

CIS 321 – Emerging Information Technology – Syllabus Summer 2015

Required Materials:

No traditional textbook is required. We will use extensive online and open-source material for most learning modules. Readings will generally be provided via a link to the actual web documents or in .pdf format. In most instances you will have the option to print the material, but are not required to do so. Note that readings comprise only a portion of our studies. Supplemental material will be provided in numerous formats, including tutorials and projects designed around specific technologies.

You will need a dedicated USB flash drive, preferably 16GB minimum, for certain projects and storage.

Headphones/speakers and a microphone will be required for some of the audio/video projects. A webcam may be required for certain proctoring services and locations.

Computer Access:

You need unfettered access to a reliable computer with broadband Internet service (Cable, DSL, etc.)!

You will need access to a modern personal computer that allows you to experiment with numerous different technologies. You are expected to maintain a working, well-tuned system at all times. You are also expected to identify a primary and backup location for completing class activities. Issues with personal PCs are never an excuse for missed deadlines. Personal PCs are not supported by the CIS department. Computers in WKU computer labs have most of the needed software, but may not provide convenient access for the wide scope of projects and the time required to complete them. Most of the tools that we use are web-based and free of charge, although advanced functionality is available in many cases for upgraded accounts. You will not be required to purchase additional upgrades, but may do so if a given tool or technology interests you.

Instructor:

Jeff Willis, Grise Hall Room 220, 270-745-8843, jeff.willis@wku.edu Email is the best way to reach me quickly. We can also meet in my office most anytime I'm not teaching. Feel free to stop by if you are on campus. If I miss you please schedule a time that's feasible for both of us.

Objectives:

This course provides an introduction to, and survey of, emerging technologies. Topics cover a wide assortment of current and emerging technology trends- including, but not limited to: social/ethical issues, collaboration tools, virtualization, security/privacy, open source software, and hardware/software advances. This class is about experimenting, learning, and searching for new tools and techniques in the rapidly changing world of technology. We will also study the social aspects of technology trends, and the impact they have on our personal lives and the world at large. Students will demonstrate an ability to research, implement, and evaluate emerging technology in academic and occupational settings. Learning outcomes will be evaluated based on online participation, the completion of numerous projects, and periodic quizzes/exams. Group work may be involved and students are expected to participate using multiple online collaboration platforms.

Class Meetings:

This class is offered in an online format. All class content is delivered through the class website (<https://blackboard.wku.edu>). You are also welcome to stop by my office, most anytime I'm not teaching, with questions or concerns. Please email first if you can.

Activities:

There are core activities you will perform regularly for this course. Details for each assignment module will vary based on the content and technologies. Modules will be posted to Blackboard just prior to the start date. A brief explanation of each activity follows:

- Readings: Each module will contain readings. These will generally be provided via a link to the actual web documents or in .pdf format. In most instances you will have the option, but are not required, to print the material. Readings should be completed early in the assignment module time frame.
- Videos and Tutorials: Most modules will contain topical videos, and/or tutorials from a variety of sources. These will vary in length and complexity based on the content being covered.
- Homework Assignments and Research Projects: Numerous projects will be completed using the technologies discussed in each module. Some will be graded and some will serve to reinforce quiz material. Some of the projects are cumulative, building on previous work. It is important to complete all assignments. Research projects may take the form of individual and group deliverables.
- Online Participation: Collaboration and participation will be required via Blackboard discussion boards, student group pages, and additional online collaboration platforms beyond blackboard.
- Quizzes/Exams: There may be online quizzes over the activities listed above. These are timed and have to be completed by specific dates. In addition to periodic quizzes, a proctored final exam is required. Details for scheduling that exam will be provided as received and posted to the Final Exam folder.

Grading:

Your final letter grade for CIS321 will be determined according to the following point totals:

The grading scale that will be used is:

A = 900 + points

B = 800 – 899 points

C = 700 – 799 points

D = 600 – 699 points

F = 0 – 599 points (or cheating)

June 10th, 2015 is the last day to drop this course without a grade.

June 26th, 2015 is the last day to drop this course with a “W”.

There is no curving, bumping, or nudging of grades in this class. Please don't ask. If you desire a specific grade, you must earn the points required to receive it. There are no “extra-credit” activities available in this class.

Please note that there are 1,050 points available in the class yet you only need 900 to earn the grade of A. **This is intentional.** I built an extra 50 points into the class as a cushion for an emergency or problems. **These points must still be earned!** Plan ahead, do not waste the extra points, and complete all activities on time and correctly.

Due Dates & Assignment Availability:

Late assignments will not be accepted. There will be no make-up grades for missed assignments, exams, or graded activities of any kind. Missed deliverables will receive a grade of 0, regardless of the reason. Please pay particular attention to all due dates listed on Blackboard and plan accordingly. Late assignments will NOT be accepted...so don't ask! No credit will be awarded after the due date/time. If you will not have internet access due

to approved university activities such as academic teams or athletics, all work must be completed in advance. Medical issues must be verifiable by a doctor's note indicating the exact day/time and length of incapacitation.

In addition, no make-ups will be allowed for the final exam. Failure to complete the final exam will result in a grade of 0 for that exam. The final exam must be proctored- instructions will be posted to the Final Exam folder as they are received. An announcement will be posted instructing you to register prior to a specific due date.

The course policies apply to all students. Students experience personal illness, a family crisis, work schedule problems, automobile trouble, and similar "life" situations every semester. These are not typically unusual circumstances and do not warrant exceptions to course policies. Good planning and proactive efforts on the part of the student can avoid many of the problems that arise from these situations. Serious health issues, immediate family tragedies, and any similar situation should be communicated with your instructor as soon as possible.

General Grading Criteria:

Grade A: Exemplary work. The quality of work at this level could be used to demonstrate mastery of the subject matter and could serve as a model to others of the kind of superior work that can be accomplished by graduates from the school. This level of work is outstanding both in content and presentation. The student displays initiative, independence, and often originality.

Grade B: Commendable work. The work is logically organized and technically correct. A grade of B indicates an unquestioned grasp of the subject fundamentals and principles and an understanding of their significance. B work often shows initiative.

Grade C: Adequate work. A C usually indicates that the student has presented work that is fairly logical in organization and technique, but it is lacking in thoughtfulness and completeness.

Grade D: Inadequate work. A D demonstrates little ingenuity, integrity, or care.

Grade F: Unacceptable work. This level of work is poorly organized and technically faulty and demonstrates little, if any, grasp of basic facts and principles. In addition, if a student fails to complete all of the assignments in a timely manner, they will receive an F in this course.

Grade FN: Students whose participation is determined to be insufficient, even if assignments are submitted past the 60% date of the class, will receive the FN grade.

Instructor Feedback:

Under normal circumstances I will send out a weekly e-mail to the class. These e-mail messages may remind you of upcoming activities, answer a question from a student that may benefit the entire class, or notify you of any adjustments that we have to make. Of course, it is still your responsibility to keep abreast of assignments and their due dates. Due to the large number of enrolled students I generally will not send out feedback regarding your individual progress in the class. All of your grades will be posted in the Blackboard gradebook. In order to track your progress in the class please refer to your individual gradebook. If you still have any questions about your progress then please feel free to contact me.

E-mail & Class Website:

All students must maintain an E-mail account and check it on a regular basis. As a student, you are entitled to an email account from Western Kentucky University. Throughout the semester emails will be sent using Blackboard and you are responsible for receipt of them! We'll use the Blackboard website extensively for this class.

<https://blackboard.wku.edu>. I'll use Blackboard to communicate with you for this course. Check the site daily for announcements, to access assignment materials, and to complete quizzes and submit projects.

ADDITIONAL COURSE POLICIES:

- The professor reserves the right to make changes to the syllabus and/or schedule as necessary; it is your responsibility to be aware of these changes. Check Blackboard regularly!
- Grades will be posted on Blackboard after the due date for each deliverable has passed. Grades must be verified and may be contested for no more than 48 hours after they are posted.
- It is your responsibility to be familiar with the academic calendar as posted on the WKU website (http://www.wku.edu/registrar/academic_calendars/). Exceptions will not be made regarding late adds, drops, or final exam conflicts.
- Incompletes will not be allowed in this course except for rare emergencies.
- Schedule and due date exceptions are not allowed under any circumstances.
- Problems with Blackboard should immediately be reported to your instructor and to Information Technology Services at (270)745-7000.

Academic Dishonesty:

"Academic dishonesty is a very serious academic offense. In a way, the very foundation of the American educational system rests on the issue of trust, and this trust depends on an honest exchange between students and their teachers. Just as students need to trust that teachers are honest about grading, teaching, and advising, teachers need to trust that students will be honest when taking tests and writing papers. Plagiarism, or any type of cheating, seriously undermines this foundation. This sort of dishonesty indicates that there may be serious questions about the offending student's ethics, and the stigma of this unethical behavior may follow the student for years—decreasing the student's chances of success in academic and professional work." (adopted from Department of English Policy and Frequently Asked Questions on Plagiarism).

The WKU policy permits a faculty member to fail the student on the item on which academic dishonesty occurred or for the entire course. Cases of academic dishonesty will be handled as followed:

- The student will receive a zero (0) for the assignment or an F for the course.
- The incident will be reported to the department chairperson.
- The incident will be reported to the Dean of the college.
- The incident will be reported to the Office of Judicial Affairs or OJA. The student will be notified of the violation and a disciplinary conference will be scheduled. At this meeting the Directory of OJA will complete in the presence of the student the following forms: Judicial Process form, Disciplinary Outcome Conference form, and Parental Notifications and Creative Discipline Referral forms. Once the student accepts responsibility for violating university policies the sanction process begins to change the student's behavior and create a commitment to living within the standards of the Code of Conduct. In addition notifications will be sent to the appropriate stakeholders. A permanent reference to the incident may be placed on the student's permanent transcript. Note that other processes may also occur.
- The OJA may refer this incident to the University Disciplinary Committee.

For this course academic dishonesty includes, but is not limited to, 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
- Using information from on-line information sources without proper quotation/citation

Student Disability Services:

"In compliance with University policy, students with disabilities who require academic and/or auxiliary accommodations for this course must contact the Student Accessibility Resource Center located in Downing Student Union, 1074. The phone number is 270.745.5004 [270.745.5121 V/TDD] or email at sarc@wku.edu. Please do not request accommodations directly from the professor or instructor without a letter of accommodation (LOA) from The Student Accessibility Resource Center."