Syllabus
BCIS 3610.004 – Basic Information Systems
Fall 2026

Instructor Information

Lectures: BLB 080, Thursdays, 2:25 PM-5:15 PM
Instructor: Dr. Chih-Hao Ku **Office:** BLB 323D
Email: chih-hao.ku@unt.edu
Office Hours: Mons, Thurs 10 am – 12 pm or by appointment

Course Description

As a College of Business foundation course, this course is designed for all business majors. Key objectives include providing an understanding of how information systems and emerging technologies relate to students' chosen fields, how they are applied in organizations, and introducing the fundamentals of data analysis and visualization.

Learning Objectives

Upon successful completion of this course, you are expected to be able to:

- Recognize information systems usage in a business environment.
- Recall information systems terms and concepts in a business environment.
- Demonstrate a fundamental understanding of information technology and data visualization through hands-on labs and exercises.

Course Structure

For face-to-face courses, the content will be delivered using a lecture-based delivery strategy, supplemented with discussions, in-person and team exercises, and other in-person learning strategies unless external forces make such delivery impossible or impractical. Students are expected to attend weekly course meetings unless the instructor indicates otherwise.
Instructor office hours provide a venue for questions or discussion about course content but are not intended to be mini-lecture sessions. Should you have specific questions about the course or its content, I encourage you to take advantage of resources such as an Instructional/Teaching Assistant or office hours to address those concerns.
I expect students to communicate with instructors and professors professionally and academically when writing emails. For guidance on how to email a professor effectively, please refer to the following resource: **How to Email a Professor**: https://www.wikihow.com/Email-a-Professor.

Required/Recommended Materials

Textbooks

- Principles of Information Systems. By Ralph M. Stair, Mark Perew, and Lakeisha Magwood Vancer (Authors). Cengage, 15th Edition, ISBN: 9798214000961. REQUIRED
- Additional supplementary materials and/or readings will be assigned throughout the semester.
- Students who choose to use previous editions are responsible for identifying differences between editions. Instruction will be based on the current edition.
- **Starting Week 2**, students should have access to **the textbook** during class (print or digital).

Laptop – Students must bring a personal laptop with internet access to complete class exercises for every class. If a class meeting is online, students will need to have access to an internet connection.

Data Analysis & Visualization Tools (Required)

This course introduces the fundamentals of data analysis and visualization. Students will analyze data and create visualizations for management decision-making using modern tools. No prior programming experience is required.

Core Platforms

- Tableau: Used for data analysis and creating visualizations for management decision-making. Free student license: https://www.tableau.com/academic/students
- Power BI: Used for business intelligence and analytics for management decision-making. Learn more: https://www.microsoft.com/en-us/power-platform/products/power-bi

Databases & SQL (optional enrichment): To see how SQL queries work, you can try the interactive W3Schools SQL tutorial (https://www.w3schools.com/sql/). This is optional and ungraded. For visualization, Tableau and Power BI connect directly to Excel/CSV files, so no database setup is required.

Account Requirements

- Students must use **individual accounts only**.
- Shared or group AI accounts are prohibited.

Generative AI Tools (Required)

Students must have access to at least one **Generative AI tool** (e.g., Gemini, ChatGPT, Claude, Copilot, Perplexity, Grok) using **individual accounts only**. These tools will be used to support:

- Project idea brainstorming and data exploration
- Data analysis and interpretation support
- Prompt critique and iteration
- Reflection on findings, limitations, and tradeoffs

Generative AI tools are used as **design and reasoning support**, not as substitutes for required course deliverables. Shared AI accounts are prohibited.

Programming Support (As Needed)

This course emphasizes conceptual understanding of information systems and hands-on data analysis and visualization. Traditional programming (e.g., Python) is not required but may be used optionally for advanced experimentation.

Course Prerequisites or Other Restrictions

The prerequisite for this course is BCIS 2610 (or equivalent) with a grade of C or higher. Students are expected to have basic knowledge of computer hardware, software, file structures, and processing, as well as a working knowledge of Microsoft Windows, accessing websites on the Internet, using a word processor, and using a spreadsheet.

Course Technology & Skills

Minimum Technology Requirements

The following are required to complete this course successfully:

- Access to **Canvas** and the university-supported learning technologies (https://clear.unt.edu/supported-technologies/canvas/requirements)
- A computer with reliable internet access
  (Webcam and microphone required only for **online** sections, if any)

- **Microsoft Office Suite** (or equivalent) for documentation and presentations
- **Generative AI Platform Access (Required)**
  Students must have access to at least one Generative AI platform (e.g., Gemini, ChatGPT, Claude, Copilot, Perplexity, Grok) using **individual accounts only**. Shared AI accounts are prohibited.
- **Data Visualization Platforms (Required / Free)**
  - Tableau
  - Power BI (free)

Databases & SQL (optional enrichment): interactive W3Schools SQL tutorial (https://www.w3schools.com/sql/).

- **Programming (Optional / As Needed)**
  This course emphasizes conceptual understanding of information systems and hands-on data analysis and visualization. Traditional programming (e.g., Python) is not required, but may be used optionally for advanced experimentation.

Technical Assistance

Part of working in the online environment involves dealing with the inconveniences and frustrations that can arise when technology breaks down or does not perform as expected. Here at UNT, we have a Student Help Desk that you can contact for help with Canvas or other technology issues.

UNT IT Help Desk

Email: helpdesk@unt.edu
Live Chat: Helpdesk Live Chat
Phone: 940-565-2324
In Person: Sage Hall, Room 330
Hours and Availability: Visit UNT IT Helpdesk for up-to-date hours and availability

For additional support, visit Canvas Technical Help

Course Materials/Website

Course materials will be available on Canvas.

Course Assignment and Assessment

Your course performance will be evaluated as follows:

Requirements	Points Possible	Percentage of Final Grade
Participation & Class Exercises[a]	2 points	2%
Chapter Quizzes	20 points	20%
Exams (3)	45 points	45%
Labs [b]	33 points	33%
Total Points Possible	100 points	100%

[a] The Participation and Class Exercise grade will be adjusted based on class attendance and participation records. Students who miss more than two classes without submitting a legitimate excuse using the Class Absent Form will automatically receive a grade of zero. Missing one class will result in a **3-point deduction**, while missing two classes will result in an **8-point deduction**.

[b] There are ten labs per the Fall 2026 course template (three Tableau projects plus seven additional labs), graded with the standardized template rubrics. Template extra credit: UNT AI Micro-credential lab and an optional Power BI lab.

A = 90%-100%; B = 80%-89.9%; C = 70%-79.9%; D = 60%-69.9%; less than 60% = F

Gradings

- The assigned Teaching Assistant (TA) or Instructional Assistant (IA) will grade your exams, labs, and quizzes. You can find specific grading criteria and rubrics for each assignment on the handout. If you have any questions about grading or would like to discuss your performance, please ask the TA/IA during his/her office hours, email them, or use the course forum. Keep the instructor informed via email if you have any concerns.
- The instructor will assess your class participation. These will also contribute to your final grade. The instructor reserves the right to adjust any grades.

Exams: There are three exams; the last replaces the final. If a student does not take an exam, a grade of zero (0) will be recorded for that exam. Exams are administered online during the posted exam windows (Exam 1: Sept 19-20, Chapters 1-3; Exam 2: Oct 24-25, Chapters 5, 6, 9, 11; Exam 3: Dec 2-3, Chapters 12-14). Exams are Multiple Choice/True-False, CLOSED BOOK / NO NOTES, covering only the Principles of IS text, and require the Respondus LockDown Browser with a working webcam (see Technology Requirements). No make-up exams will be given. Exam study guides will be available a week before each exam.

Make-up Exam Policy: To receive full credit for exams, students are expected to take them by the specified date and time as indicated by the instructor. Make-up examinations will be considered only in case of documented emergencies. If documentation is not provided, the examination's grade is automatically set to **zero**. It is the student's responsibility to contact the instructor to arrange make-up time. The student must inform the instructor before the exam; otherwise, the make-up exam will not be permitted. Written verification of the student's inability to take an exam will be required within one week of the exam. Please note the assigned exam days and make any necessary arrangements.

Labs (Experiential Learning): There will be 10 labs that apply the concepts discussed in class, following the Fall 2026 course template. Three labs use Tableau; the remaining seven cover career research, website development, engaging with a CRM (Salesforce), Power BI, making a software buy-vs-build decision, app development (MIT App Inventor), and a security lab. Extra-credit opportunities included in the template: the UNT AI Micro-credential lab and an optional extra-credit Power BI lab. Labs are graded using the standardized rubrics provided in the course template. Late lab submissions incur a 50% penalty and may be submitted up to one week late, after which they are locked. Tableau will not be taught during class hours; the Instructional Assistant (IA) holds office hours and provides guidance via announcements. You can access Tableau through your web browser and obtain a free student license (https://www.tableau.com/academic/students). Review each assignment's rubric before submitting.

Extra Credit: The two extra-credit opportunities. The UNT AI Micro-credential and the optional Power BI lab are awarded as bonus points within the Labs category. The AI Micro-credential is worth up to 100 bonus lab points, which raises your Labs score. Because Labs count for 33% of the final grade, this is worth approximately 3% of your final grade. Extra credit is added to your Labs score, not directly to your final grade, and is applied only after regular grades are finalized.

End-of-Chapter Quizzes: Each of the ten assigned textbook chapters has a quiz on Canvas. You must complete the quiz for each chapter before the exam covering that chapter. You may take each quiz two times, and your highest score will be recorded. As a courtesy to students, the lowest quiz score will be dropped.

Participation/Class Exercises: To further assimilate the material learned in class, you will complete several in-class exercises. These exercises will be graded. Unless you have a documented medical emergency that made you miss the class, no make-up will be given for in-class exercises. See In-Class Participation under the Course Policies. Showing up for classes DOES NOT guarantee points! An '**F**'

grade will be assigned to students who miss 2 or more classes without informing the instructor in advance.

- A 3-point deduction is applied to students who miss a single class, an 8-point deduction is applied to students who miss two classes, and an F will be applied to a student's final grade if the student misses three or more classes without submitting a **Class Absent Form** online. Any email or oral communication will **NOT** be considered.
  Students who add the course late. If you add this course after the semester begins, you will not be penalized for sessions that occurred before you were enrolled. Any class meeting before your official add date is excluded from your participation/exercise calculation, and no absence penalty applies to it; your participation grade is computed only over the sessions for which you were enrolled. Labs, quizzes, and exams follow their normal due dates and late policies.
  Missing a class does not excuse you from the material. The chapter quiz and the exam covering that chapter assess the same content, whether you attended, so you remain responsible for reading and learning it. Roughly 98% of your grade—quizzes, exams, and labs—is earned through work completed on Canvas that does not depend on attending any single session. What an absence costs is the small in-class participation/exercise portion for that day, not your ability to learn or be tested on the material.

Each class will have a class/lab exercise section. Students may collaborate to discuss the exercise; however, each student must complete and submit the lab exercise independently unless the instructor specifies a group exercise. The instructor will monitor students' conduct and class participation throughout the semester. The instructor will assign a grade based on their assessment of the student's conduct and participation. Factors that will be considered include, but are not limited to, discussion points presented by the students; refraining from disruptive behavior, cheating, or facilitating cheating; and generally appropriate conduct befitting a college student.

Assignment instructions, materials, and associated due dates will be posted on Canvas. All assignments should be submitted to **Canvas**. **Answers should be brief and reference the associated assignment question number.**

The instructor will announce details of each lab during classes. The instructor reserves the right to include additional policies and/or penalties as necessary.

Course Policies

Grades (Important!)

- I do not accept last-minute requests, grade negotiations, or discussions, nor do I respond to emails regarding grading at the end of the semester.
- Any excuses, such as not receiving emails or not checking Canvas, will not be accepted. Students are expected to report any issues promptly.
- Sickness is not a legitimate reason for not doing the project or attending classes regularly. If you have health issues, withdraw from the class immediately.
- Sickness, graduation, scholarship, prerequisite, personal life, work, making parents proud, and getting a better grade are not legitimate reasons for asking for extra credit.
- I do not accept project or assignment resubmissions, extra work, or make-up work.
- All files should be stored in cloud storage, such as Google Drive, Dropbox, OneDrive, etc. Laptop or computer malfunctions, lost phones, or laptops are not legitimate reasons for missing submissions.
- Students who are asking for a better grade or violating the above rules will receive a **10-point deduction** first.

Assignments and Submissions: Unless otherwise noted, all assignments and project deliverables must be submitted through Canvas. Alternative submission methods (e.g., paper, email, USB drive) are NOT acceptable unless prior permission of the instructor is obtained. Late submission of deliverables is NOT permitted without prior permission from the instructor and will result in a **zero** on the assignment.

Late Assignments: Students are expected to submit their work by the deadline to receive full credit for assignments or projects. If the submission is past the deadline, a **20% penalty** will be applied to the assignment's point value. Another **10% penalty** will be applied for each 24-hour delay. Research or course projects submitted after the due date are not under this policy and will be automatically **zeroed**.

The instructor reserves the right to include additional policies and/or penalties as necessary.

In-Class Participation: Students are expected to attend and participate in all class activities (activities, assignments, discussions, projects, and exams) as prescribed in the course syllabus. Attending classes DOES NOT guarantee a passing grade. It is essential that all students actively contribute to the course objectives through their experiences and working knowledge. Notify the instructor by email and provide a report link if you miss a class. The absence of class meetings and tardiness may lead to a grade of **'F'** in this course. Students are responsible for learning the covered material and completing their assignments during the week they are absent. Office hours are NOT designed for learning the entire missing course. The instructor will use a QR code scanner to keep track of students' class participation.

Read the assigned book chapters **BEFORE** the class. Participate in class discussions. Students are responsible for reviewing previous book chapters covered by the instructor.

Please turn off or mute your cell phones and beepers throughout the entire class.

Student conduct: Students are expected to behave respectfully and professionally in class and when interacting with the instructor and other students. Talking in class during lectures is disruptive, even in a low voice. Please raise your hand if you would like to contribute or have a question. Students engaging in disruptive behavior, such as talking during lectures without explicit permission, will be asked to leave the classroom, resulting in an absence and a corresponding grade penalty, as described in the attendance section. Disruptive students, including those who talk in class without the instructor's permission, refuse to leave the class, or fail to comply with the instructor's instructions, will incur grade penalties, including a failing grade in the course. They will be reported to the Dean of Students and may be forcibly removed from the classroom by the UNT police.

Class Recordings & Student Likenesses: I may record class lectures and presentations and provide access to recordings to students who miss a class due to medical or health reasons. Class recordings are the intellectual property of the university or instructor and are reserved for use only by students in this class and for educational purposes. Students may not post or otherwise share the recordings outside the class or the Canvas Learning Management System in any form. Failing to follow this restriction is a violation of the UNT Code of Student Conduct and may result in disciplinary action.

Academic 6.33: Students are expected to do their work. While discussing homework and case assignments with others is acceptable, refrain from asking for help without making a genuine effort. In no case will copying work from another be considered acceptable. Concerning papers, students must submit original work completed specifically for this course. Any cheating on exams or papers will result in a score of **zero** and, potentially, a referral to the Chair and Dean.

Plagiarism: The plagiarism detection service Turnitin is used by instructors to identify plagiarized material in this course. To meet the requirements, assignments will be submitted through the instructor's service. This online service may retain submitted papers to check for plagiarized content in future student

submissions. Students found to be in violation of academic integrity standards will incur penalties ranging from a failing grade on a specific assignment to a failing grade in the course. Cheating on an exam, assisting others in cheating, misrepresenting others' work as your own, and severe plagiarism (over 30% similarity on project deliverables, including visualizations, reports, or advertisements) will result in a grade of F in the course. All academic integrity violations will be reported to the Academic Integrity Office.

Guidelines for AI Tool Usage, Transparency, and Academic Integrity

Generative AI tools and online resources can be valuable aids for **agent design, analysis, reflection, and communication**. Students are encouraged to use these tools thoughtfully and responsibly to enhance their work. However, **uncritical copy-and-paste use is not permitted**.

Permitted Uses

Students may use Generative AI tools (e.g., Gemini, ChatGPT, Claude, Copilot, Perplexity, Grok) to:

- Brainstorm ideas and alternative approaches for **project design, data analysis, and visualization**
- Analyze ambiguous or uncertain problem scenarios and explore possible analytical approaches
- Critique and refine **prompts, queries, workflows, and design rationales**
- Improve clarity, organization, and readability of written explanations and reports
- Generate draft content as a **starting point**, provided it is subsequently evaluated, revised, and contextualized by the student

Students may also consult professional or technical documentation and communities to better understand information systems and data analysis concepts.

Prohibited Uses

The following practices are not permitted:

- Submitting AI-generated content without **critical evaluation, decision-making, or meaningful modification**
- Copying and pasting AI outputs (including prompts, system instructions, workflows, or explanations) without adapting them to reflect the student's **own reasoning, tone, and design choices**
- Using AI tools to replicate another student's work or project with only superficial changes
- Representing AI-generated content as original work when it does not reflect the student's understanding

Expectation of Critical Engagement

When AI tools are used, students are expected to:

- Demonstrate **independent thinking and judgment**
- Explain **why** design decisions were made
- Reflect on **limitations, uncertainty, and tradeoffs**
- Modify AI-generated content to align with their own analytical perspective

Assignments are evaluated based on **understanding, reasoning, and design quality**, not on the volume or fluency of AI-generated text.

Transparency and Student Responsibility

Students are expected to maintain **reasonable transparency** regarding the use of AI tools in their coursework and must be prepared to explain their design process and decisions upon request. Regardless of whether AI tools are used, **students are fully responsible** for the accuracy, relevance, and quality of all submitted work, including agent behavior, system logic, written explanations, and project deliverables.

The goal of using AI in this course is to **enhance reasoning and design**, not to replace critical thinking or personal insight.

Policy on Shared AI Accounts

Students are strictly prohibited from sharing AI tool accounts (e.g., ChatGPT, Gemini, Claude, Copilot, Perplexity, Grok). Shared accounts compromise academic integrity by enabling the reuse or replication of work and undermining individual accountability.

Each student must use an **individual account**. Violations may result in academic penalties in accordance with the university's academic integrity policies.

Instructor Responsibilities and Feedback

I plan to offer you a valuable learning experience and look forward to working together to achieve this goal. It is crucial for you as students to know what to expect from me as your instructor:

- I will be available via e-mail and promptly reply to your messages within 48 hours, not including the weekends. However, I may receive numerous emails daily and miss your email. If you do not receive my response within 48 hours, please send me another email.
- I will be available for appointments as requested.
- I will maintain the Canvas website with current materials and will resolve any content-related problems promptly as they are reported to me.
- I will keep our personal written or verbal communications confidential. I will not post any of your assignments for the class to view without obtaining your prior approval.
- I will treat all class members fairly and will do my best to accommodate individual learning preferences and special needs.
- If any of these points need clarification, or should exceptional circumstances arise that require my assistance, please contact me to discuss and resolve the matter.

UNT and College of Business Policies and Procedures

Academic Integrity Standards and Consequences

The G. Brint Ryan College of Business takes academic honesty seriously. Ethics and integrity are important business values, essential to building trust and adhering to both professional and legal standards. Academic dishonesty destroys trust, damages the reputation and the value of the degree and is unacceptable.

According to UNT Policy 06.003, available at https://vpaa.unt.edu/ss/integrity/index.html, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions from admonition (a warning) to expulsion from the University.

Some of the most common examples of academic integrity violations include plagiarism or cheating, such as unauthorized assistance on examinations, homework, research papers, or case analyses. Your work must be entirely your own. When working on assignments, you should not discuss your work with others unless approved by the course instructor. Group assignments should only be discussed with members assigned to your group, and all group members may be held accountable in some way for known academic integrity violations in a group assignment.

Another example of academic dishonesty relates to improper attribution. When preparing your assignments, you must cite all outside sources in the manner requested by your instructor. Copying or using material from any source prepared by or previously submitted by others, at UNT or other institutions, or downloaded from the Internet, is plagiarism. Unless directed otherwise in an assignment, large-scale "cutting and pasting" from other sources, even if properly footnoted, is not appropriate. You should synthesize this material in your own words and provide a footnote.

Your instructor will specify what materials, if any, may be used on the tests and exams. Using materials other than those permitted, talking with other individuals during the exam, individuals exchanging information about an exam when one has taken the exam and the other has not, or copying or using material from another individual's exam is academic dishonesty and will result in a meeting to discuss academic integrity violations and potentially issue sanctions mentioned above, and may result in ineligibility for academic scholarships. The use of online assistance, such as sites commonly used for finding homework solutions, group chats, cell phones, smartwatches, and similar tools during exams, is not allowed under any circumstances unless specifically permitted. No portion of an exam may be copied or photographed without permission.

Students are expected to conduct themselves in a manner consistent with the University's status as an institution of higher education. A student is responsible for responding to a request to discuss suspected academic dishonesty when issued by an instructor or other University official. If a student fails to respond after a proper attempt at notification, the University may take appropriate academic action in the student's absence.

Acceptable Student Behavior

Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct. The University's expectations for student conduct apply to all instructional forums, including University and electronic classrooms, labs, discussion groups, field trips, etc. Visit UNT's Code of Student Conduct (https://deanofstudents.unt.edu/conduct) to learn more.

ADA Accommodation

UNT makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodation must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect students' privacy. For additional information, refer to the Office of Disability Access website at http://disability.unt.edu.

Student Evaluation Administration Dates.

Student feedback is essential to participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be available during weeks 13, 14, and 15 of the long semesters to give students an opportunity to evaluate how this course is taught. Students will

receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for email in their UNT email inbox. Simply click on the link and complete the survey. Once students complete the survey, they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website or email spot@unt.edu.

Emergency Notification & Procedures

UNT uses a system called Eagle Alert to quickly notify students of critical information in the event of an emergency (e.g., severe weather, campus closures, and health and public safety emergencies such as chemical spills, fires, or violence). In the event of a university closure, please refer to the UNT Learning Management System (LMS) for contingency plans for covering course materials.

Retention of Student Records

Student records pertaining to this course are maintained in a secure location by the instructor of record. All records, such as exams, answer sheets (with keys), and written papers, submitted during the course are kept for at least one calendar year after course completion. Coursework completed via the Canvas online system, including grading information and comments, is also stored in a safe electronic environment for one year. Students have the right to view their individual records; however, information from their records will not be disclosed to other individuals without proper written consent. Students are encouraged to review the Public Information Policy, the Family Educational Rights and Privacy Act (FERPA) laws, and the University's policy. See UNT Policy 10.10, Records Management and Retention, for additional information.

Access to Information - Eagle Connect

Students' access point for business and academic services at UNT is located at: my.unt.edu. All official communication from the University will be delivered to a student's Eagle Connect account. For more information, please visit the website that explains Eagle Connect and how to forward e-mail Eagle Connect (https://it.unt.edu/eagleconnect).

Sexual Assault Prevention (Survivor Advocacy)

UNT is committed to providing a safe learning environment free of all forms of sexual misconduct, including sexual harassment, sexual assault, domestic violence, dating violence, and stalking. Federal laws (Title IX and the Violence Against Women Act) and UNT policies prohibit discrimination on the basis of sex and therefore prohibit sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking, and/or sexual assault, there are campus resources available to provide support and assistance. UNT's Survivor Advocates can assist a student who has been impacted by violence by filing protective orders, completing crime victim's compensation applications, contacting professors for absences related to an assault, working with housing to facilitate a room change where appropriate, and connecting students to other resources available both on and off campus. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565- 2648. Additionally, alleged sexual misconduct can be non-confidentially reported to the Title IX Coordinator at oeo@unt.edu or at (940) 565 2759.

Important Notice for F-1 Students Taking Online Courses

Federal Regulation

To read detailed Immigration and Customs Enforcement regulations for F-1 students taking online courses, please go to the Electronic Code of Federal Regulations website (http://www.ecfr.gov/). The specific portion concerning distance education courses is located in Title 8 CFR 214.2 Paragraph (f)(6)(i)(G).

The paragraph reads:

(G) For F-1 students enrolled in classes for credit or classroom hours, no more than the equivalent of one class or three credits per session, term, semester, trimester, or quarter may be counted toward the full course of study requirement if the class is taken on-line or through distance education and does not require the student's physical attendance for classes, examination or other purposes integral to the completion of the class. An online or distance education course is offered principally through television, audio, or computer transmission, including open broadcast, closed-circuit, cable, microwave, or satellite, audio conferencing, or computer conferencing. If the F-1 student's course of study is in a language study program, no online or distance education classes may be considered to count toward a student's full course of study requirement.

University of North Texas Compliance

To comply with immigration regulations, an F-1 visa holder in the United States may need to complete an on-campus experiential component for this course. This component (which must be approved in advance by the instructor) may include activities such as taking an on-campus exam, participating in an on-campus lecture or lab, or other on-campus experiences integral to the completion of this course.

If such an on-campus activity is required, it is the student's responsibility to do the following:

1. Submit a written request to the instructor for an on-campus experiential component within one week of the start of the course.
2. Ensure that the activity on campus takes place and the instructor documents it in writing with a notice sent to the International Student and Scholar Services Office. ISSS has a form available for this purpose.

Because the decision may have serious immigration consequences, if an F-1 student is unsure about his or her need to participate in an on-campus experiential component for this course, s/he should contact the UNT International Student and Scholar Services Office (telephone 940-565-2195 or email internationaladvising@unt.edu) to get clarification before the one-week deadline.

Use of Student Work

A student owns the copyright for all work (e.g., software, photographs, reports, presentations, and email postings) he or she creates within a class, and the University is not entitled to use any student work without the student's permission unless all of the following criteria are met:

- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.

2. In the event an instructor records student presentations, s/he must obtain permission from the student using a signed release to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of the recordings for future class offerings must notify students in the course syllabus if students' images may appear on the video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings.

   Example: This course may employ lecture capture technology to record class sessions. Students may occasionally appear on the video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

   No notification is needed if only audio and slide captures are used, or if the video records only the instructor's image. However, the instructor is encouraged to inform students that the recordings will be available for study purposes.

Emergency Evacuation Procedures for Business Leadership Building

Severe Weather

In the event of severe weather, all building occupants should immediately seek shelter in the designated shelter-in-place area. If unable to safely move to the designated shelter-in-place area, seek shelter in a windowless interior room or hallway on the lowest floor of the building. All building occupants should take shelter in rooms 055, 077, 090, and the restrooms on the basement level. In rooms 170, 155, and the restrooms on the first floor.

If the campus is closed due to severe weather, we may have a class via Zoom or Teams at the regularly scheduled class time. Please check your email on such a day for the link to the classroom meeting.

If the campus is closed for inclement weather, we will NOT have class at the regularly scheduled class time. However, materials will be posted on the Canvas site for you to engage with. Please check your email on such a day for detailed instructions.

Bomb Threat/Fire

In the event of a bomb threat or fire in the building, all occupants should immediately evacuate using the nearest exit. Once outside, proceed to the designated assembly area. If unable to safely move to the designated assembly area, contact one or more members of your department or unit to let them know you are safe and inform them of your whereabouts. People with mobility impairments who are unable to safely exit the building should move to a designated area of refuge and await assistance from emergency responders. All building occupants should immediately evacuate the building and proceed to the south side of Crumley Hall, to the grassy area west of parking lot 24.

Tentative Course Schedule

The schedule of topics and their order of coverage is given below. Every effort will be made to follow this table; however, it may vary to some extent depending on progress.

NOTE: The instructor reserves the right to retain, for pedagogical reasons, either the original or a copy of your work submitted either individually or as a group project for this class. Students' names will be deleted from any retained items. ***Also, based on class progress, the instructor retains the right to make changes to the syllabus at any time.***

Week	Date	Topic	Notes/Deliverables
1	8/20	First class: Course Introduction, Orientation & Syllabus Begin Ch. 1: Information Systems	Cengage & Syllabus surveys due 8/23
2	8/27	Ch. 1: Information Systems / Ch. 2: Strategic Planning	Ch. 1 & Ch. 2 Quizzes due 8/30 Career Research Assignment due 8/30
3	9/3	Ch. 3: Project Management	Ch. 3 Quiz & Tableau Project 1 due 9/7
4	9/10	Tableau Project 2 / Website Development	Tableau Project 2 & Web Site Development labs due 9/13
5	9/17	Exam 1 review (Ch. 1, 2, 3)	Exam 1 opens 9/19-9/20 (online, LockDown Browser)
6	9/24	Ch. 5: Databases & Data Management	Ch. 5 Quiz & Salesforce lab due 9/27
7	10/1	Ch. 6: Business Intelligence: Big Data & Analytics / Power BI Lab	Ch. 6 Quiz & Power BI Lab due 10/4 Optional Extra Credit Power BI Lab due 10/4
8	10/8	Ch. 9: Enterprise Systems	Ch. 9 Quiz & Buy v. Build Lab due 10/11
9	10/15	Ch. 11: Cloud Computing & the Internet of Things	Ch. 11 Quiz & MIT App Inventor lab due 10/18
10	10/22	Exam 2 review (Ch. 5, 6, 9, 11)	Exam 2 opens 10/24-10/25 (online, LockDown Browser)
11	10/29	Ch. 12: Artificial Intelligence & Automation / UNT Micro-Credential (Extra Credit)	Ch. 12 Quiz due 11/1
12	11/5	Ch. 13: Secure Information Systems	Ch. 13 Quiz & Security Lab due 11/8
13	11/12	Ch. 14: Corporate and Individual Accountability: Ethical, Legal, and Social Issues	Ch. 14 Quiz due 11/15
14	11/19	Tableau Project 3 / UNT Micro-Credential (Extra Credit)	Tableau Project 3 & Micro-Credential Extra Credit due 11/22
15	11/26	Thanksgiving Break – No class, no assignments	
16	12/3	Last class: Exam 3 review & course wrap-up	Exam 3 opens 12/2-12/3 (online, LockDown Browser)