INFO 3130 Management Info Systems
Section 001 (MWF - FRIDAY 142)
10:10 AM - 11:00 AM

Note: This syllabus may be subject to minor changes during the semester after adequate advance notice to students.

Important Information & Policies

Niner Nation Cares: All students must follow the updates and instructions posted on http://ninernationcares.uncc.edu (Links to an external site.) and https://ninernationcares.uncc.edu/students (Links to an external site.). For your own health and safety and that of your friends and families, make sure to adhere to the health and safety guidelines posted on the above links. Please do not treat these guidelines lightly.

Face Coverings: It is the current policy of UNC Charlotte that as a condition of on-campus enrollment, all students are required to engage in safe behaviors to avoid the spread of COVID-19 in the 49er community. Such behaviors specifically include the requirement that all students properly wear CDC-compliant face coverings in all indoor spaces on campus (Links to an external site.), including classrooms and labs, regardless of vaccination status. Failure to comply with this policy in the classroom or lab may result in dismissal from the current class session. If the student refuses to leave the classroom or lab after being dismissed, the student may be referred to the Office of Student Conduct and Academic Integrity for charges under the Code of Student Responsibility (Links to an external site.).

Absenteeism during Covid-19: Students are expected to attend every class and remain in class for the duration of the session when it is safe to do so in accordance with university guidance regarding COVID-19. Failure to attend class or arriving late may impact your ability to achieve course objectives which could affect your course grade. An absence, excused or unexcused, does not relieve a student of any course requirement. Regular class attendance is a student’s obligation, as is a responsibility for all the work of class meetings, including tests and written tasks. Any unexcused absence or excessive tardiness may result in a loss of participation points.

Students are encouraged to work directly with their instructors regarding their absence(s). For absences related to COVID-19, please adhere to the following:

- Complete your Niner Health Check (Links to an external site.) each morning.
- Do not come to class if you are sick. Please protect your health and the health of others by staying home. Contact your healthcare provider if you believe you are ill.
• **If you are sick:** If you test positive or are evaluated by a healthcare provider for symptoms of COVID-19 (Links to an external site.), indicate so on your [Niner Health Check](https://belkcollege.uncc.edu/laptop-policy) to alert the University. Submit a copy of your Niner Health Check notification email to your instructors. Upon learning that you have tested positive or have been diagnosed for symptoms of COVID-19, either from your reporting or from Student health Center testing or diagnosis, representatives from Emergency Management and/or the Student Health Center will follow up with you, and your instructors will be notified of the need for accommodations, as necessary.

• **If you have been exposed** to COVID-19 positive individuals and/or have been notified to self-quarantine due to exposure, indicate so on your [Niner Health Check](https://belkcollege.uncc.edu/laptop-policy) to alert the University. Representatives from Emergency Management and/or the Student Health Center will follow up with you as necessary. Submit a copy of your Niner Health Check notification email to your instructors. If you need any additional support verifying your absence after you have communicated with your professors, contact [Student Assistance and Support Services](https://belkcollege.uncc.edu/laptop-policy).

To return to class after being absent due to a period of **self-quarantine**, students should submit a copy of their Niner Health Check clearance email to their instructor(s). To return to class after being absent due to a COVID-19 **diagnosis**, students should submit an [online request form](https://belkcollege.uncc.edu/laptop-policy) to Student Assistance and Support Services (SASS). Supporting documentation can be attached directly to the request form and should be from a student's health care provider or the Student Health Center, clearly indicating the dates of absences and the date the student is able to return to class. Instructors will be notified of such absences.

If you are absent from class as a result of a COVID-19 diagnosis or quarantine, as instructor I will do the following to help you continue to make progress in the course. The specific instructions for this situation will be provided on a case-by-case basis. The final decision for approval of all absences and missed work is determined by the instructor.

**Laptop requirement:** All upper-level business students, which includes all students in this class, are required to have their own personal laptop computer. The policy and the minimum system requirements are found at the link [https://belkcollege.uncc.edu/laptop-policy](https://belkcollege.uncc.edu/laptop-policy).

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**Instructor and Class Information**

**Instructor:** Dr. Brittani "Dr. Brit" Washington

**Office:** FRIDAY 347
Office Phone: 704.687.1988

Email: bwashington@uncc.edu (This is the preferred mode of communication. Please allow up to 24 hours turn-around time for questions during the workweek. Weekend questions may take longer.)

Office Hours: MW | 3-4 PM & F | 2-5 PM

Class Hours: Monday, Wednesday, & Friday
- Section 001 10:10 AM - 11:00 AM

Class Period: Aug 23, 2021 - Dec 8, 2021

Venue: FRIDAY 142

Teaching Assistant: Ebuka Ngwadom - engwadom@uncc.edu

Syllabus Overview:
- This syllabus contains the policies and expectations for this course. Please read the entire syllabus carefully. The standards and requirements set forth in this syllabus may be modified at any time by the instructor.
- Notice of such changes will be by an email, an announcement in Canvas, or by changes to this syllabus posted on the course Canvas website.

Course Description:
The course is designed to introduce students to the use of Information Systems (IS) as an essential tool for conducting business in an increasingly global economy. The emphasis is on the conceptual foundations underlying the design, control and operation of IS and how IS provide organizations competitive advantages.

Prerequisites:
MATH 1120; STAT 1220; ACCT 2121, 2122; ECON 2101, 2102; INFO2130; Junior Standing

Course Objectives:
Managers today have increasing responsibility for determining their own computer based information systems (IS) needs and for designing and implementing information
systems that will support their decision making. Thus, the objectives of this course include the following:

- To be familiar with the IS terminology used to support business.
- To develop an understanding of IS, their conceptual and technical foundations, users, components, missions, and capabilities.
- To get acquainted with both conventional, as well as state-of-the-art, information technologies, and to understand how to apply them to support management decision making.
- To gain critical thinking skills needed to solve business problems with IS.

Course Materials:


Lecture slides, assignments quizzes, and additional course materials will be posted and managed in the course section on Canvas (Links to an external site.).

- You must have a Wi-Fi enabled device to be able to use Poll Everywhere in this class.
- You must have your own personal laptop computer which should adhere to the minimum requirements (Links to an external site.).
- Respondus Monitor: a software-based video test proctoring system. Additional information can be found on Canvas.

  - Technical Requirements:
    - NOTE: Does NOT work on Chromebook, Android, iOS, Kindle, or other mobile devices, etc.
    - Windows 7, 8, or 10
    - Mac OS 10.12 – 10.15
    - Web camera (internal or external) and microphone
    - Lockdown Browser (set up in Canvas)
    - Broadband internet connection
Course Format and Expectations:

This syllabus contains the policies and expectations I have established for INFO 3130. Please read the entire syllabus carefully before continuing in this course. These policies and expectations are intended to create a productive learning atmosphere for all students. Unless you are prepared to abide by these policies and expectations, you risk losing the opportunity to participate further in the course.

Course Format
This course will be delivered in-person. If any adjustments need to be made some lectures may change to an asynchronous format. All students will be notified in advance via the announcements section.

Course Activities and Groups
The course is designed to engage you in class activities. All students are expected to meet regularly every Monday, Wednesday, Friday. The sessions will include lecture time as well as time for demonstrations, applications, discussion, polls, and problem-solving. Try to manage your schedule and time for activities or assessments by the due dates.

Activities will range from the following:

1. Online Quizzes - Typically, there will be a weekly online quiz in Canvas. After completing the pre-class readings, you must complete the quiz for that week (10 questions, multiple-choice and/or true-false). The lowest score of your 11 online quizzes will be dropped.

2. Online Exams - There are three online exams this semester, not including the final exam. Online exams will be administered on Canvas. You will be given an adequate amount of time on the exam day to access the exam but once you begin, exams are timed and need to be completed within 50 minutes.

3. Online Comprehensive Final Exam - This exam can be considered optional as the lowest score between your 3 exams and the final exam will be dropped. Please be advised that if you do not take the final exam, your final grade will reflect your performance on the first three exams and the other course elements. Please read more details about this exam in the exams policy part of the syllabus. The exam will be administered on Canvas. You will be given an adequate amount of time on the exam day to access the exam but once you begin, exams are timed and need to be completed within 2 hours and 15 minutes.

4. Individual Learning Assignments - You will have individual assignments to work on throughout the semester to connect your learning to professional practice. You will be expected to work independently through each assignment and submit them before the assigned due date.

Grading:

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<thead>
<tr>
<th>Assignments</th>
<th>Points</th>
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<tbody>
<tr>
<td></td>
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<tr>
<td>Exams [3 @ 180 points]</td>
<td>540</td>
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<tr>
<td>Comprehensive Final Exam - It can be considered optional as the lowest score between your 3 exams and the final exam will be dropped.</td>
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<tr>
<td>Online Individual Learning Assignments (ILA) [3 @ 100 points]</td>
<td>300</td>
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<tr>
<td>On-line Quizzes [10 @ 10 points]</td>
<td>100</td>
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<tr>
<td>Attendance &amp; Participation</td>
<td>60</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>1000</strong></td>
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**Grading Scale:**

A. 900 and above  
B. 800-899  
C. 700-799  
D. 600-699  
E. below 600

**Attendance & Participation:**

Attendance and participation are expected since they are part of ACTIVE LEARNING. Attendance may be taken RANDOMLY IN CLASSES AND at any point during the class (beginning, middle, and end). Tardiness or early departure are disruptive since they affect others in the class and are, of course, discouraged and will be reflected in the attendance grade as absences. Absence from a class session also implies zero participation for that session.

Absences from class may be excused by the instructor for such reasons as personal illness, religious holidays, or participating as an authorized University representative in an out-of-town event. Whenever possible, students are expected to seek the permission of the instructor prior to absences. Appropriate documentation may be requested. Every student is expected to study the textbook and other posted materials (notes, solutions, etc.) prior to each class session. Students must be prepared to answer questions on the “current” topic.

Keep the instructor informed about your absences and any issues regarding class participation, well in time. 50% of the class participation grade will reflect your attendance in the class while the remaining 50% will be subjectively based on positive class engagement and participation.
Students will be held responsible for any material covered, announcements made, assignments passed out, and any other type of work that they may miss during any absence from class.

Students are expected to study the textbook and other posted materials (notes, presentations, etc.) prior to each respective Zoom session and be ready to intelligently contribute to active class discussions and answer questions related to the current topics. Effectively one chapter in the text will be covered each week (see schedule for details).

Course Policies:

**Exams Policy:** Three semester exams and a cumulative final will be administered using the Respondus Monitor. Please see the FAQ’s in the Help forum for a list of behaviors that may be flagged as high-risk behaviors. The list is NOT exhaustive. The cumulative final exam can be considered optional as the lowest score between your 3 exams and the final exam will be dropped for a total of three exam grades (180 points each) being used in the final grade calculation. Students may choose to take all four exams and drop the lowest. Please be advised that if you do not take the final exam, your final grade will reflect your performance on the first three exams and the other course elements.

Example: Student A scored 140, 150, and 160 points on their first three exams for a total score of 450 points. By electing to take the final, the score of 140 could be replaced by a better score on the final but the final will NOT negatively impact their grade if they score less than 140. If they elect not to take the final, they will receive 450 points for their exam performance for the semester. Please see the Grading Criteria section for details on the evaluation of other course elements.

Should a student miss an exam, that student will receive a grade of zero (0) for that exam. No early or make-up exams are allowed (unless under unusual circumstances) since you can replace a lower exam grade with the optional final exam. If you miss an exam you can take the optional final exam to replace the zero for that exam. There will be no make-up for the comprehensive final. Make-up exam accommodations will NOT be given except in cases of serious medical emergencies as evidenced by a written doctor’s excuse. Permission must be obtained from the professor prior to the scheduled exam time. If a student be granted a retake of a missed exam, the student must schedule and retake the exam within three school days.

**Exams are closed book and notes, no exceptions.** Questions on the exams will be taken from the assigned readings of texts, class lectures, and/or assignments. Exams are a form of intellectual property belonging to those who create them. Therefore, the exam materials must remain in the instructor’s possession or control. Exams may not be copied, shared, or uploaded to any third-party website for any reason. Failure to abide by this requirement will be considered theft of intellectual property. Such action will result in an exam grade of zero (0) and may warrant further disciplinary action.
Assignments Policy: Students will complete individual learning assignments by the due date posted on Canvas. Late assignments will not be accepted after the due date and will receive a grade of zero (0). Completed assignments cannot be reopened and assignment due dates cannot be extended for individual students.

You must complete each assignment on your own. Any sharing between students will be considered a violation of the Academic Integrity Code and will result at a minimum in a grade of zero for the assignment with a possibility for further disciplinary action.

Students will use Microsoft Access, Microsoft Excel and SPSS Modeler to facilitate business decision making. All software is available for free and can be found in the Friday building, 2nd floor Lab, Room 216 or in Apporto (Links to an external site.). Students are not expected to purchase licenses for these solutions. The assignments must be submitted on Canvas. Detailed step by step instructions will be provided with example data via on-line videos. All changes in assignments or schedules will be posted on Canvas. It is your responsibility to keep up with the changes that are posted on Canvas.

If a student has technical issues submitting (uploading) the assignment, they must email proof of the system error along with all required components of the assignment before the due date. Technical issues completing the assignment will not be given extensions as students have at least two weeks to complete their work.

Quizzes Policy: There will be eleven on-line quizzes – one quiz cover material on the syllabus and all others will cover various textbook chapters. Each quiz will be available on-line on Canvas for a specified period of time. It is your responsibility to take note of deadlines and complete the quiz prior to the deadline. If you miss the deadline, you will get a grade of zero for that quiz. On-line quizzes are open-book and notes. No make-up quizzes are allowed since the lowest quiz will be dropped.

Grades Appeals Policy: If you believe that the grade you received on an assignment or an exam was in error or unfair, you can appeal to the instructor in writing within 3 calendar days after the grades are posted. The appeal should clearly state the reasons why you believe the grade to be unfair or the nature of the error. Overdue appeals will not be considered.

Electronic Devices in Class: The use of cell phones, smart phones, or other mobile communication devices is disruptive, and is therefore prohibited during class sessions and exam periods unless being used as a part of Poll Everywhere or at the instructor’s discretion. Except in emergencies, those using such devices must leave the session for the remainder of the on-line class period and the class participation grade will be impacted.

Laptop Policy: All students in 3000 courses are required to have their own personal laptop computer which should adhere to the minimum requirements as per the laptop policy.

Miscellaneous:
• The instructor reserves the right to change the course outline, and the course contents.
• Assignments that are submitted late will receive a zero.
• There will be no extra credit offered for any individual student during the semester.

Institutional Policies:

Class session recording: Electronic video and/or audio recording is not permitted during class sessions unless the student obtains permission from the instructor. If permission is granted, any distribution of the recording is prohibited. Students with specific electronic recording accommodations authorized by the Office of Disability Services do not require instructor permission; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Academic Integrity: All students are required to read and abide by the Code of Student Academic Integrity. Violations of the Code of Student Academic Integrity, including plagiarism, will result in disciplinary action as provided in the Code. Students are expected to submit their own work, either as individuals or contributors to a group assignment. Definitions and examples of plagiarism and other violations are set forth in the Code. The Code is available from the Dean of Students Office or on-line at: http://legal.uncc.edu/policies/up-407 (Links to an external site.) Faculty may ask students to produce identification at examinations and may require students to demonstrate that graded assignments completed outside of class are their own work.

Sexual Harassment in Web-Based or Web-Assisted Courses: All students are required to abide by the UNC Charlotte Sexual Harassment Policy (Links to an external site.) and the policy on Responsible Use of University Computing and Electronic Communication Resources (Links to an external site.). Sexual harassment, as defined in the UNC Charlotte Sexual Harassment Policy, is prohibited, even when carried out through computers or other electronic communications systems, including course-based chat rooms or message boards.

Diversity and Inclusion: The Belk College of Business strives to create an inclusive academic climate in which the dignity of all individuals is respected and maintained. Therefore, we celebrate diversity that includes, but is not limited to ability/disability, age, culture, ethnicity, gender, language, race, religion, sexual orientation, and socio-economic status.

Non-Discrimination: All students and the instructor are expected to engage with each other respectfully. Unwelcome conduct directed toward another person based upon that person’s actual or perceived race, actual or perceived gender, color, religion, age, national origin, ethnicity, disability, or veteran status, or for any other reason, may constitute a violation of University Policy 406, The Code of Student Responsibility. Any student suspected of engaging in such conduct will be referred to the Office of Student Conduct.
Title IX Policy: UNC Charlotte is committed to providing an environment free of all forms of discrimination and sexual harassment, including sexual assault, domestic violence, dating violence, and stalking. If you (or someone you know) has experienced or experiences any of these incidents, know that you are not alone. UNC Charlotte has staff members trained to support you in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, helping with civil protective orders, and more.

Please be aware that all UNC Charlotte employees, including faculty members, are expected to relay any information or reports of sexual misconduct they receive to the Title IX Coordinator. This means that if you tell me about a situation involving sexual harassment, sexual assault, dating violence, domestic violence, or stalking, I am expected to report the information to the Title IX Coordinator (Links to an external site.). Although I am expected to report the situation, you will still have options about how your case will be handled, including whether or not you wish to pursue a formal complaint. Our goal is to make sure you are aware of the range of options available to you and have access to the resources you need.

If you wish to speak to someone confidentially, you can contact the following on-campus resources, who are not required to report the incident to the Title IX Coordinator: (1) University Counseling Center (counselingcenter.uncc.edu (Links to an external site.), 7-0311); or (2) Student Health Center (studenthealth.uncc.edu (Links to an external site.), 7-7400). Additional information about your options is also available at titleix.uncc.edu (Links to an external site.) under the “Students” tab.

Religious Accommodation: Students who, acting in accordance with this Policy, miss classes, examinations or other assignments because of a religious practice or belief must be provided with a reasonable alternative opportunity to complete such academic responsibilities. It is the obligation of students to provide faculty with reasonable notice of the dates of religious observances on which they will be absent by submitting a Request for Religious Accommodation Form to their instructor prior to the census date for enrollment for a given semester. The census date for each semester (typically the tenth day of instruction) can be found in UNC Charlotte’s academic calendar.

Withdrawals: Students are expected to complete all courses for which they are registered at the close of the add/drop period. If you are concerned about your ability to succeed in this course, it is important to make an appointment to speak with me as soon as possible. The University policy on withdrawal allows students only a limited number of opportunities available to withdraw from courses. It is important for you to understand the financial and academic consequences that may result from course withdrawal. https://provost.uncc.edu/policies-procedures/academic-policiesand-procedures/withdrawal-and-cancellation-enrollment-policy (Links to an external site.)

Incompletes: Receiving a grade of incomplete (“I”) is not based solely on a student’s failure to complete work or as a means of raising his/her grade by doing additional work after the grade report time. An incomplete grade can be given only when a student has a serious medical problem or other extenuating circumstance that legitimately prevents completion of required work by the due date. In any case, for a student to receive an 'I' grade, the student's work to date should be passing, he/she must have completed a
significant portion of the course, and the student must provide proper written proof (e.g., a doctor’s note) of the extenuating circumstances.

Student Support:

**Disability Support Services:** UNC Charlotte is committed to access to education. Students in this course seeking accommodations to disabilities must first consult with the Office of Disability Services and follow the instructions of that office for obtaining accommodations. Contact the Office of Disability Services at 704-687-0040 or visit their office in Fretwell 230.

**Student Support Services:** Be sure to take advantage of the wealth of resources and support available at UNC Charlotte. Some of the resources available to you include the University Writing Resource Center, University Counseling Center, and the J. Murrey Atkins Library.

- **University Center for Academic Excellent (UCAE) (Links to an external site.)** | (704) 687 7837 | unccucae@uncc.edu
- **University Writing Resources Center (WRC) (Links to an external site.)** | 704-687-1899 | wrchelp@uncc.edu
- Veteran Student Services | 704-687-5488 | veteranservice@uncc.edu
- **University Counseling Center (Links to an external site.)** | 704-687-0311
- **Multicultural Resource Center (Links to an external site.)** | 704-687-7121 | mrc@uncc.edu
- **List of computer labs on campus (Links to an external site.)**
- **Atkins Library Laptop Lending program (Links to an external site.)**
- **Health Support (Links to an external site.)**
- **Academic Support**