SYLLABUS

Course Title: Management Information Systems  
Course Number: INFS 3390.92L  
Instructor Name: Ying Wang  
Term: Spring 2019  
UTRGV Email: ying.wang01@utrgv.edu  
Office location: EMAGC 3.222  
Telephone: 665-3353 (Dept.) or 665-7428 (office)  
Office Hours: 9:30 am – 12:00 pm TR & 1:30-3:00 pm TR

Course Description
This course is a study of the use of current technology in strategic decision-making and operations of the modern organizations, both public and private. The course examines how organizations plan, develop, implement, and maintain information systems to take advantage of recent technological advances in information technology.

Prerequisite
Computer proficiency or INFS 1301; Advanced standing; or permission of the instructor. Students must have the written permission (waiver form) of the Department Chair to remain in the course if they have not completed INFS 1301. Students may be dropped anytime from the course during the semester if and when it is determined that they do not have the prerequisites.

Format of the Online Course
This course is based on learning modules. Students are expected to be active learners and take initiatives in completing the learning activities scheduled for each module. For each module, students need to read the appropriate chapter in the textbook, work on assignments and group projects, and take quizzes and exams. I'm here available to help you as a facilitator of learning.

Minimum Technical Skills
Students are expected to be able to use basic productivity software such as Microsoft Office, browse the course Blackboard Learn website and submit assignments and projects, and view and record videos using software such as Blackboard Collaborate.

Textbook

Use of Web Site
Course materials are posted online in Blackboard at http://mycourses.utrgv.edu. Student assignments and group projects need to be submitted through Blackboard. For questions and technical support on using Blackboard, please contact the COLTT help desk at (956)665-5327.

Email Policy
I check my emails regularly and will reply your email within 24 hours during the weekdays.

Course Learning Goals and Outcomes
Upon completion of the course, students will be able to:
1. Identify information systems components, strategies, and challenges in modern organizations
2. Evaluate impacts of information technology on ethical, socio and political issues
3. Identify and describe major components of information technology infrastructure in contemporary business environment
4. Determine how information systems are used for supporting business decision making processes

Robert C. Vackar College of Business and Entrepreneurship Mission and Learning Goals
Our mission is to be the agent of innovation, knowledge discovery, and economic development in South Texas, Northern Mexico, and beyond, by offering a rigorous curriculum informed by experiential learning, high quality research, and community partnerships. Your mastery of these learning goals and objectives help us to achieve this mission.
The Robert C. Vackar College of Business Entrepreneurship has adopted the following learning goals that each student should achieve while in the degree program. Not all goals and objectives are covered in each course; however, all goals and objectives should be addressed throughout the degree program.

<table>
<thead>
<tr>
<th>BBA Learning Goals</th>
<th>This course contributes to the following College of Business and Entrepreneurship learning goals:</th>
<th>How measured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Demonstrate foundational knowledge of functional area</td>
<td>□</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Demonstrate effective business communication</td>
<td>□</td>
<td>Group report and presentation</td>
</tr>
<tr>
<td>Apply sustainable practices (economic, social and ethical, and environmental) to business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Demonstrate an understanding of how globalization, including conditions on the US-Mexico border, shape effective business</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Apply quantitative analytical skills to business decision-making</td>
<td>□</td>
<td>Hand-on projects</td>
</tr>
<tr>
<td>Demonstrate the ability to critically analyze business</td>
<td>□</td>
<td>Class discussions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Information Systems Major Learning Objectives</th>
<th>This course contributes to the following Department of Information Systems learning objectives:</th>
<th>How measured</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students will understand the role of the Information Systems department is to align Information Systems projects to the strategic goals of the company and to</td>
<td>□</td>
<td>Class discussions</td>
</tr>
<tr>
<td>Students will understand concepts needed to design and implement information systems infrastructure</td>
<td>□</td>
<td>Quizzes</td>
</tr>
<tr>
<td>Students will be able to design and implement information systems</td>
<td>□</td>
<td>Hand-on projects</td>
</tr>
<tr>
<td>Students will be able to communicate effectively orally</td>
<td>□</td>
<td>Group report and presentation</td>
</tr>
</tbody>
</table>

**Modular Course Design**

There are altogether 5 weekly modules covering 3 chapters each. For each chapter, there will be quiz and a discussion. Each module has an individual or group project.

You cannot make up for a quiz, a discussion or a project unless you provide evidence of emergency extending the whole module during which an assignment is available.
The assignments and projects must be submitted through Blackboard. Be sure that all required elements are included in your submission.

Without an official document, the following rules will apply to late assignment submissions:

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Penalty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Within 24 hours</td>
<td>80%</td>
</tr>
<tr>
<td>Within 48 hours</td>
<td>50%</td>
</tr>
<tr>
<td>After 48 hours</td>
<td>0%</td>
</tr>
</tbody>
</table>

Late submissions with acceptable official excuses will be given full credit. However, they must be submitted within a reasonable time period. Assignments submitted after that will be graded using the penalties indicated above. Students will be dropped from the course if the required work (with or without credit) is not submitted within 7 calendar days.

Athletic events and routine or pre-planned company assignments are not acceptable excuses for late work. Affected students should make arrangements for their assignments to be submitted prior to the deadline given.

The sub-elements and the final group project must be submitted on time. Students will be dropped from the course if they failed to submit sub-elements by the deadlines. Late projects will be reviewed but they will not be graded nor awarded credit.

**Grading Policies**
Three tests, 14 quizzes, two assignments, and two group projects based on the following points:

- Quizzes: 300 points
- Discussions: 300 points
- Projects: 300 points
- Group Project Presentation: 60 points
- Group Project Feedback: 40 points
- Total: 1000 points

Note: There are errors in the textbook. In case there is a discrepancy between the textbook and lecture slides, please refer to the slides for a definitive answer.

Grading scale: A ten-point grading scale will be used for determining final grades.

- 900 and up - A
- 800 to 899.9 - B
- 700 to 799.9 - C
- 600 to 699.9 - D
- 599.9 and below - F

**Class Expectations**
The following ground rules will help your work in this course to go much more smoothly. Please carefully review these expectations and follow them.

1. Academic integrity will be appraised according to the student academic behavior standards outlined in The University of Texas Rio Grande Valley Student Handbook.
2. Don’t turn in late assignments. Late submissions will result in a lower grade.
3. Keep up with the reading. You have quite a few chapters, modules, discussion postings, and e-mail messages to read for the class. Please keep up with the reading. Students who keep up with the reading tend to do much better in this kind of class than those who do not.

4. Work with others. You are required to make every effort to work effectively and promptly with others in your groups. Fair criticism of your failure to work effectively with others will significantly affect your collaboration and participation grade.

**E-mail**

E-mail will be an integral part of this course (especially for announcement and grading inquiry). Make sure you:

1. Check your e-mail at least twice per week (more often is better).
2. Be patient. Don’t expect an immediate response when you send a message. Generally, two days is considered reasonable amount of time to receive a reply.
3. Include "Subject" headings: use something that is descriptive and refer to a particular assignment or topic.
4. Be courteous and considerate. Being honest and expressing yourself freely is very important but being considerate of others online is just as important as in the classroom.
5. Make every effort to be clear. Online communication lacks the nonverbal cues that fill in much of the meaning in face-to-face communication.
6. Do not use all caps. This makes the message very hard to read and is considered "shouting." Check spelling, grammar, and punctuation (you may want to compose in a word processor, then cut and paste the message into the discussion or e-mail).
7. Break up large blocks of text into paragraphs and use a space between paragraphs.
8. Sign your e-mail messages.
9. Never assume that your e-mail can be read by no one except yourself; others may be able to read or access your mail. Never send or keep anything that you would not mind seeing on the evening news.

**Discussion Topics**

Many of the "rules of the road" or protocols that apply to e-mail also apply to the use of discussions. Use the following conventions when composing a discussion posting:

1. During a Discussion assignment, deadlines for posting to and replying will be specified with each assignment. It is a good practice to always check the Discussions multiple times during the week.
2. If you want to send a personal message to the instructor or to another student, use e-mail rather than the discussions (see above E-mail Protocols).
3. Use the appropriate Discussion Topic.
5. A helpful hint for use with both discussions and e-mail --- Compose your message in your word-processing application in order to check spelling, punctuation, and grammar --- then copy and paste your composition into e-mail or the discussion. This also saves online time.
6. Everyone should feel free to participate in class and online discussions. Regular and meaningful discussion postings constitute a substantial portion of your grade.
7. Respect each other’s ideas, feelings and experience.
8. Be courteous and considerate. It is important to be honest and to express yourself freely, but being considerate of others is just as important and expected online, as it is in the classroom.
9. Explore disagreements and support assertions with data and evidence.
10. "Subject" headings: use something that is descriptive and refer to a particular assignment or discussion topic when applicable. Some assignments will specify the subject heading.
11. Use the "reply" button rather than the "compose" button if you are replying to someone else’s
12. Do not use postings such as "I agree," "I don't know either," "Who cares," or "ditto." They do not add to the discussion, take up space on the Discussions, and will not be counted for assignment credit.

13. Avoid posting large blocks of text. If you must, break them into paragraphs and use a space between paragraphs.

14. Use the General Help forum for questions about course material or assignments. There is a thread for each week, and please post questions accordingly.

**Netiquette Guidelines**

Netiquette is internet etiquette, or a set of expectations that describe appropriate behaviors when interacting online. It is important to understand that you will be held to the exact same standards of students taking a face-to-face course. In fact, for 100% online courses, your online classroom behavior may be the only interaction you have with your faculty and classmates, therefore making your netiquette even more important. Remember, you only get to make a first impression once, irrespective of the course delivery method.

**Be courteous.** You only get one chance for an online first impression. Make it count. Do not say or do anything in an online classroom that you would not do in a face-to-face classroom. This includes not “YELLING” (typing in all caps), not “flaming” (attacking someone, such as insults and name-calling), and/or not dominating the discussion.

**Be a good classmate.** Remember your own role as a student. Follow your instructor’s directions at all times. Be authentic and collaborative with fellow students. Be aware of cyberbullying and make every attempt to eliminate it. Appreciate the diversity and different communication styles of your peers. Remember, since this class is online, you may have classmates from all over the world.

**Be professional.** Proofread your own writing for spelling, grammar, and punctuation to prevent miscommunication. Avoid slang, sarcasm, or emotionally-charged writing, as tone can be difficult to translate online. Profanity and offensive language will not be tolerated. Do not use abbreviations (2moro, 2T, B@U) or emoticons in your online class unless your professor approves and supports such writing styles.

**Viruses**

A virus can spell disaster. Your use of a reputable anti-virus program is a requirement for participation in this course (good ones include McAfee or Norton).

Also, back up your files: "My hard drive crashed." "My modem doesn't work." "My printer is out of ink." These are today’s equivalents of "My dog ate my homework." And these events really do occur and they are really inconvenient when they do. However, these are not valid excuses for failing to get your work in on time.

**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. Do not cut and paste materials directly from other sources without paraphrasing or quotation.
- **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.

**Calendar of Activities**

Include in this section a table or list that provides information for students regarding important dates, assignments or activities. The UTRGV academic calendar can be found at [https://my.utrgv.edu/home](https://my.utrgv.edu/home) at the bottom of the screen, prior to login. Some important dates for spring 2019 include:

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14</td>
<td>First day of classes</td>
</tr>
<tr>
<td>January 17</td>
<td>Last day to add a course or register for spring 2019</td>
</tr>
<tr>
<td>January 21</td>
<td>Martin Luther King Jr. Day – NO classes</td>
</tr>
<tr>
<td>April 10</td>
<td>Last day to drop a course; will count toward the 6-drop rule</td>
</tr>
<tr>
<td>April 19-20</td>
<td>Easter Holiday – NO classes</td>
</tr>
<tr>
<td>May 2</td>
<td>Study Day – NO classes</td>
</tr>
<tr>
<td>May 3-9</td>
<td>Final Exams</td>
</tr>
<tr>
<td>May 10-11</td>
<td>Commencement Exercises</td>
</tr>
</tbody>
</table>

**UTRGV Policy Statements**

**STUDENTS WITH DISABILITIES:** Required on all syllabi. Do not modify.

Students with a documented disability (physical, psychological, learning, or other disability which affects academic performance) who would like to receive academic accommodations should contact Student Accessibility Services (SAS) as soon as possible to schedule an appointment to initiate services. Accommodations can be arranged through SAS at any time, but are not retroactive. Students who suffer a broken bone, severe injury or undergo surgery during the semester are eligible for temporary services.

**Pregnancy, Pregnancy-related, and Parenting Accommodations**

Title IX of the Education Amendments of 1972 prohibits sex discrimination, which includes discrimination based on pregnancy, marital status, or parental status. Students seeking accommodations related to pregnancy, pregnancy-related condition, or parenting (reasonably immediate postpartum period) are encouraged to contact Student Accessibility Services for additional information and to request accommodations.

**Student Accessibility Services:**

**Brownsville Campus:** Student Accessibility Services is located in Cortez Hall Room 129 and can be contacted by phone at (956) 882-7374 (Voice) or via email at ability@utrgv.edu. **Edinburg Campus:** Student Accessibility Services is located in 108 University Center and can be contacted by phone at (956) 665-7005 (Voice), (956) 665-3840 (Fax), or via email at ability@utrgv.edu.

**MANDATORY COURSE EVALUATION PERIOD:** Required on all syllabi. Do not modify.

Students are required to complete an ONLINE evaluation of this course, accessed through your UTRGV account ([http://my.utrgv.edu](http://my.utrgv.edu)); you will be contacted through email with further instructions. Students who complete their evaluations will have priority access to their grades.
Online evaluations will be available on **April 10 – May 1**.

**ATTENDANCE:**
Students are expected to attend all scheduled classes and may be dropped from the course for excessive absences. UTRGV's attendance policy excuses students from attending class if they are participating in officially sponsored university activities, such as athletics; for observance of religious holy days; or for military service. Students should contact the instructor in advance of the excused absence and arrange to make up missed work or examinations.

**SCHOLASTIC INTEGRITY:**
As members of a community dedicated to Honesty, Integrity and Respect, students are reminded that those who engage in scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and expulsion from the University. Scholastic dishonesty includes but is not limited to: cheating, plagiarism (including self-plagiarism), and collusion; submission for credit of any work or materials that are attributable in whole or in part to another person; taking an examination for another person; any act designed to give unfair advantage to a student; or the attempt to commit such acts. Since scholastic dishonesty harms the individual, all students and the integrity of the University, policies on scholastic dishonesty will be strictly enforced (Board of Regents Rules and Regulations and UTRGV Academic Integrity Guidelines). All scholastic dishonesty incidents will be reported to the Dean of Students.

**SEXUAL HARASSMENT, DISCRIMINATION, and VIOLENCE:**
In accordance with UT System regulations, your instructor is a “Responsible Employee” for reporting purposes under Title IX regulations and so must report any instance, occurring during a student's time in college, of sexual assault, stalking, dating violence, domestic violence, or sexual harassment about which she/he becomes aware during this course through writing, discussion, or personal disclosure. More information can be found at [www.utrgv.edu/equity](http://www.utrgv.edu/equity), including confidential resources available on campus. The faculty and staff of UTRGV actively strive to provide a learning, working, and living environment that promotes personal integrity, civility, and mutual respect that is free from sexual misconduct and discrimination. If students, faculty, or staff would like confidential assistance, or have questions, they can contact OVAVP (Office for Victim Advocacy & Violence Prevention) at 665-8287, 882-8282, or [OVAVP@utrgv.edu](mailto:OVAVP@utrgv.edu).

**COURSE DROPS:**
According to UTRGV policy, students may drop any class without penalty earning a grade of DR until the official drop date. Following that date, students must be assigned a letter grade and can no longer drop the class. Students considering dropping the class should be aware of the “3-peat rule” and the “6-drop” rule so they can recognize how dropped classes may affect their academic success. The 6-drop rule refers to Texas law that dictates that undergraduate students may not drop more than six courses during their undergraduate career. Courses dropped at other Texas public higher education institutions will count toward the six-course drop limit. The 3-peat rule refers to additional fees charged to students who take the same class for the third time.

**STUDENT SERVICES:**
Students who demonstrate financial need have a variety of options when it comes to paying for college costs, such as scholarships, grants, loans and work-study. Students should visit the Students Services Center (U Central) for additional information. U Central is located in BMAIN 1.100 (Brownsville) or ESSBL 1.145 (Edinburg) or can be reached by email (ucentral@utrgv.edu) or telephone: (888) 882-4026. In addition to financial aid, U Central can assist students with registration and admissions.
Students seeking academic help in their studies can use university resources in addition to an instructor’s office hours. University Resources include the Learning Center, Writing Center, Advising Center and Career Center. The centers provide services such as tutoring, writing help, critical thinking, study skills, degree planning, and student employment. Locations are:

- Learning center: BSTUN 2.10 (Brownsville) or ELCTR 100 (Edinburg)
- Writing center: BLIBR 3.206 (Brownsville) or ESTAC 3.119 (Edinburg)
- Advising center: BMAIN 1.400 (Brownsville) or ESWKH 101 (Edinburg)
- Career center: BCRTZ 129 (Brownsville) or ESSBL 2.101 (Edinburg)

### Course Schedule

This syllabus and schedule are subject to change in the event of extenuating circumstances.

<table>
<thead>
<tr>
<th>Modules</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 (1/14 – 2/3)</td>
<td>IT in Organizations</td>
</tr>
<tr>
<td></td>
<td>Ch. 1: Information Systems in Global Business Today</td>
</tr>
<tr>
<td></td>
<td>Ch. 3: Information Systems, Organizations, and Strategy</td>
</tr>
<tr>
<td></td>
<td>Ch. 4: Ethical and Social Issues in Information Systems</td>
</tr>
</tbody>
</table>

| 4-6 (2/4 – 2/24) | IT Infrastructure               |
|                 | Ch. 5: IT Infrastructure and Emerging Technologies |
|                 | Ch. 6: Foundations of Business Intelligence: Databases and Information Management |
|                 | Ch. 8: Securing Information Systems |

| 7-9 (2/25 – 3/24) | Networked Business           |
|                  | Ch. 2: Global E-business and Collaboration |
|                  | Ch. 7: Telecommunications, the Internet, and Wireless Technology |
|                  | Ch. 10: E-commerce: Digital Markets, Digital Goods |

| 10-12 (3/25 – 4/14) | Enterprise Systems          |
|                     | Ch. 9: Achieving Operational Excellence and Customer Intimacy: Enterprise Applications |
|                     | Ch. 11: Managing Knowledge |
|                     | Ch. 12: Enhancing Decision Making |

| 13-15 (4/15 – 5/5) | System Development         |
|                    | Ch. 13: Building Information Systems |
|                    | Ch. 14: Managing Projects |
|                    | Ch. 15: Managing Global Systems |