**SYLLABUS**
**Tentative**
**Course: AMS 490 Senior Research (CIT Version)**
**Faculty: Mark Revels, Ph.D.**

## *Course Description*

In this course, students will work on capstone research projects utilizing skills and knowledge from prior courses in the program. Projects performed, when possible, will be for a specific client or local industry.

## *Topics and Objectives*

| Upon completion of this course, the student shall be able to: | How the student will develop outcomes | How the student will be assessed the learning on these learning outcomes |
|---|---|---|
| Demonstrate problem solving skills in the area of their major field of study and emphasis option | Completion of the CIT program. | Research report and final deliverable product. |
| Demonstrate research and analysis skills related to cost effective systems, products, designs, or projects | Completion of the CIT program. | Research report and final deliverable product. |
| Demonstrate technical writing and reporting skills as related to the proposal, progress reporting, research report, and final deliverable product | Completion of the CIT program. | Research report and final deliverable product. |
| Apply computer information technology concepts and principles to real world situations from knowledge acquired through core and | Completion of the CIT program. | Research report and final deliverable product. |

| Upon completion of this course, the student shall be able to: | How the student will develop outcomes | How the student will be assessed the learning on these learning outcomes |
|---|---|---|
| concentration courses of the program. | | |

### *Welcome!*

Welcome to AMS 490 – Senior Research. My name is Mark Revels and I am anticipating a rewarding experience for all of us, with the primary focus being that you have an opportunity to demonstrate what you have learned about computer information technology.

### *Class Location/Times*

This class is delivered in an online format. It will be necessary for students to have access to reliable Internet connections. The class is available at the following website: https://blackboard.wku.edu.

### *Required Material(s)*

Highly ecommended Text: How to do a Research Project: A Guide for Undergraduate Students (1st or 2nd Edition)

- Paperback: 170 pages
- Publisher: Wiley; 2 edition (December 19, 2016)
- Language: English
- ISBN-10: 1118691326
- ISBN-13: 978-1118691328
- Product Dimensions: 6 x 0.6 x 8.9 inches
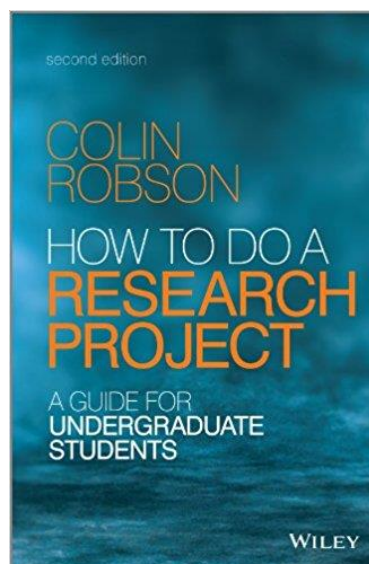
### *Instructor Information*

Name: Mark Revels, Ph.D.
Office: EST, RM137
Email: mark.revels@wku.edu, mrevels@earthlink.net (alt.)
Phone: Voice 270-303-3019
Webpage: markarevels.com

My office hours are as follows:

- Tuesday through Thursday, 9-11a Central

Email is the best method of contact. I usually respond in less than 24 hours except on weekends. Please don't wait until the weekend. Also, when e-mailing, please put the course name in the subject line. E-mail labeled in this manner receives higher priority.

Note that if you try to contact me late on Friday, you will likely not get a response until late Sunday or Monday.

### *Assignments & Point Values*
Your grade for this course will be determined according to the following scheme:

| Activities | Points Possible |
|---|---|
| Research report and final deliverable product proposal | 500 |
| Research report and final deliverable product | 500 |
| Total Points Available | 1,000 |

The grading scale that will be used is:

- A = 900 – 1,000 points
- B = 800 – 899 points
- C = 700 – 799 points
- D = 600 – 699 points
- F = 0 – 599 points (or cheating)

Please see the Course Master Schedule in the Start Here section of Blackboard for more details.

Please be sure to review your grades right away; corrections will not be made more than seven days after the initial grade is posted. Likewise, no grades will be changed after the end of the course, so please do not ask.

### *Academic Dates*
To determine important academic dates such as the last day to drop with a W, or the final exam schedule, please see http://www.wku.edu/registrar/academic_calendars/

### *Activities*
There are two major activities in this course.  A brief explanation of each activity is as follows:
- Research report, and final deliverable product proposal – This product is a formal proposal for the final research report or other product as approved by the instructor.

- Research report, and final deliverable product – This product is the culmination of all your work in the CIT program. It may be a research report or other product as approved by the instructor.

### Final Exams
The final exam in this course is the research report and final deliverable product.

### Attendance Policy
Because this is an online course there is no classroom attendance requirement. However, I strongly encourage you to remain actively involved in this course. Some suggestions for doing this are: 1) check your WKU email and Blackboard regularly for course announcements and information; 2) stay abreast of all due dates as they are added to the course schedule on Blackboard; 3) and, complete all work on time and to the very best of your ability.

### Instructor Feedback
In general, I will post weekly grades no later than the Wednesday following the end of the class week. I tend to comment little if you are doing well (>75%) and comment more if you are not (< 75%). However, at any time if you have questions about any comments and grades, please contact me within three or four days at most while the issues are still fresh in both our minds. This will help to iron any issues out as soon as possible.

In the event a Blackboard grading rubric is used, that is your feedback. Again, if you have additional questions, contact me as soon as possible.

Also, if I mistakenly note you as missing any assignments and you did submit them, please immediately let me know the time and date you posted. I will be very, very happy to download the post and correct my records. I will not make changes to grades after one week of posting, or after the course is over.

### Non-Graded Assignments
Some activities that you will complete during the course are ungraded or carry no point value (like reading assignments). However, it is very important that you complete these activities. Non-completion of these activities may negatively impact your graded work.

### Incompletes
All incomplete requests must follow school guidelines. See the University catalog.

### Extra Credit
There is no extra credit or make-up work as the class assignments reflect what is required for successful completion of this course.

### *Academic Standards*

I expect all students to support the same respect for individuals, commitment to issue and problem resolution, and open communication and feedback as in any learning environment.

Specifically, all students are expected to:

- Accept responsibility and accountability for all use actions and content posted to any online classroom, public meeting or personal inbox (email).
- Maintain the same ethical standards expected in a collaborative, academic environment.
- Demonstrate respect for all faculty, students, and staff regardless of age, race, gender, religion, national origin, veteran's status, disability, or sexual orientation.

In the online environment, the following will not be tolerated:

- Harmful, threatening, libelous, or abusive content
- Profanity of any kind
- Copyright infringement or violation of patent, trademark, proprietary information, or confidentiality agreements
- Misrepresentation of identity through alteration of inbox (email) names
- Posting unsolicited advertisements to public meetings or private inboxes (no spamming)
- Transferring computer viruses, intentionally or unintentionally, or other code that disrupts or interferes with other users' use of the online environment or personal computers, systems, or networks.

### *Honesty*

I highly value academic honesty. A student must always submit work that represents their original words or ideas. If any words or ideas are used that do not represent the student's original words or ideas, then the student must cite all relevant sources. The student should also make it clear the extent to which such sources are used.

Words or ideas that require citation include, but are not limited to, all hardcopy or electronic publications, whether copyrighted or not, and all verbal or visual communication when the content of such communication clearly originates from an identifiable source.

Academic dishonesty in an Online learning environment could involve the following:

- Having a tutor or friend complete a portion of your assignments
- Having a reviewer make extensive revisions to an assignment
- Copying work submitted by another student to a public class meeting

- Using information from on-line information services without proper citation
- Using a direct quote as a paraphrase

Any of these practices could result in charges of academic dishonesty. Sanctions range from failing assignment or class grades to expulsion.

I consider academic honesty a very serious issue. I have, and will fail students that I discover are not adhering to the above guidelines. Thus, please make sure you know how to properly cite your work.

In case you are not sure what to cite, according to the APA manual you should, "Cite the work of those individuals whose ideas, theories, or research have directly influenced your work...provide documentation for all facts and figures that are not common knowledge." It's optional, but you can review http://blog.markarevels.com/support-assertions/ for more instruction on this topic.

### Class Navigation
Go to http://blackboard.wku.edu and follow the login instructions (usually available by the first day of class). This site will be the primary means for all work.  Please be sure and check this site regularly.

### Computer Access
This class requires each student to make use of several software packages, various other software tools and the Internet.  All required resources are available either in the general Student Computer Labs across campus, on WKU Extended campuses, and typically, at public libraries.  Lack of hardware, software and Internet connectivity at home to complete any assignment is not an acceptable reason for not completing work. You may work from any location you prefer (home, work, etc...), but you will need access to MS Office software.

### Technology Issues
School servers are unavailable from time-to-time. Accordingly, I will accept e-mailed assignments to my personal mailbox for time-stamping purposes only.  However, once Blackboard is available to you, in order to receive a grade, the assignment must be posted to the appropriate submission area.

Also, from time to time the Blackboard system will lock-up during a quiz or exam. If this happens, please contact me as soon as possible. I can only reset the exam, which means you will have to take it over (this includes final exams). If you wait until the last minute to take an exam, you may not be able to reset due to time limitations.

For comments/complaints about technology issues (for example, Blackboard exam problems), please contact the Office of the Chief Information Technology Officer (270-745-2243).

### Late Assignments

Due to the nature of this course and based upon my teaching experience, it is critical that you are timely in submitting the assignments. Since most assignments are made available before they are due, no late work will be accepted for any reason. Again, no late work will be accepted for any reason. Please do not wait until the last minute to do your assignments; no late work will be accepted for any reason.

### Cancellations

If you are dropped for any reason (lack of payment, etc.), your access to Blackboard may be terminated.  In this event you will **NOT** be permitted to make up on-line course assignments/activities during the time you lost access to Blackboard.

### Student Disability Services

In compliance with university policy, students with disabilities who require accommodations (academic adjustments and auxiliary aids or services) for this course must contact the Office for Student Disability Services in Downing University Center A-200. The OFSDS telephone number is (270)745-5004; TTY is (270)745-3030. Per university policy, please DO NOT request accommodations directly from the professor or instructor without a letter of accommodation from the Office for Student Disability Services.

### Grievance Process

If you are unhappy with any aspect of the course, please contact me via email with a detailed explanation of the problem. I will do my best to help resolve the issue. After contacting me, if you are still unsatisfied, please contact the department chair, Dr. Arbuckle, at greg.arbuckle@wku.edu.

### Schedule Exceptions

I will not approve any Student Schedule Exception Appeals.