

NET 3550 Supervising Information Technology

Weber State University

Instructor: Joe Limas

Classroom: Online

Contact Info: joselimas@weber.edu phone # 801-395-3395, D4 154 (email works best to reach me)

Office Hours: By appointment on Tuesdays and Thursdays between 9 - 11 AM (online via Zoom or over the phone)

Preferred Method of Contact: My preferred method of contact is email. I respond to my joselimas@weber.edu email address the fastest, but please give me 24-48 hours to reply to your message. I do not check email on weekends or holidays, so plan accordingly. Please include your name, W#, and a brief explanation of how I might be able to help you.

Course Description: This course is an application of supervisory functions in network management and multimedia settings including planning, structure, design, implementation, evaluation, problem-solving, and human resources

Required Text: Managing and Using Information Systems - A STRATEGIC APPROACH, 6th Edition, by Pearlson, Saunders, and Galletta. ISBN: 978-1-119-24428-8

Learning Outcomes:

At the end of this course, the student will:

- Analyze problems, identify and define requirements
- Design, implement and evaluate computer-based systems
- Learn and exhibit professional, ethical, security, and social behavior
- Analyze local and global impact of computing
- Engage in continuing professional development
- Use current techniques, skills, and tools
- Apply design and development principles

Teaching Methods: The class will be taught using a combination of online recorded lectures, Plural Sight videos, weekly online discussions, chapter assignments, chapter quizzes, and module Exams to present and reinforce the material. Exams and quizzes will be administered through the Canvas online portal throughout the semester. Other content may be added throughout the semester to augment instruction as needed.

Weekly Discussions:

You will have weekly discussion assignments. You will need to contribute an original comment (5 points) and then post a reply to at least 1 other student post (5 points) per week. For a maximum weekly discussion point total of 10 points. Weekly discussion posts will account for roughly 5% of the final grade.

Assignment: You will have chapter assignments for the class. The specifics of each assignment including the due date will be posted on Canvas. Late assignments will be accepted with a 10% penalty for up to an additional week to provide for unforeseen circumstances. If an assignment is turned in after that first week it will be docked 10% more per day it is late. Assignments will count for roughly 20% of the final

grade.

Quizzes: You will have chapter quizzes. Quizzes will count for roughly 20% of the final grade and will be administered via Canvas. They are timed, but open book.

Module Exams:

You will have Module Exams covering several chapters of coursework. Module Exams will count for roughly 25% of the final grade and will be administered via Canvas. They are timed, but open book.

Exams: You will have two exams for the class. Exams will be administered through. Exams will count for 30% of your final grade. The midterm exam is worth 15%, and the final exam is worth 15%.

Grade Percentages by coursework areas:

Discussion Participation 5 %

Assignments 20 %

Quizzes 20 %

Module Exams 25 %

Midterm Exam 15 %

Final Exam 15 %

Grade Scale: *Standard grading will apply:*

A 100-95	B 85-83	C 75-73	D 65-63
A- 94-90	B- 82-80	C- 72-70	D- 62-60
B+ 89-86	C+ 79-76	D+ 69-66	E below 59

Schedule: The calendar in Canvas will have due dates for quizzes and assignments. You should anticipate spending two to three hours of study per week for each credit hour of a university course outside of any instructional time. That means that because this is a **three**-credit class you should expect to spend **three** classroom instruction hours plus an additional six to nine hours of outside of class time on this course. That means you can expect to spend **nine to twelve** hours of time per week on this course, plan accordingly.

Late Work: Late assignments will be accepted with a 10% penalty. If an assignment is turned in after the due date it will be docked 10% more per day it is late. Please inform the instructor of any late work as soon as possible, e-mail is preferred. It is at the instructor's discretion to allow late work past the first day it is late.

ADA: Any student requiring accommodations or services due to a disability must contact Services for Students with Disabilities (SSD) in room 181 of the Student Services Center. SSD can also arrange to provide course materials (including the syllabus) in alternative formats if necessary.

Course Fees: Course fees in the Network Management Technology and or Computer Science major are designed to cover the costs of equipment maintenance and replacement, software, consumable materials and supplies, instructional resources, and certification.

Academic Honesty: Any attempt to gain an unfair advantage during exams, or submitting another person's work as your own, is considered cheating. NMT/CS 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. You can find more information about academic honesty in the Weber State Policies and Procedures Manual. http://www.weber.edu/ppm/Policies/6-22_StudentCode.html

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, the status of a 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> (Links to an external site.)

The 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: Please check the Canvas portal for instructions if the campus closes.

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.**

Class Recordings

A variety of methods for instruction will be utilized in classes this semester. Any lectures recorded and posted on Canvas or shared to your Weber State University student email are for the exclusive use of students enrolled in the class and may not be shared without previous authorization. Violations will be referred to the Dean of Students for adjudication under PPM 6-22, Student Code.

Student Expectations for Fall 2021

As a student, Weber State knows you are committed to your education. Part of that commitment this fall will include you doing your part to keep the campus safe and open. Below is guidance to help keep everyone safe this fall based on policies that we hope you will find helpful. The guidance offered is based on current conditions. Requirements, courses and other elements of university services may be revised or suspended at any time as conditions change.

Planning Your Visit to Campus

As you begin to establish your fall semester routine, there are some things you need to remember when visiting our campuses and centers:

- *Symptomatic testing and vaccinations will be available on campus, please check the [testing and safety](#) and the [vaccines](#) pages for times, days and locations.*
 - *If you need to be tested but are unavailable during the available testing times on campus, visit the [Utah Coronavirus website](#) for testing locations, including free sites.*
- *All individuals need to assess themselves for symptoms of illness before coming to campus and to stay home if they are symptomatic. Visit the [WSU COVID-19 website](#) for more information.*
- *WSU recommends face coverings especially for unvaccinated individuals. Current guidance from the CDC can be found on their [COVID-19 webpage](#).*
 - *We will also have a limited-supply of additional masks available to students as we have in past semesters.*
 - *Please be respectful and supportive of your fellow Wildcats.*
- *Students needing accommodations should contact Disability Services to discuss your specific situation.*
- *For the latest information about campus support service availability, please visit the [Keeping Connected](#) website.*

Virus Mitigation Protocols

- *Weber State encourages all university students, faculty and staff to get vaccinated. See the [vaccines](#) page for times, days and locations.*
- *If you test positive for the coronavirus:*
 - *Immediately complete the [self-report form](#). Public Safety will provide additional guidance.*
 - *Notify your professor about the situation.*
- *If you suspect you have contracted COVID-19 by having [symptoms](#):*

- *Immediately go home (unless you are already at home) and self-isolate.*
- *Make an appointment to get tested.*
- *Complete the [self-report form](#).*
- *If not recommended to be tested or if your test is negative, you should follow the guidance provided by your healthcare provider before returning to campus.*
- *If you are exposed to someone who has tested positive for COVID and vaccinated, you do not need to quarantine unless you have symptoms. If you have not been vaccinated, you should quarantine for seven days with a negative test on the 7th day or 10 days with no symptoms if you have not been tested. If you live with the person you were exposed to, you must quarantine the full 10 days.*
- *Stay home when you are sick until:*
 - *IF POSITIVE WITH SYMPTOMS:*
 - *Individuals can return to campus if they have no symptoms for 24 hours AND at least 10 days have passed since initial symptoms first appeared unless otherwise advised by their healthcare provider.*
 - *IF POSITIVE WITH NO SYMPTOMS:*
 - *Individuals can return to campus 10 days after their positive test as long as no symptoms have appeared unless otherwise advised by their healthcare provider.*
 - *If symptoms appear, follow the guidance in the previous bullet point.*
- *Engage in good general hygiene practices:*
 - *Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.*
 - *Avoid touching your eyes, nose and mouth with unwashed hands.*
 - *Avoid close contact with people who are sick.*
 - *Cover your cough or sneeze with a tissue, then throw the tissue in the trash. If a tissue is unavailable, use the inside of your elbow, never your hand.*

Technology Requirements

Many class formats will have digital elements (e.g., required online videos, discussion boards, etc.). The technology requirements (computer, software, headphones) for you to fully engage in the class's digital elements should be outlined in the syllabus. Please make sure you have all the technology requirements for this course.

If you log in to a live or recorded lecture in a public space, we recommend using headphones with a built-in microphone. This protects the class content and the privacy of other students in the class. Weber State can offer assistance to students who need to secure technology for courses, including laptop and hotspot checkouts through [WSU Computer Labs](#) or the [Stewart Library](#).