

Course Syllabus

[Jump to Today](#)
 **Edit**

NET 3550 Supervising Information Technology | Fall 2019

Instructor

Instructor:	Matt Paulson
Office:	WSU Davis D2 308G
Office Hours:	<p>T 0900-1100 WSU Davis D2 308G</p> <p>Google Hangout: https://meet.google.com/pwu-kkbf-zxr (https://meet.google.com/pwu-kkbf-zxr)</p> <p>T 1600-1730 WSU Davis D2 308G</p> <p>Google Hangout: https://meet.google.com/vap-hsux-oib (https://meet.google.com/vap-hsux-oib)</p> <p>R 1830-2000 WSU Davis D2 308G</p> <p>Google Hangout: https://meet.google.com/gys-xrwr-nie (https://meet.google.com/gys-xrwr-nie)</p> <p>(https://meet.google.com/gys-xrwr-nie)</p>
Office Phone:	(801) 395-3438
Email:	mattpaulson@weber.edu



My preferred method of contact is email. I respond to weber.edu email or Canvas conversations. Please give me 24-48 hours for a reply to your message. I do not generally check email on weekends or holidays, so please plan ahead.

You may also contact me at my office phone or via Google Hangout during my office hours.

Course Overview

Welcome to Supervising Information Technology! This online course utilizes WSU's online learning environment, called Canvas. All course documents and resources are available through Canvas and all coursework and learning activities (unless otherwise stated) will be submitted via Canvas.

Course Description

Analyzing Information Technology (IT) systems and procedures including planning and implementation, departmental structure and operations, and the responsibilities and productivity of IT personnel.

Course Objectives

At the end of this course, the student will possess:

- An ability to analyze a problem, and to identify and define the computing requirements appropriate to its solution.
- An ability to communicate effectively with a range of audiences about technical information.
- An ability to function effectively on teams to establish goals, plan tasks, meet deadlines, manage risk, and produce deliverables.

LEARNING RESOURCES

Textbook & Reading Materials

The text for this class will be: Managing Information Technology, 7th Edition, Carol V. Brown, ISBN: 978-0-13-214632-6

You may purchase this book at the [WSU Bookstore \(http://bookstore.weber.edu/\)](http://bookstore.weber.edu/) or online. Make sure you get the seventh edition!

Canvas

Canvas is where course content, grades, and communication will reside for this course.

- <https://weber.instructure.com>
- For Canvas-related technical support, please click the HELP link in the top right corner of your screen.
- You can also call WSU Online at (801) 626-6499 or email wsuonline@weber.edu (<mailto:wsuonline@weber.edu>)
 - Your **username** is your **W#**, and your **password** is your password (the same one you use for the eWeber portal).
- For [Passwords \(http://www.weber.edu/help\)](http://www.weber.edu/help), or any other computer-related technical support contact the [IT Service Desk \(http://www.weber.edu/help\)](http://www.weber.edu/help).
 - (801) 626-7777
 - 1-800-848-7770 - option 2 - ask for extension 7777
 - <http://www.weber.edu/help> (<http://www.weber.edu/help>)
 - csupport@weber.edu (<mailto:csupport@weber.edu>)

LEARNING ACTIVITIES

Modules

Your learning activities are contained in the class modules. Please refer to them often to access the required readings, videos, and assignments.

Case Studies

All case study assignments will be submitted via Canvas. Most assignments will be submitted via Google Drive. You will be presented with tasks to accomplish, and you will submit the results of those tasks.

All assignments are due on as noted in the assignment. Late assignments will be accepted with a 5% per day late penalty. Please be mindful of this deadline, and make every effort to turn in assignments well before the deadline.

Quizzes

Quizzes are assigned as part of each module. Read the instructions for each quiz, and complete by the deadline.

All quizzes are due on as noted in the assignment. Late assignments will be accepted with a 5% per day late penalty. Please be mindful of this deadline, and make every effort to turn in assignments well before the deadline.

Exams

Exams must be taken from a [WSU Testing Center \(http://www.weber.edu/testingcenter/\)](http://www.weber.edu/testingcenter/) location or if you are located out of the area, from an [approved proctor \(http://departments.weber.edu/ce/distancelearning/testing.aspx\)](http://departments.weber.edu/ce/distancelearning/testing.aspx). Please check the testing center operating hours. Additionally, you must be at the testing center at least one hour before closing or you will not be able to take the exam.

All tests must be taken no later than 13 December.

GRADES

Your grade is based on the following:

Case Studies	45%
Quizzes	20%
Exams	35%
Total Possible	100%

Grading Scheme

Grades will be assigned based on the following percentages:

A = 95.0-100%	C = 73.0-76.9%
A- = 90.0-94.9%	C- = 70.0-72.9%
B+ = 87.0-89.9%	D+ = 67.0-69.9%
B = 83.0-86.9%	D = 63.0-66.9%
B- = 80.0-82.9%	D- = 60.0-62.9%
C+ = 77.0-79.9%	E < 60%

COURSE POLICIES

Academic Honesty/Ethical Conduct

Students are expected to maintain academic ethics and integrity in regards to performing their own work. The WSU Student Code states clarifies cheating.

1. Cheating, which includes but is not limited to:
 - a. Copying from another student's test paper;
 - b. Using materials during a test not authorized by the person giving the test;
 - c. Collaborating with any other person during a test without authority;
 - d. Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of any test, without authorization of the appropriate official;
 - e. Bribing any other person to obtain any test;
 - f. Soliciting or receiving unauthorized information about any test;
 - g. Substituting for another student or permitting any other person to substitute for oneself to take a test.
2. Plagiarism, which is the unacknowledged (uncited) use of any other person or group's ideas or work. This includes purchased or borrowed papers;
3. Collusion, which is the unauthorized collaboration with another person in preparing work offered for credit;
4. Falsification, which is the intentional and unauthorized altering or inventing of any information or citation in an academic exercise, activity, or record-keeping process;
5. Giving, selling or receiving unauthorized course or test information;
6. Using any unauthorized resource or aid in the preparation or completion of any course work, exercise or activity;
7. Infringing on the copyright law of the United States which prohibits the making of reproductions of copyrighted material except under certain specified conditions;

NMT Department policy dictates that any verifiable evidence of student academic cheating, as defined and determined by the instructor, will result in: 1) an automatic failing grade for the class and 2) a report to the Dean of Students that will include the student's name and a description of the student's dishonest conduct.

Accommodations for Students with Disabilities

In compliance with the American Disabilities Act (ADA), Weber State University seeks to provide equal access to its programs, services, and activities for persons with disabilities. Any student requiring accommodations or services due to a disability must contact the Services for Students with Disabilities

(SSD) office. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary. For more information about the SSD contact them at voice: (801) 626-6413, TDD (801) 626-7283, ssd@weber.edu (<mailto:ssd@weber.edu>) or <http://departments.weber.edu/ssd> (<http://departments.weber.edu/ssd>)

Syllabus Changes

This syllabus is subject to change. I will notify the class regarding all changes. In the event of any discrepancy between this syllabus and content found in Canvas, the information in **CANVAS WILL TAKE PRECEDENCE**.

Late Work

All assignments are due on the date specified on the assignment. Late assignments will be accepted with a 5% per day late penalty. Please be mindful of this deadline, and make every effort to turn in assignments well before the deadline.

Course Fees

Course fees are designed to cover the costs of lab equipment maintenance and replacement including desktop and server computer systems and software; consumable materials and supplies; and support for lab aides, student tutors, and online instructional resources.

The "I REALLY, REALLY NEED TO GET A C" Policy

The most effective method for obtaining a C or above in this class is to submit assignments when they are due and to stay current with course topics. The curriculum is carefully designed to fit the number of course weeks. In order to uphold academic rigor and integrity, student grades must be based on the degree to which the course requirements listed in the syllabus are fulfilled. Extra credit assignments are not allowed. If you approach me anytime during the term claiming that special allowance should be made because you need a C to move forward in the program, graduate, receive financial aid, etc., I will decline your request and refer you to this clearly worded policy.

Additional WSU Resources

- [WildCat Mail](http://mail.weber.edu/) (<http://mail.weber.edu/>)
- [WSU Library](http://library.weber.edu/) (<http://library.weber.edu/>)
- [Stewart Library EReserve](http://ereserve.weber.edu/) (<http://ereserve.weber.edu/>)
- [WSU Online Home](http://wsuonline.weber.edu/) (<http://wsuonline.weber.edu/>)

Harassment/Discrimination

Weber State University is committed to providing an environment free from harassment and other forms of discrimination based upon race, color, ethnic background, national origin, religion, creed, age, lack of American citizenship, disability, status of veteran of the Vietnam era, sexual orientation or preference or gender, including sexual/gender harassment. Such an environment is a necessary part of a healthy learning and working atmosphere because such discrimination undermines the sense of human dignity and sense of belonging of all people in the environment. Thus, students in this class should practice professional

deportment, and avoid treating others in a manner that is demeaning or derisive in any respect. While diverse viewpoints and opinions are welcome in this class, in expressing them, we will practice the mutual deference so important in the world of work. Thus, while I encourage you to share your opinions, when appropriate, you will be expected to do so in a manner that is respectful towards others, even when you disagree with them. If you have questions regarding the university's policy against discrimination and harassment you may contact the university's AA/EO office (626-6239) or visit its website: <http://www.weber.edu/aaeo> (<http://www.weber.edu/aaeo>)








Threat to Self or Others















Any disclosure by a student, orally or in writing, whether related to class assignments or not, that communicates the possibility of imminent danger to the student or others will be shared with the appropriate authorities.









Campus Closure Policy

Emergency closures will be announced via Code Purple. If WSU campuses are closed for the day, this class will not be held. If for any reason the university is forced to close for an extended period of time, we will conduct our class through Canvas as an online course. Look for announcements through Canvas.

Course Summary:

Date	Details
Sun Sep 1, 2019	 Chapter 1 Quiz (https://weber.instructure.com/courses/483615/assignments/4098660) due by 11:59pm
	 Class Introductions (https://weber.instructure.com/courses/483615/assignments/4133936) due by 11:59pm
	 CASE STUDY: Midsouth Chamber of Commerce A (https://weber.instructure.com/courses/483615/assignments/4092985) due by 11:59pm
Sun Sep 8, 2019	 Chapter 2 Quiz (https://weber.instructure.com/courses/483615/assignments/4098694) due by 11:59pm
	 CASE STUDY: HH Gregg (https://weber.instructure.com/courses/483615/assignments/4092982) due by 11:59pm
Sun Sep 15, 2019	 Chapter 3 Quiz (https://weber.instructure.com/courses/483615/assignments/4098752) due by 11:59pm
	 CASE STUDY: Supporting Mobile Health Clinics (https://weber.instructure.com/courses/483615/assignments/4092989) due by 11:59pm

Date	Details	
Sun Sep 22, 2019	 Chapter 4 Quiz (https://weber.instructure.com/courses/483615/assignments/4098753)	due by 11:59pm
	 CASE STUDY: Midsouth Chamber of Commerce B (https://weber.instructure.com/courses/483615/assignments/4092986)	due by 11:59pm
Sun Sep 29, 2019	 Chapter 5 Quiz (https://weber.instructure.com/courses/483615/assignments/4098754)	due by 11:59pm
	 CASE STUDY: Vendor-Managed Inventory at NIBCO (https://weber.instructure.com/courses/483615/assignments/4146921)	due by 11:59pm
Sun Oct 6, 2019	 Chapter 6 Quiz (https://weber.instructure.com/courses/483615/assignments/4098756)	due by 11:59pm
	 CASE STUDY: Cliptomania Web Store (https://weber.instructure.com/courses/483615/assignments/4092981)	due by 11:59pm
Sun Oct 13, 2019	 Chapter 7 Quiz (https://weber.instructure.com/courses/483615/assignments/4098845)	due by 11:59pm
	 CASE STUDY: Rock Island Chocolate Company (https://weber.instructure.com/courses/483615/assignments/4092988)	due by 11:59pm
Sun Oct 20, 2019	 Chapter 8 Quiz (https://weber.instructure.com/courses/483615/assignments/4098896)	due by 11:59pm
	 CASE STUDY: Systems Development (https://weber.instructure.com/courses/483615/assignments/4092990)	due by 11:59pm
Sun Oct 27, 2019	 Chapter 9 Quiz (https://weber.instructure.com/courses/483615/assignments/4098897)	due by 11:59pm
	 CASE STUDY: Managing a Systems Development Project at Consumer and Industrial Products, Inc. (https://weber.instructure.com/courses/483615/assignments/4146924)	due by 11:59pm
Sun Nov 3, 2019	 Chapter 10 Quiz (https://weber.instructure.com/courses/483615/assignments/4098898)	due by 11:59pm
	 CASE STUDY: Make-or-Buy (https://weber.instructure.com/courses/483615/assignments/4092983)	due by 11:59pm

Date	Details	
Sun Nov 10, 2019	 Chapter 11 Quiz (https://weber.instructure.com/courses/483615/assignments/4098899)	due by 11:59pm
	 CASE STUDY: Modern Materials (https://weber.instructure.com/courses/483615/assignments/4092987)	due by 11:59pm
Sun Nov 17, 2019	 Chapter 12 Quiz (https://weber.instructure.com/courses/483615/assignments/4098915)	due by 11:59pm
	 CASE STUDY: The Clarion School for Boys, Inc.— Milwaukee Division: Making Information Systems Investments (https://weber.instructure.com/courses/483615/assignments/4146925)	due by 11:59pm
Sun Nov 24, 2019	 Chapter 13 Quiz (https://weber.instructure.com/courses/483615/assignments/4098928)	due by 11:59pm
	 CASE STUDY: Systems Support for a New Baxter Manufacturing Company Plant in Mexico (https://weber.instructure.com/courses/483615/assignments/4092991)	due by 11:59pm
Sun Dec 1, 2019	 Chapter 14 Quiz (https://weber.instructure.com/courses/483615/assignments/4098936)	due by 11:59pm
Sun Dec 8, 2019	 Chapter 15 Quiz (https://weber.instructure.com/courses/483615/assignments/4098941)	due by 11:59pm
	 CASE STUDY: Mary Morrison's Ethical Dilemma (https://weber.instructure.com/courses/483615/assignments/4092984)	due by 11:59pm
	 Chi Tester Midterm Exam (https://weber.instructure.com/courses/483615/assignments/4093010)	
	 Export Everything (https://weber.instructure.com/courses/483615/assignments/4092978)	
	 Final Exam (https://weber.instructure.com/courses/483615/assignments/4093007)	
	 Syllabus Quiz (https://weber.instructure.com/courses/483615/assignments/4133935)	

