



INFO 3130 | Management Information Systems | 3 credits

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Student Hours: On-line via Zoom Monday, Wednesday, 8:30 am - 9:30 am, or by appointment (link on the Canvas Course Home page)

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TA (2): Rachel Dieringer **TA(2) Email:** rdiering@charlotte.edu

TAs Student Hours: by appointment, email to schedule

No emails regarding content covered in this syllabus or FAQs in Canvas Help forum will be answered until the student completes “The Syllabus Quiz” on Canvas which reviews such content. Any questions pertaining to this quiz content may be answered by your peers on the Canvas Help Forum.

My preferred method of contact is by email. I will respond to all emailed questions within 48 hours Mon-Fri. I can provide limited responses on weekends and after 5pm. **When emailing the instructor or teaching assistants, proper subject lines containing your course and section number are required. (Example: INFO 3130 005). Messages missing proper subject lines will be deleted for security reasons.**

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

Meeting Times:

On-line, synchronously via Zoom Monday and Wednesday

Section 005: 4:00 PM – 5:15 PM

The joint links to the Zoom sessions can be found in Canvas from the course homepage.

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.

General Education Objectives:

Students will demonstrate the ability to leverage technology in a dynamic business environment:

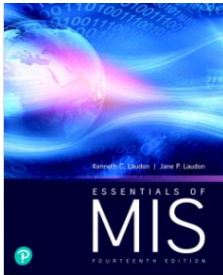
- Students will demonstrate the ability to manipulate data within spreadsheets.
- Students will demonstrate knowledge of the use of information systems.
- Students will demonstrate knowledge of information systems privacy and security issues.
- Students will demonstrate knowledge of the use and impact of emerging technologies.
- Students will demonstrate the ability to transfer knowledge from one technology to a new technology.

Course Materials:

Your Niner Course Pack materials are available through Frist Day Complete, a program managed by Barnes & Noble Charlotte that provides digital course materials to students at a discount. If you wish to opt out of First Day Complete, visit aux.charlotte.edu/niner-pack for information. If you opt out, access to digital course materials available within Canvas will be removed and you are still responsible for purchasing all required course materials, unless you opt back in before the deadline. The Opt-out deadline (Census date) for Fall 2023 is September 1, 2023. You may purchase your materials through Barnes & Noble Charlotte in the Popp Martin Student Union. For more information about your Niner Course Pack and Q & A, visit aux.charlotte.edu/niner-course-pack and/or contact Barnes and Noble College Customer Care at bookstorecustomercare@bncollege.com or 1-844-932-6657. Review a video presentation with an overview of the program: <https://www.youtube.com/watch?v=MguEQnVI2uE&t=85s>. To access your digital course materials within Canvas, select "Course Materials" from the left

inner navigation menu of the Canvas course homepage and then select one of the publisher's link. The e-Textbook is “MyLab MIS with Pearson eText for Essentials of MIS (24 months), 14th edition.” **Note: eTextbook and access to MyLab and Mastering is required. Access code is required.** If you remain in the Niner Pack, your access code will be found within the Course Materials tool in Canvas course navigation. Please read the student registration instructions for MyLab and Mastering from [here](#).

- **Course Optional (hard copy of textbook):** You can buy the textbook from the bookstore. Textbook: *Essentials of Management Information Systems*, 14th Edition.



- Lecture slides, assignments quizzes, and additional course materials will be posted and managed in the course section on [Canvas](#).
- 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](#)
- Respondus Monitor: a software-based video test proctoring system. Additional information can be found on Canvas.
 - Technical Requirements:
 - NOTE: Does **NOT** work with Chromebook, Android, iOS, Kindle, or other mobile devices, Virtual Machines, 2 monitors etc.
 - Windows 8.1, 10, and 11
 - Mac OS 10.13 – 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.

Online Synchronous Course Format

This course will be delivered in an **online synchronous** format. Part of it will be delivered online (through Canvas), and the other part will be conducted online synchronously via Zoom. You can find the link to each scheduled Zoom session from the Canvas course homepage.

Course Activities and Groups

The course is designed to engage you in a process of pre-class activities (online), in-class activities (Zoom sessions), and post-class activities (online).

- Students are expected to meet online regularly every Monday and Wednesday:
 - Section 005: at 4:00 pm

In-Class Activities (Zoom session)

Students attend a Zoom session two times per week. The Zoom sessions will include lecture time as well as time for demonstrations, applications, discussion, polls, and problem-solving. Our Zoom sessions are intended to elaborate on and supplement the pre-class readings, not merely to regurgitate this material. Occasionally, we will have review sessions.

Pre- and Post-Class Activities (Online)

You will do your best and get the most from this course if you prepare well and read the assigned materials **before** class. You are responsible for working independently online to complete all assigned activities in Canvas by the due dates (as applicable). Pay close attention to the order of activities and read the chapters in the order specified in the schedule.

Students should not consider the online portion of the week as being “off,” but rather to switch into a different style of self-learning, reviewing, practicing, and checking in on discussions during the week. Try to manage your schedule and time on the computer at home to work online activities or assessments by the due dates.

Online 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 9 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. All three exams are required. 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, the exam is timed and needs to be completed within 1 hour 40 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.

5. Group Project

You will have a group project to complete that will allow you to research an interesting information technology that is used in business or an interesting aspect of the use of technology and make a brief presentation during our online synchronous class.

Grading Criteria:

Course Element	Percentage Value
Exams: (3 @ 135 points each)	45%
Comprehensive Final Exam – It can be considered optional as the lowest score between your 3 exams and the final exam will be dropped	
On-line Individual Learning Assignments (ILA) (4 @ 100 points each)	30%
On-line Quizzes (8 @ 12.5 points each)	10%
Group Project (Peer Reviews – 20 points, IS topic– 20 points, presentation – 60 points)	10%
Participation (50% attendance, 50% in-class participation)	5%
Total	100%

Note: Active participation is required for Zoom Sessions participation points.

Grading Scale:

A: 90 and above

B: 80-89

C: 70-79

D: 60-69

F: 59 and below

Note: Please do not ask me to round up or to increase your final grade at the end of the semester. I may not answer those emails or requests. Your final grade will be posted on Canvas and the assigned grade letter is based on the grading scale above.

Course Policies:

Syllabus Revision:

The standards and requirements set forth in this syllabus may be modified at any time by the course instructor. Notice of such changes will be by Canvas announcement or email notice.

Workload:

This 3-credit course requires (3) hours of classroom or direct faculty instruction and six (plus/minus 3) hours of out-of-class student work each week to be successful in the class. Out-of-class work may include but is not limited to required reading, library research, written assignments, and studying for quizzes and exams.

Exams Policy:

Three semester exams and a cumulative final will be administered using the Respondus Monitor. Please see a list of high-risk behaviors on the next page and the FAQs in the Help forum in Canvas – for a list of behaviors that if observed, will be considered a violation of Code of Student Academic Integrity. For a first violation, the student will receive an automatic zero on the exam. The student will fail the class and be referred to the Dean of Students if there are any further violations. The list is NOT exhaustive and may be updated at any point. The student is responsible for knowing which behaviors are on this list and being mindful of potential violations that are not listed. Determination of whether or not a violation has occurred on a Respondus Monitor recording is at the sole discretion of the instructor. If violation of these syllabus policies also implicates the Code of Student Academic Integrity because of alleged [academic misconduct](#), I will follow the [process outlined in the Code](#) to address such cases.

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 (135 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 100, 120, and 90 points on their first three exams for a total score of 310 points. By electing to take the final, the score of 90 could be replaced by a better score on the final but the final will **NOT** negatively impact their grade if they score less than 90. If they elect not to take the final, they will receive 310 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 is 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 an action will result in an exam grade of zero (0) and may warrant further disciplinary action.

High Risk Examination Behaviors:

- Use or suspected use of notes or textbook materials.
- If the camera shows only part of the student's face. The webcam should visualize the entire face and the majority of their upper body.
- Not showing the background clearly. The room you are in should be at least moderately well-lit and in decent focus. Do not take the test in a room with the lights off.
- Frequently looking off screen (such as down at a desk that is not in the picture or at a wall I cannot see).
- Covering the camera. This should be obvious, but students have done it.
- Taking notes. It is assumed if you do this that you are also referencing notes.
- Talking to yourself (or others).
- Others talking to you.
- Getting up and leaving your test.
- Any other behavior which would not be allowed during an in-person, proctored test. If in doubt, do not do it.

Posting Grades:

Students will have access to their exam grades via Canvas. The course grades posted on Canvas are for informational purposes only. The official overall grade is computed and kept in the instructor's grade book. Students can use the grades posted on Canvas and the rubric shown above to calculate their current course grade. To ensure information privacy, student grade details cannot be discussed via email. I do not discuss individual student grades over email and do not negotiate grades. Students who like to **review their exams** individually must schedule a time during student hours **within 5 days of when grades are posted** to do so. No grade reviews or grade changes will be done beyond this 5-day period.

Assignments Policy:

Students will complete individual learning assignments by the due date posted on Canvas. If you turn your assignment in after the due date, a penalty of 25% of the assignment value will be applied. **After an assignment is over 1 day late, it will NOT be accepted.** Additionally, you are responsible for maintaining your personal computer/software etc. Personal computer crashes, home internet outages, and other technical hurdles are not acceptable excuses for assignment extensions or make-ups. **You are encouraged to complete your work early and often to avoid issues. If you wait to the last minute (due date) to complete assignments, you risk not having time to reach out for help if needed.**

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 MS Access, Tableau and MS Excel to facilitate business decision making. MS Access and MS Excel are available for free and can be found in the Friday building, 2nd floor Lab, Room 216, 280, 339 or at apporto.charlotte.edu. Also, the above software can be installed for free at software.charlotte.edu (search for Office 365 Pro Plus). Students are not expected to purchase licenses for the above solutions.

Assignments on MS Access and MS Excel will be completed by downloading files from MyLab (links in Canvas course) and following the steps outlined in each assignment. Students save their work and upload the file back into MyLab for grading. Once you have completed an assignment, **you must click the “Submit” button** to submit it. After each submission, a graded report is generated allowing students to fix the errors and re-submit the file. If the “Submit” button is not clicked, you will not get any credit for the assignment. Appeals for zero grades in assignment resulting from not clicking the “Submit” button will not be accepted, even if the assignment was otherwise completed. **It is the responsibility of students to ensure that their work is properly submitted for grading.** When assignments are assigned, each student will download a start file that is uniquely assigned to that student. **The software will detect any attempts at sharing start files, not using the supplied start file. In the event that students are flagged by the system for any of these actions, the software will not allow you to submit your file as this is considered cheating.** If students are flagged by the system for any of these actions, all the students involved will receive an automatic zero on that assignment and may invoke the academic integrity review process. The Tableau assignment must be submitted on Canvas. Students can download the Tableau software for free using the product key provided by the instructor in Canvas. **Each assignment can be submitted 2 times and the highest grade will be recorded.** 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.

Group Project:

Students will be assigned to a group by the professor to complete and present the project during our online synchronous classes. Each group will complete a presentation on an IS topic. Group project guidelines will be posted in Canvas.

1. Students will be assigned to a group by the professor. Each group will contain 4 students. This list will be finalized and announced after the add/drop deadline **on September 1st**. All your group members will be in the same section. A group leader will randomly be assigned to each group.
2. Each group must submit a Word document on Canvas that includes the topic the group has selected (20 points) by **11:59 pm, September 18th**. Your document should include **up to three ranked choices**. Topic selection is made on a first-come first-serve basis, and each group must select a different topic. Make sure to write your group's number at the top of the document and save the document as your **Group's Number (e.g., Group 1.docx)**. **The group leader will be responsible for submitting the document.**
3. Each group must submit their presentation file (**up to 8 slides including links to videos and excluding references**) (60 points) via Canvas by **11:59 pm, November 5th**. You can include part of a video or the whole video. The video (s) will be used as a source of information. **You are not expected or allowed to record your presentation.** In addition to the maximum eight slides of content, there must be a final slide that must contain a complete list of references. **The group leader will be responsible for submitting the presentation file.**
4. All members are expected to participate in the presentation. The presentation must last from a minimum of 10 minutes to a maximum of 12 minutes. There will be 3 minutes at the end to allow for questions. We may have multiple presentations over the last three weeks of classes. The presentation schedule will be determined by the professor.

If a group member does not contribute, his/her final project grade may be affected. Also, if one or more group members are not ready to present on their group's scheduled presentation day and time, other group members will need to be prepared to present their part in order to receive credit for their group project. Groups that are not ready to present on their scheduled presentation day and time, independently of the reason being, will not receive any credit on the group project. **There will not be any make-up presentation days and times. No recorded presentations will be accepted.**

Student peer evaluation will be factored into the individual grades for group work (20 points). Each group member must submit their peer evaluation to "TEAMMATES" once a session opens. Students will receive an access link within their UNC Charlotte email account to access a session. The submission opening time is on **November 6th at 9:00 am** and the submission closing time is on **December 6th at 11:59 pm.**

- Any groups who do not give me their topic selection by the deadline will be assigned one by the instructor.
- If your group turns the topic selection and/or the presentation file in after the due date, a penalty of 20% of the assignment value will be applied.
- The instructor reserves the right to assign an additional student randomly to a 4-member group depending on the class size.
- The instructor may ask your group to select a different topic if another group has chosen the same topic as your group. Remember topics will be decided on a first-come first-serve basis.

Grading criteria

- Quality of the research (20 points)
 - Accuracy and up-to-datedness (5 points)
 - Breadth and depth of the investigation (5 points)
 - Discussion of issues from a business point of view (5 points)
 - Quality of sources and proper citations (5 points)
- Quality of the presentation (60 points)
 - Interesting, creative, and interactive (10 points)
 - Engaging the class (10 points)
 - Eliciting and responding to questions (10 points)
 - Adhering to the time limit (10-12 minutes for presentation, 3 minutes for questions) (10 points)
- Student Peer Evaluation (20 points)

Sample Topics

You can select a topic from the following list, or you can suggest one (must be approved by the instructor by **11:59 pm, September 18th**).

- | | |
|--|--|
| • Blockchain | • Artificial Intelligence |
| • Mobile User Authentication | • Self-driving Cars |
| • Data Breach | • Business Applications of Drones |
| • Insider Threat | • Applications of Robots |
| • IT Auditing and Controls | • How does IBM Watson work? |
| • Digital Piracy | • Big Data Applications |
| • Privacy in the Digital Age | • Website Analytics |
| • Cyber Warfare | • Twitter Analytics |
| • Hate on the Internet | • Predictive Analytics |
| • Politics and the Internet | • Healthcare Analytics |
| • Digital Forensics | • What technologies does Netflix use? |
| • Smart Cities | • What technologies does Uber use? |
| • Health & Environmental Impacts of IT | • What data can websites collect about me? |
| • Computer Misuse in the Workplace | |

- Digital Divide
- Electronic currencies and payment systems (Bitcoin and others)
- New types of Social Networks (besides Facebook, LinkedIn)
- Internet Addiction

On-line Quizzes Policy:

There will be 8 on-line quizzes – one quiz cover material on the syllabus, and all others will cover various textbook chapters and lecture materials. 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.**

Technical Difficulties Policy

You are responsible for maintaining your personal computer/software etc. Personal computer crashes, software crashes, home internet outages, file ruined, flash drive does not work, speed delay and other technical hurdles are not acceptable excuses for assignment extensions or make-ups. You are encouraged to complete your work early and often to avoid issues.

Zoom Session Conduct:

I will conduct this class in an atmosphere of mutual respect. I encourage your active participation in Zoom session discussions. Each of us may have strongly differing opinions on the various topics of class discussions. The conflict of ideas is encouraged and welcome. The orderly questioning of the ideas of others, including mine, is similarly welcome. However, I will exercise my responsibility to manage the discussions so that ideas and dialogue can proceed in an orderly fashion. You should expect that if your conduct during Zoom session discussions seriously disrupts the atmosphere of mutual respect I expect in this class, you will not be permitted to participate further, and your grade will be impacted.

Zoom Session Attendance Policy:

Students are expected to punctually attend all scheduled Zoom sessions with their cameras on and to complete all of the course requirements. Zoom session quizzes will be used to check the on-going understanding of the course materials and they will also be used for the purpose of tracking class attendance and/or tardiness. **Zoom sessions quizzes will require the use of [Poll Everywhere website link](#).** You must have a Wi-Fi enabled device (smartphone/tablet/laptop computer) during each session to be able to use Poll Everywhere. Please note that smartphones and tablets tend to experience a much higher rate of technical issues preventing students from obtaining full participation marks; these technical issues will not be excused.

Zoom sessions quizzes are intended to encourage class attendance, class engagement, participation, and provide immediate feedback to the students. Thus, Zoom sessions quizzes are only available when present in the class. There will not be any make-up for a Zoom session quiz if you miss it for any reason including excused absences. **Absence from a Zoom session implies zero participation for that session.**

Attendance may be taken at any point during the class (beginning, middle, and end) and may even be checked multiple times. Absences from Zoom session 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. A student may miss one Zoom session for any reason – no questions asked – and will be allowed to have their participation points excused for that class provided they notify the instructor of their absence **prior** to the next scheduled class session. However, additional absences will **NOT** be excused regardless of the reason unless it falls under the excused absence policy above.

NOTES: (1) Some topics discussed in the Zoom sessions are not covered adequately in the textbook, thus the instructor will present alternative approaches, and (2) historically, those who skip the Zoom sessions tend to make less than their target grades, and (3) the instructor will not answer questions due to absenteeism. A student that misses a Zoom session is responsible for obtaining any needed information (e.g., notes, announcements, assignments, etc.) from fellow students.

Zoom Session Participation Policy:

Participation refers to regular class attendance; contributing positively, constructively, regularly, and significantly to class discussions; and being well-prepared for class as well as timely and careful completion of assigned homework and exercises by collaborating within your groups, as needed.

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.

Course Preparation Participation:

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).

Zoom Session Cancellation:

If I am unable to attend a Zoom session or an unforeseen event arises in which the University is closed unexpectedly, assume the material will be moved forward to the next meeting unless otherwise specified. Recorded lectures may also be posted on Canvas to avoid impacting the course schedule.

Grades Appeals Policy:

If you believe that the grade you received on an assignment 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 Zoom 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 taking business courses, which includes all students in this class, are required to have their own personal laptop computer which should adhere to the [minimum requirements as per the laptop policy](#) with a working webcam and microphone.

- It is each student's responsibility to have a working laptop that meets the minimum requirements in accordance with the Belk College Laptop Policy, has the required course software installed, and is ready for classroom usage.
- It is each student's responsibility to have their laptop charged and ready for usage prior to class time. Students should expect that charging of devices may not be possible during class time. Therefore, battery life should be sufficient to last through an entire class period.

Class Behavior Policy:

Disruptive behavior distracts from the ability of others to profit from their in-class experience. Such behavior includes but is not limited to arriving late, leaving early, having side conversations, making unnecessary comments that add no value to the class, surfing the net, and any activities that negatively impact the ability of other students to learn and/or listen in class.

Rude and inappropriate behavior will not be tolerated. Since it is my responsibility to provide an environment that is conducive to learning for everyone in the class, I will deduct points from the grade of any student who chooses to repeatedly distract others. In particularly egregious cases, I will have the student permanently removed from the class. Under no circumstances will students be permitted to spend their class time working on assignments for other classes, checking e-mail, surfing the Web, texting, or engaging in activities not related to the class. Attempts to engage in such behavior will be reflected in lower grades and may lead to removal from the course.

Miscellaneous:

- **The instructor reserves the right to change the course content, schedule, and policies. Notice of those changes will be made by announcement in class and/or by changes to the syllabus posted on the course Canvas website.**
- **Individual learning assignments that are submitted after the due date will receive a penalty of 25% of the assignment value. After an assignment is over 1 day late, it will NOT be accepted.**
- **There will be no extra credit offered for any individual student during the semester; however, the instructor has the right to change it.**

Institutional Policies:

Class session recording:

Class sessions will all be audio- and/or video-recorded for the purposes of student-participant reference and access by other students enrolled in the same course (including students enrolled in different class sections or break-out groups). Student consent to being recorded during class is a condition of class participation. If you do not consent to being recorded during class, you will need to deactivate your video camera, keep your mute button activated, and participate only via the chat feature, but please note that such actions may have a negative impact on any portion of your grade that is based on class participation. Students are **not permitted** to make their own recordings of class sessions or to share or distribute University recordings of class sessions. NOTE: Students with specific electronic recording accommodations authorized by the Office of Disability Services may record classes; however, the instructor must be notified of any such accommodation prior to recording. Any distribution of such recordings is prohibited.

Neutral video backgrounds:

For remote class participants, video backgrounds must be neutral, and cameras should be positioned in a manner that prevents the introduction of distracting objects, messages, symbols, or other people. Alternatively, students may choose to blur their background, utilize one of the default Zoom virtual backgrounds, or use one of the [UNC Charlotte branded backgrounds](#). Students who do not abide by this policy will be removed from the Zoom session [and counted absent or receive a reduction in their participation grade] and will be referred for potential disciplinary action under the [Code of Student Responsibility](#).

Webcam requirement:

This course may require you to use a webcam for class sessions and/or assessments. Classes and assessments may be conducted using Zoom or other technology selected by your instructor which may use your computer's webcam or other technologies to communicate, monitor, and/or record classes, class activities, and assessments. Assessments may also be conducted using proctoring software, which may listen to you, monitor your computer screen, view you and your surroundings, and record (including visual and audio recordings) all activity during the proctoring process. Please contact your instructor if you are unable to comply or have any questions or concerns.

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. Definitions and examples of plagiarism are set forth in the Code and on the [Student Conduct and Academic Integrity website](#). The Code is available from the Dean of Students Office or online at legal.uncc.edu/policies/up-407. Additional resources are available on the [Student Conduct and Academic Integrity website](#).

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.

The following materials, equipment, websites, or tools are prohibited for completing course assignments, quizzes or examinations, or other academic exercises unless I explicitly permit such use for legitimate pedagogical purposes: ChatGPT or other generative artificial intelligence tools, and online course material suppliers like CourseHero or Chegg.

Sexual Harassment in Web-Based or Web-Assisted Courses:

All students are required to abide by the UNC Charlotte [Sexual Harassment Policy](#) and the policy on [Responsible Use of University Computing and Electronic Communication Resources](#). 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](#). Although I am expected to report on 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, 7-0311); or (2) Student Health Center (studenthealth.uncc.edu, 7-7400). Additional information about your options is also available at titleix.uncc.edu 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-policies-and-procedures/withdrawal-and-cancellation-enrollment-policy>

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. If you have a disability and need academic accommodations, please provide a letter of accommodation from Disability Services early in the semester. For more information on accommodation, 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 \(UCAE\) | \(704\) 687 7837 | uncc-ucae@uncc.edu](#)
- [University Counseling Center | 704-687-0311](#)
- [Multicultural Resource Center | 704-687-7121 | mrc@uncc.edu](#)
- [List of computer labs on campus](#)
- [Atkins Library Laptop Lending program](#)
- [Health Support](#)
- [Academic Support](#)

Tentative Course Schedule (*Detailed schedule posted on Canvas*):

This is a **general guideline** for the semester and **subject to change**. Updated information regarding exams, quizzes, assignments, and readings will be posted on [Canvas](#).

Note: The quizzes are not listed below, please see Canvas for quiz day and times.

	Monday	Wednesday	Key Information	INFO 3130 - Tentative Topics
Week 1	08/21/23	08/23/23		Course Overview / Chapter 1 – Business Information Systems in Your Careers
Week 2	08/28/23	08/30/23	08/28 Last day to add or drop course @11:59 pm	Chapter 6– Foundations of Business Intelligence: Database and Information Management
Week 3	09/04/23	09/06/23	09/04 Labor Day No Class	Chapter 6
Week 4	09/11/23	09/13/23		Monday, 09/11 Introduction to ILA (1) - Access Guest Speaker
Week 5	09/18/23	09/20/23		Chapter 11: Improving Decision Making and Managing Artificial Intelligence Monday, 09/18 Group Project - Topic Selection Due
Week 6	09/25/23	09/27/23		Monday, 09/25 Exam 1 (Chapters 1, 6, 11) Respondus Monitor Wednesday, 09/27 ILA (1) Due
Week 7	10/02/23	10/04/23		Chapter 9 – Achieving Operational Excellence and Customer Intimacy: Enterprise Applications Monday, 10/02 Introduction to ILA (2) - Tableau
Week 8	10/09/23	10/11/23		Chapter 10: E-commerce: Digital Markets, Digital Goods Monday, 10/09 ILA (2) Due
Week 9	10/16/23	10/18/23	10/19 Last day to withdraw from course @11:59 pm	Monday, 10/16 Introduction to ILA (3) - Excel Wednesday, 10/18 Introduction to ILA (4) - Excel
Week 10	10/23/23	10/25/23	10/23-10/24 Student Recess No Classes	Wednesday, 10/25 Exam 2 (Chapters 9, 10) Respondus Monitor
Week 11	10/30/23	11/01/23		Chapter 8 - Securing Information Systems Monday, 10/30 ILA (3) Due Wednesday, 11/01 ILA (4) Due Sunday, 11/05 Group Project - Presentation File Due
Week 12	11/06/23	11/08/23		Chapter 4 – Ethical and Social Issues in Information Systems
Week 13	11/13/23	11/15/23		Monday, 11/13 Exam 3 (Chapters 4, 8) Respondus Monitor
Week 14	11/20/23	11/22/23	11/22-11/25 Thanksgiving Break No Classes	Group Project
Week 15	11/27/23	11/29/23		Group Project
Week 16	12/04/23	12/06/23	12/06 Last Day of Classes	Catch-up and Review Wednesday, 12/06 Group Project - Student Peer Evaluation Due
Section 004 Section 005	TBD	TBD		Optional On-Line Final Exam (Cumulative) All Covered Chapters Respondus Monitor

* ILA (Individual Learning Assignment)