The University of Texas-Rio Grande Valley
College of Business and Entrepreneurship
Department of Information Systems Syllabus for INFS 2398: Information Technology for Students’ University Success and Career Development

Instructor Contact Information
Ying Wang
956-665-7428
ying.wang01@utrgv.edu

Office Hours
10:50 A.M – 11:20AM or by appointment
MAGC 3.202 (Office)

Class Time & Room
11:20 A.M – 12:50 P.M.
MAGC 2.406 (Class Room)

Prerequisite
None

Course Description
This course provides undergraduates with an integrated set of skills in using Information Technology for (1) success in completing a degree with a good academic record, and (2) success in achieving career goals specific to the student's chosen major. Students both alone and in teams will develop and apply their knowledge and skills on technology platforms such as mobile computing, social media and online tools, and PC-based decision tools, building their skills for information searches /evaluation / analysis / presentation, self-branding, job searches and preparation, computing ethics and social responsibility, and personal financial management.

This course satisfies 3 hours of the credit requirement in the General Education Core #090-Integrative/Experiential Learning Option. Courses in this category involve interdisciplinary topics or approaches and/or learning through direct experience. This course is explicitly designed as integrative, in that you will be taught how to bring computing and information technology tools to solve problems and achieve goals in your own major, in your own classes, and in your own career development. It is experiential, in that your own direct experiences in your university and career development activities are the source materials for all of your hands-on projects in INFS 2398. The ‘reference’ area for this course is Mathematics, which in addition to Critical Thinking and Communication, also requires Empirical and Quantitative Skills.

Student Learning Objectives for this area include:

- **Critical Thinking** – For this objective, students are to demonstrate comprehension of a variety of written texts and other information sources by analyzing and evaluating the logic, validity, and relevance of the information in them to solve challenging problems, to arrive at well-reasoned conclusions, and to develop and explore new questions. Your hands-on activities in this course address this objective as you evaluate sources for research papers that are developed from online sources, gather information about potential employers from their published sources, and create reports using multiple information technology tools.

- **Communication** - For this objective, students are to demonstrate the ability to adapt their communications to a particular context, audience, and purpose using language, genre conventions, and sources appropriate to a specific discipline and/or communication task. INFS 2398 requires students to develop skills in multiple tools provided by Information Technology for communication in both university and business environments. Hands-on experience in multiple projects helps students prepare these highly marketable skills.

- **Empirical and Quantitative Skills** – For this objective, students are to make and communicate informed conclusions and predictions based on the interpretation, manipulation, and analysis of empirical and quantitative data. Students in INFS 2398 will learn quantitative analysis skills for monitoring their progress towards their degree and succeeding in their courses; they will also analyze the job markets in their respective fields, using available data published online by employers.

- **Teamwork** – For this objective, students are to collaborate effectively with others to solve problems and complete projects while demonstrating respect for a diversity of perspectives. In INFS 2398, students will work collaboratively on projects which deal with the ethical dilemmas presented by information technology resources in the university and workplace environments, using the teamwork capabilities of university tools such as Blackboard and emails.

Textbook and Other Required Resources – no textbook required
Optional: Using Information Technology for Career Development – Customized text through Pearson Prentice-Hall, 2013,
Use of Web Site
Class notes, announcements and assignments will be posted on Blackboard.

Add/Drop Policy
A student with 2 or more unexcused absences may be dropped from the class.

Course Learning Goals and Outcomes
Information technology now permeates every aspect of the 21st-century student's life. Achieving success, not just in the university but also after college in career goals, requires a full understanding of all of the opportunities that modern information technology provides—as well as its pitfalls and barriers. This course will teach students how to leverage all of the information technology they come into contact with for career success, including direct application in their own major fields of study. The two main goals can be summarized as:

**FIRST GOAL:** Students will leverage **IT for University Success**
- Students will learn the tools for finding and evaluating information online on a variety of platforms, and for using that information in coursework.
- Students will be taught how to leverage the information technology tools and opportunities available on campus for success in completing their degree in a timely manner.
- Students will learn the advantages and the pitfalls of social network providers from both a technical and professional standpoint—how to create a professional presence online.
- Students will learn the ethical and responsible uses of information technology on personal and university platforms, as well as how to defend themselves online and use IT securely.
- Students will learn about the social benefits/costs of “new” technologies.

**SECOND GOAL:** Students will leverage **IT for Career Development**
- Students will learn how to use IT not only for professional resume and cover letter creation, but also effective submission, distribution and online posting.
- Students will learn how to use IT for career research in preparing for professional interviews and job applications in their major field.
- Students will learn how to use professional-oriented social networking tools for career search, professional networking, and career advancement.
- Use of analytic software: Students will learn discipline-specific methods for information analysis and decision-making in their major fields of study.
- Students will learn about the central roles played by computer systems in the conduct of business in both the U.S. and the global economy.
- Students will learn the principles of effective and responsible use of information technologies in the workplace: email possibilities and pitfalls, leveraging smartphone and tablet tools and apps, texting and Instant Messaging for productivity and professionalism.

This course addresses the following learning goals that have been aligned with the core objectives recommended by the Texas Higher Education Coordinating Board (THECB)

<table>
<thead>
<tr>
<th>Learning Goals</th>
<th>This course contributes to the following learning objectives:</th>
<th>How Assessed</th>
</tr>
</thead>
<tbody>
<tr>
<td>Critical thinking and problem-solving</td>
<td>☑</td>
<td>Hands-on-labs,</td>
</tr>
<tr>
<td>Basic empirical and quantitative skills</td>
<td>☑</td>
<td>Hands-on-labs</td>
</tr>
<tr>
<td>Communication skills</td>
<td>☑</td>
<td>Hands-on-labs, Team projects (report and presentation)</td>
</tr>
<tr>
<td>Teamwork</td>
<td>☑</td>
<td>Team projects</td>
</tr>
</tbody>
</table>
Assessment
Students will demonstrate their command of course material through their performance on individual case analysis, case discussion and class participation, and team projects. Students will demonstrate their practical command of the application of information technology through their completion of hands-on labs as listed below in the course schedule.

Grades:

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Team projects</td>
<td>300</td>
</tr>
<tr>
<td>Hands-on-labs</td>
<td>400</td>
</tr>
<tr>
<td>Individual case analyses</td>
<td>200</td>
</tr>
<tr>
<td>Case discussion and class participation</td>
<td>100</td>
</tr>
<tr>
<td>Total</td>
<td>1000</td>
</tr>
</tbody>
</table>

Grading scale:

900 and up – A, 800 to 899 – B, 700 to 799 – C, 600 to 699 – D, 599 and below - F

Hands-on-labs: Instructions on how to complete your homeworks will be provided. Points will be taken off for each element of the homework which is missing or incorrect.

Team Projects: Students will work in teams and use online resources to research different topics (see class schedule). The results are to be written in narrative form, but should also include tables and charts where applicable.

Individual Cases: (1) Students will be given an ethical dilemma regarding the responsible use of information technology in the university environment. In a 3-page paper, students will analyze the issue using an ethical framework and present their resolution of the dilemma. (2) Students will be given a case involving information technology and privacy issues in the workplace. In a 3-page paper, students will analyze the issue addressing employee, employer and societal stakeholders' points of view.

Class Policies
- Class starts promptly at 11:20 AM, at which time students are to be seated and ready to begin.
- Attendance will be taken at the beginning of class. Students not responding to the roll at this time will be marked absent. Students who leave class early without prior permission from the instructor will be marked absent.
- Students are responsible for all materials discussed during days on which they may be absent, so arrange with another student to get the notes from any sessions you miss.
- Turn off all cellphones before class begins. Do not talk during lectures; raise your hand if there is something you do not understand.
- Students are responsible for knowing all material in the assigned portions of the texts. Reading assignments are given in the course schedule; students are expected to attend class having already read the material for that session.
- You should take extensive notes on the materials presented in class for your own study purposes.

The College of Business Administration expects students to behave in a professional and respectful manner in the classroom and during any interaction with professors, colleagues, and other stakeholders (e.g., recruiters). Here are a few specific policies I would like each student to respect while in my course:
- Read and understand course syllabus.
- Check Web site on regular basis.
- Read assigned material before class.
- Academic Honesty: Cheating of any kind is an unacceptable behavior and will not be tolerated.
  - Do your own work.
  - Do not collaborate with others on assignments unless it is specifically allowed.
- Make sure you follow instructions and proofread assignments.
- Arrive to class on time.
- Do not disrupt class.
- No NEDs (Noise Emitting Devices, e.g., cell phones, pagers, mp3 players).
  - Please place your NEDs on vibrate or turn them off during class.

A laptop computer used in class should be employed strictly for class related activities.
**Academic Integrity**

Cheating of any kind is not acceptable and will not be tolerated. Some of the more common types of academic dishonesty relate to the following:

- Plagiarism - Do not use published and/or unpublished material without acknowledging the source.
- Cheating on assignments or projects – Do not collaborate with other students unless it is specifically stated by the instructor that working with others is allowed (e.g., a team project).
- Cheating on exams – Do not acquire from, or give information to, other students about exams. Do not use materials or resources during exams that are not expressly permitted by the instructor.

Penalties for cheating and plagiarism may range from an F on a particular assignment, an F for the course, to expulsion from the university. Violators of the University's policy on Academic Integrity will be referred to the Office of Student Judicial Services for hearings, and will automatically receive an "F" for the course if found guilty. See [http://www.UTRGV.edu/dept/dos/slts/EZ/academicIntegrity.htm](http://www.UTRGV.edu/dept/dos/slts/EZ/academicIntegrity.htm) for additional information.

**Students with Disabilities**

[Note: Include the following statement: If you have a documented disability which will make it difficult for you to carry out the work as I have outlined and/or if you need special accommodations/assistance due to the disability, please contact the Office of Services for Persons with Disabilities (OSPD), Maureen McClain Emila-Schunior Hall Room 1.101 immediately. Appropriate arrangements/accommodations can be arranged.

Verification of disability and processing of special services required, such as note takers, extended time, separate accommodations for testing, will be determined by OSPD. Please do not assume adjustments/accommodations are impossible. Consults with the Coordinator, OPD at extension 7005.]

---

**INFS 2398 Course Schedule**

**Tentative Schedule (subject to change)**

<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Activities</th>
<th>Core Objectives</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/6</td>
<td><strong>Introduction</strong></td>
<td>Hands-on Lab: Advanced Blackboard tools and skills;</td>
<td>TW</td>
</tr>
</tbody>
</table>
| 6/7    | *University Success:* Searching/Using UTRGV online resources I  
            *Career Success:* Working in teams | Degreeworks tools for timely degree completion; acquiring and using myUTRGV software  
            Hands-on Lab: Create Teams, Create 'expectations' document, exchange emails |                |
| 6/8    | **How Am I Doing**                         | Hands-on Lab: spreadsheet your own classes' grading policies               | EQS            |
| 6/9    | *University Success:* tracking personal progress in courses  
            *Career Success:* organizing your time | Hands-on Lab: personal calendars, Tasks in Outlook |                |
| 6/10   | **Power searches online**                  | Hands-on Lab: research for your other classes' papers; research your industry, job listings, analyze employer demand in your field | CT, EQS        |
| 6/13   | *University Success:* Google Scholar, Advanced Queries, How to leverage Wikipedia sources  
            *Career Success:* Searching for job opportunities |                      |                |
<p>| 6/14   | <strong>Using and Mastering Library databases</strong>  | Hands-on Lab: Academic Source Premier, EBSCO, LExis/Nexis Searches for literature for reports and papers | CT              |
| 6/15   | <em>University Success:</em> Researching using UTRGV online resources II |                      |                |</p>
<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>University Success</th>
<th>Career Success</th>
<th>Hands-on Lab</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/16</td>
<td>Using Advanced Presentation Technology</td>
<td>Beyond bullets and clip art; linked doc's in PPT, cloud-based presentation tools (Prezi)</td>
<td></td>
<td>Hands-on Lab: create PPT with advanced features; create a Prezi presentation and present on video; present data, analyses and conclusions</td>
<td>COM, EQS</td>
</tr>
<tr>
<td>6/20</td>
<td>Promises and pitfalls of social media</td>
<td>University Success: UTRGV and your major on Facebook</td>
<td>Career Success: what to say and what not to say; LinkedIn</td>
<td>Hands-on Lab: create LinkedIn account; audit your Facebook page; find UTRGV pages and blogs in your major</td>
<td>CT</td>
</tr>
<tr>
<td>6/22</td>
<td>The Hire Me! Pitch</td>
<td>Career Success: Resume creation and proofing, Selecting potential employers, Scanning for needed job skills</td>
<td></td>
<td>Hands-on Lab: Research your potential career; make a resume, analyze how your skills match the demands in your chosen career field</td>
<td>CT, EQS</td>
</tr>
<tr>
<td>6/24</td>
<td>Online Collaboration</td>
<td>University Success: Blackboard for class projects work</td>
<td>Career Success: Virtual teams and how they work</td>
<td>Hands-on Lab: Set up and use Blackboard teams, use Blackboard Collaborate, Google Doc's, document sharing, Skype</td>
<td>COM, TW</td>
</tr>
<tr>
<td>6/27</td>
<td>Online Meetings</td>
<td>Career Success: Webinars: when to use them, how to participate, how to create</td>
<td></td>
<td>Hands-on Lab: Make a webinar on &quot;Socially Responsible Computing&quot;</td>
<td>COM</td>
</tr>
<tr>
<td>6/28</td>
<td>Ethics Online</td>
<td>University Success: Using UTRGV computer resources</td>
<td>Career Success: Workplace blogging, email do's and don'ts</td>
<td>Cases: Group discussions</td>
<td>COM, TW</td>
</tr>
<tr>
<td>6/30</td>
<td>IT and Ethics in the Workplace</td>
<td>Career Success: Privacy, security, your rights, their rights; ethical issues raised by information technology</td>
<td></td>
<td>Team Project – Short paper addressing an ethical dilemma of university technology use.</td>
<td>COM, TW</td>
</tr>
<tr>
<td>7/4</td>
<td>Visualize It</td>
<td>University Success: Good graphics, charts and images for your papers and presentations</td>
<td>Career Success: advanced visualization tools; electronic whiteboards</td>
<td>Hands-on Lab: Soup up your presentations for other classes; Create an advanced presentation for your field / major and present on video</td>
<td>COM</td>
</tr>
<tr>
<td>7/6</td>
<td>Keeping Current</td>
<td>University Success: using online resources to explore your major</td>
<td>Career Success: Finding your industry's trade mag's, newsletters, news outlets, major blogs</td>
<td>Hands-on Lab: Customizing your portal for daily news in your field; Setting up RSS feeds, using podcasts, selecting useful and reliable sources</td>
<td>CT</td>
</tr>
<tr>
<td>Date</td>
<td>Course</td>
<td>Description</td>
<td>Notes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>------</td>
<td>--------------------------------------------</td>
<td>-----------------------------------------------------------------------------</td>
<td>-------</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| 7/7  | **Personal Financial Management**          | *University Success:* Tools for personal budgeting  
*Career Success:* Understanding pensions, 401k, starting financial planning, understanding benefits | EQS   |
|      | **Hands-on Lab:** Create spreadsheet for monthly personal budget, evaluate potential job salaries in your industry, create a starter financial plan |                                                               |       |
| 7/8  | **Mobile Computing**                       | *University Success:* Staying Organized, getting my data, sync, security, choosing a phone  
*Career Success:* the BYOD problem and how to solve it | CT, EQS |
|      | **Hands-on Lab:** Compare/contrast tablets – make a buy recommendation for a student; Compare/contrast smartphone policies– what works for your major's industry |                                                               |       |