichment and Achievement
SEA provides comprehensive support and intervention strategies that support your road to graduation!

- 107 Lucas Hall
- Phone: (314) 516-5300
- Email: umslsea@umsl.edu
- Website: https://www.umsl.edu/services/sea/

Office of Multicultural Student Services (MSS) and the University Tutoring Center (UTC)
MSS provides comprehensive student retention services to diverse student populations; through their tutoring center, the MSS offers comprehensive tutoring services free to students at UMSL.

- 225 Millennium Student Center (MSC)
- Phone: (314) 516-6807
- Email: multicultural@umsl.edu
- Website: https://www.umsl.edu/~mcraa/index.html

Technical Support
Please consult UMSL’s Keep Learning web resource for technology tips and help with learning in Canvas:
https://www.umsl.edu/services/ctl/KeepLearning/index.html
Syllabus: Course INFSYS 2800

Information Systems Concepts & Applications

Canvas
If you have problems logging into your online course, or an issue within the course site, please contact the Technology Support Center:

- Phone: (314) 516-6034
- Email: helpdesk@umsl.edu
- Website: http://www.umsl.edu/technology/tsc/

If you are having difficulty with a technology tool in Canvas, consider visiting the Canvas Student Guides, which has overviews of each tool and tutorials on how to use them.

If you continue to experience problems or just have questions, you can also contact the Learning Resource Lab:

- Phone: (314) 516-6704
- Email: lrl@umsl.edu
- Website: http://www.umsl.edu/technology/lrl/

VoiceThread
- Online Contact Form: https://voicethread.com/support/contact/
- Website: https://voicethread.com/howto/

Academic Support

The Writing Center

The Online Writing Center (OWC)
At the OWC Canvas site, students can send their papers to our tutors, who will read them and send them back with suggestions. Students can also access Turnitin, which identifies quoted material in their essays.

- 222 Social Sciences and Business Building (SSB)
- Website: https://www.umsl.edu/~umslenglish/Writing Center/
- Visit the OWC course site on Canvas to submit drafts online. To find the OWC course, click on Courses > All Courses. Then click to join this course
- The OWC usually responds within 48 hours. Please allow ample time.

Math Academic Center (Math Lab)
The Math Academic Center offers free individual assistance on a walk-in basis to students needing help with any mathematics from basic math through calculus or any course involving mathematical skills.

- 222 Social Sciences and Business Building (SSB)
- Website: http://www.umsl.edu/mathcs/math-academic-center/

A final note: this syllabus will be subject to change at the instructor’s discretion.
# Syllabus: Course INFSYS 2800

**Information Systems Concepts & Applications**

*Online Discussion Rubric*

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Exceeds Expectations</th>
<th>Meets Expectations</th>
<th>Developing Expectations</th>
<th>Needs Improvement</th>
<th>Missing Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Original Post</strong></td>
<td>6 pts. Use of analysis, synthesis and evaluation</td>
<td>4 pts. Use of comprehension and application</td>
<td>2 pts. Use of knowledge</td>
<td>1 pt. No clear evidence that readings were understood or even completed.</td>
<td>0 pt. No postings throughout the week</td>
</tr>
<tr>
<td></td>
<td>Critical and/or creative contribution</td>
<td>Incorporates readings well into responses, demonstrating excellent understanding.</td>
<td>Exhibits some insights and understanding of course content, but may not ask critical questions of the readings or fellow students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Incorporates readings well into responses, demonstrating excellent understanding.</td>
<td>Serbia's contribution may extend the discussion and relate material to prior course content.</td>
<td>May relate module's issues to prior material covered in the course.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Asks questions that extend the discussion and relate material to prior course content.</td>
<td>Makes insightful, critical comments on the readings and to fellow students.</td>
<td>May respond to fellow students.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Makes insightful, critical comments on the readings and to fellow students.</td>
<td></td>
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<tr>
<td></td>
<td>Contributes new information and identifies the source.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Responses/Questions to Classmates</strong></td>
<td>4 pts. Insightful question or reply to a classmate's post. Asks questions that extend the discussion and makes insightful, critical comments.</td>
<td>3 pts. Exhibits good insights and understanding of discussion questions.</td>
<td>2 pts. Repeat basic information related to discussion.</td>
<td>1 pt. Only agreed/disagreed but never contributed to the ongoing conversation.</td>
<td>0 pts. Did not reply or question any classmates.</td>
</tr>
</tbody>
</table>
Online Class Netiquette/behavior

- **Be self-reflective** before you post an emotional response and reread what you have written to be sure it is positive. Think of your comments as printed in the newspaper. Your online comments will be seen, heard and remembered by others in the class.

- **Use effective communication.**
  - Avoid the use of all caps or multiple punctuation elements (!!!, ?? etc).
  - Be polite, understate rather than overstate your point, and use positive language.
  - If you are using acronyms, jargon or uncommon terms, be sure to explain them so everyone can understand and participate in the discussion.

- **Ask for clarification** to a point if you feel emotional from a classmate’s post. It is likely that you misunderstood his/her point. This strategy will also help you step away from the intensity of the moment to allow for more reflection.

- **Sign your name.** It is easier to build a classroom community when you know to whom you are responding.

- **Foster community.** Share your great ideas and contribute to ongoing discussions. Consider each comment you make as one that is adding to, or detracting from, a positive learning environment for you and your classmates.

- **Be constructive.** You can challenge ideas and the course content, but avoid becoming negative online. When you disagree politely you stimulate and encourage great discussion. You also maintain positive relationships with others with whom you may disagree on a certain point.

- **Keep the conversation on topic** by responding to questions, adding thoughtful comments about the topics at hand. Online dialogue is like conversation. If there is a particular dialogue going on, please add to it, but if you have something new to say, please post it in another thread.

- **Define your terms.** When using acronyms or terms that are particular to your field (or new to our course), please define them for others.