Course Syllabus: BCIS 4690 (Fall 2018)
(SUBJECT TO CHANGE – v29Aug18)
The Management of Information & Technology Assets in Organizations

General Information

Instructor (Your Guide)
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ITDS Office: BLB 208 Mon. to Fri. 8 am - 5 pm   -   Phone: 940-565-3110   -   UNT metro: 817-267-3731

Textbooks

Readings, handouts, study guides, grades, & other important course information is posted on BlackBoard – See BlackBoard Table of Contents handout

Course Description
The objective of this course is to provide an overview and an understanding of the issues involved in the management of information and information system (IS) assets in and for organizations. The course examines a broad range of issues and problems associated with the management of IS (MoIS), information technologies (ITs), and information and communication technologies (ICTs). The course focuses on managerial rather than technical issues and views ISs from the perspective of managers at all levels – from strategy and the boardroom to operations and the front line. It is assumed the student already has some understanding of management principles and theory, IT, and IS development. The course presents fundamental knowledge essential to managing ITs, ISs, and ICTs for organizations. See course description and prerequisites in college catalog for more information.

Grading (Subject to change)
Midterm Exam  25 points
Final Exam  25 points
Team Paper & Presentation  30 points
Participation:  20 points
In-class participation *  15 points
System thinking reports  -  5 points
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100 points

Regarding the Participation Portion of Your Grade
*You are responsible for reading the assigned materials and being prepared to participate actively in class discussions. You earn points through your in-class participation. Your weekly readings, discussion questions, and cases provide material for your participation in discussions.

NO TECHNOLOGY IN CLASS: STUDENTS ARE NOT PERMITTED TO USE PHONES, COMPUTERS, TABLETS, OR ANY OTHER TECHNOLOGY DURING CLASS. You may be asked to leave and your course grade may be reduced by 5% for each violation of this policy.
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Projects</th>
<th>Specifics of Main Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>30-Aug</td>
<td>2-6-Sep</td>
<td>Role of IS leadership, strategy, competitive advantage, organizational design &amp; governance, requirements (systems analysis and design &amp; enterprise architecture), IT workforce skills.</td>
</tr>
<tr>
<td>2</td>
<td>6-Sep</td>
<td>1-13-Sep</td>
<td>IS organization structure &amp; governance, IS management roles and responsibilities, sourcing, vendor management, cybersecurity, budgeting, workforce (career management), performance measurement and audit.</td>
</tr>
<tr>
<td>3</td>
<td>13-Sep</td>
<td>2-20-Sep</td>
<td>IS organization structure &amp; governance, IS management roles and responsibilities, sourcing, vendor management, cybersecurity, budgeting, workforce (career management), performance measurement and audit.</td>
</tr>
<tr>
<td>4</td>
<td>20-Sep</td>
<td>3-27-Sep</td>
<td>IT operations: managing the business (IT management, rubber meets the business road, KTLO, availability, security, DRP, COOP).</td>
</tr>
<tr>
<td>5</td>
<td>27-Sep</td>
<td>4-4-Oct</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>6</td>
<td>4-Oct</td>
<td>5-11-Oct</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>7</td>
<td>11-Oct</td>
<td>6-18-Oct</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>8</td>
<td>18-Oct</td>
<td>7-25-Oct</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>9</td>
<td>25-Oct</td>
<td>8-31-Oct</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>10</td>
<td>1-Nov</td>
<td>9-8-Nov</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>11</td>
<td>8-Nov</td>
<td>10-15-Nov</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
</tr>
<tr>
<td>12</td>
<td>15-Nov</td>
<td>11-22-Nov</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
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<tr>
<td>13</td>
<td>22-Nov</td>
<td>12-29-Dec</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
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<tr>
<td>14</td>
<td>29-Dec</td>
<td>13-6-Dec</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
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<tr>
<td>15</td>
<td>6-Dec</td>
<td>14-13-Dec</td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
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<tr>
<td>16</td>
<td>13-Dec</td>
<td></td>
<td>Legal and Ethical Issues in MoIS (KTLO, changing nature of your success skills, professionalism.</td>
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**Key:**
- (T) = BCIS majors only; p = pages; P; (section #)
Course Policies and Administration

1. **No make-ups** for exams or anything else.

2. Assignments are due when specified. **No late assignments** will be accepted.

3. If you miss class you miss the classroom activity and will receive a grade of zero on it. As for class participation and attendance, I will allow for one missed class, no more. **If you miss any part of two classes, you can be administratively dropped from the course with a W or WF without further notice.**

4. Exceptions to rules 1, 2, or 3 only by advance arrangements in extraordinary, well-documented, circumstances.

5. **All written assignments** must be (a) 1.5 line spacing, (b) on white paper, (c) with a cover page, (d) using a 12 point font with serifs, and (e) stapled in the upper left-hand corner. Cover page must contain: your name(s) (and team number if appropriate), course number, due date, and assignment number/name. Number pages and single-space references with hanging indents. Do not use folders or plastic binders. Grammar and spelling count. Use APA-style for citations and references (see UNT online reference library or https://owl.english.purdue.edu/owl/resource/560/01/). See “Course Assignments” below for more details.

6. I will not read past the specified word limit on written assignments, including exams.

7. **Academic Integrity & Academic Dishonesty** Academic integrity is essential in your work, methods, and conduct. Although you are permitted (even encouraged) to study with other students and collaborate on team assignments, your work must be your original, individual effort. Academic dishonestly usually involves plagiarism or cheating (see definitions on page 17 below). **Written assignments are checked by plagiarism detection tools:** Quotes and citations are fine, so give credit where credit is due. Consistent with UNT’s Student Standards of Academic Integrity (https://policy.unt.edu/policy/06-003), here are this course’s policies:
   - Academic dishonesty on exams or individual written assignments: You receive a failing grade in course.
   - Academic dishonesty on team projects: Your entire team will receive a zero for the assignment and you will receive a failing grade (F) for the course. If it cannot be determined which team member(s) were involved, the entire team will receive a failing grade (F) for the course.

8. **Unacceptable student behavior** interferes with an instructor’s ability to conduct class or other students' learning. It is unacceptable, disruptive, and will not be tolerated. Students engaging in unacceptable behavior can be referred to the UNT Police and to the Dean of Students to consider whether the student's conduct violated the Code of Student Conduct (http://www.unt.edu/csr). Your instructor has the right to have you removed from class for ANY BEHAVIOR THAT HE DEEMS INAPPROPRIATE, including (but not limited to) talking during class (unless called upon), using any technology during class, or disturbing others in any manner. **All electronic devices (e.g., phones, tablets, computers, etc.) must be turned off before class begins.**

9. You are expected to keep yourself informed of University, College, Department, and course deadlines, schedules, etc. Your failure to keep informed and to plan is your own plan for failure. **This syllabus, like most everything else in life, is subject to changes**, additions, deletions, and other modifications. It is your responsibility to attend class and check your official UNT email account (EagleConnect) to learn of schedule and course changes, campus closings, grade postings, and other important announcements from UNT and your professor. Get quick updates on closings and such from Eagle Alert – sign up at http://www.unt.edu/eaglealert/.

10. **You will have two weeks** after the posting of any grade or return of any assignment or exam (whichever comes first) to request a review of your grade. Your instructor is the final authority on course grades.

11. Audio or video recording of class is **NOT permitted** (except for ADA accommodation and then only with your instructor’s written knowledge and consent). It is a violation of the UNT Code of Student Conduct to record without permission and action will be taken if violations occur.

12. The College of Business complies with the Americans with Disabilities Act (ADA) in making reasonable accommodation for qualified students. If you have a disability (as defined in the ADA and would like to request accommodation), please notify your instructor within the first week of class that an accommodation is needed see me as soon as possible (as required by UNT policy). My contact information is shown on page one.

13. INCOMPLETE GRADES: A grade of “I” will be given only in fully documented, exceptional circumstances to passing students, and only for circumstances occurring during the last week or so of regular classes. That is, only emergencies such as a death in your immediate family would constitute exceptional circumstances.
14. Grades and notices will be posted via BlackBoard. Important messages also will be sent via BlackBoard email. HOWEVER, YOU CANNOT AND SHOULD NOT SEND ME MESSAGES IN BLACKBOARD – USE MY CONTACT INFORMATION ON PAGE ONE OF SYLLABUS. Grades cannot be given out over the telephone or by email; although, I can provide some grade information to emails from your my.unt.edu (EagleConnect) email address.

15. | Grading Scale: No Rounding |
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<tbody>
<tr>
<td>Percent</td>
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<tr>
<td>90.00% or above</td>
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<tr>
<td>80.00% or above</td>
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<tr>
<td>70.0 0% or above</td>
</tr>
<tr>
<td>60.00% or above</td>
</tr>
<tr>
<td>Lower than 60.00%</td>
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</tbody>
</table>

Class Participation: Oral communication skills are quite important for you success in life. DrK will record a “point” each time you meaningfully participate in classroom discussion. These count as shown in the table.

Guidelines for in-class participation points are as follows:
- You must make an actual contribution to the class discussion.
- Just saying something is not sufficient.
- Repeating what someone else said is not sufficient.
- If you want to know if you got credit, ask immediately in class. After-class challenges or whining will result in points deducted.

ARTICLES IN LIEU OF CLASS PARTICIPATION: Alternatively, if you simply cannot bring yourself to take advantage of this opportunity to practice speaking in a group and easily earn 15% of your course grade, you can do up to four of the following for one checkmark each: Complete and turn in a hardcopy (i.e., printout) of a 500 word executive report about an article that includes a statement of what you learned from the article and how you think it will help you in your career. The article you select must be on the topic related to IT management but it cannot be an assigned reading. Turn in a copy of your article stapled behind your report at the beginning of class. Follow Course Policies above and use proper APA-style for citations and references. Last chance to turn these in is week 14.

16. “FIRING” A TEAMMATE: A team can vote a teammate or teammates removed from the team for non-performance, non-cooperation, or insufficient performance. Fired team members are required to do an individual term paper project assignment by themselves on a topic assigned by the instructor and all term paper deadlines in syllabus apply. The team must communicate their vote by email following the usual email policies for team communications. The instructor may also choose to call a meeting of some or all of the team members before accepting a firing. The three deadlines for such an action align with the term paper schedule:
   a. By the proposal submission deadline: Requires majority vote of the team members not being fired.
   b. By proposal approval deadline: Requires two-thirds vote of the team members not being fired.
   c. By Friday before the term paper due date: Requires unanimous vote of the team members not being fired.

17. BLACKBOARD: Where lecture notes, additional weekly readings, and other materials are posted. Be sure to keep up with all readings if you want to get the most out of this course, earn participation, and get a good grade. Every semester course content is updated and new content uploaded to BlackBoard as the semester progresses. Especially now since the course is undergoing a major revision. BlackBoard is only for me to supply materials to you and nothing else. Use email, text, office visit, or phone for direct communications with me. Make sure you are getting my emails from BlackBoard. Check your UNT email daily.

18. Email Policies and File-Naming Conventions:
   a. Emails to DrK must have “BCIS 4690/5700” in the subject line.
   b. You must copy all teammates on communications to DrK about team assignments.
   c. All team-related emails sent to DrK must include a “Team#” in subject line (# = your team number).
   d. Filenames of all team-related files send to DrK must include “Team #” in it.
Course Assignments

GENERAL INSTRUCTIONS

CAREFULLY READ THESE DIRECTIONS AND FOLLOW THEM!

THE “ESSENCE” OF BEING SUCCESS IN I/T AND MOST OTHER PROFESSIONS (AND SUCCEEDING WITH THESE ASSIGNMENTS) IS TO UNDERSTAND AND MEET YOUR CUSTOMERS’ NEEDS (AKA THEIR “REQUIREMENTS” AND SOLVE THEIR PROBLEMS.

IN EVERY PROFESSION, MAKING SURE THE I/T FOLKS KNOW YOUR REQUIREMENTS IS ESSENTIAL TO MAKING SURE YOUR I/T INVESTMENTS PAY OFF AND SUCCEED.

Team Oral Report Presentations

The schedule for these assignments is in the “Brynteson” (B) column of the Course Calendar on page 2. These are an excellent opportunity for you to practice presenting before a group.

Rest of class’ assignment during these presentations. Be prepared to discuss the assigned readings every week – You will earn participation points amounting to 15% of your course grade for your contribution to discussions. All students should be prepared to discuss or ask questions about the B chapters assigned for that week. If called upon and not prepared you will have points deducted from the participation portion of your semester grade. No written deliverables are required; although, you should bring the book or your written notes with you so you can quickly engage in the discussion.

This is for a team grade. In the course calendar Brynteson column, the chapters (case numbers) to be covered in your presentation are provided with you team number (T#). Your team’s assignment is to present and lead the discussion on each set of assigned cases. The rest of the class’ assignment is to read the cases and be prepared to discuss them. Your team should be prepared to describe the essence of each reading, the lessons learned from it, and connect those lessons to specific IS management topics and implications for IS management. You should prepare a 12 to 16 minute presentation on the entire reading using PowerPoint. No handouts are required. There is no set formula for this; HOWEVER, your job is to teach the lessons learned through the cases, not so much the content of cases. You may ask questions of the class. You are responsible to cover the material and connect it directly to the course material. Your grade is based on how well you cover the material and convey your message, the quality of your presentation, and how well you manage the class. Email me a copy of your .ppt slide file at least 30 minutes before class begins but be sure to bring your own copy to run in class. This assignment count for 25% of your course participation grade (5% of total course grade).

Semester (Term/Team) Paper Project

These requirements are complicated because organizations, and thus IT management, are complicated. DrK is your customer, your “user” so to speak, and he is communicating “requirements” to you below. But human communications are imperfect (see graphic to right) and discovering your customers’ requirements can be difficult. Do not hesitate to ask your customer (in this case DrK) questions if you are not sure about something. The following requirements are complete (except for additional material I may assign your team). Reality is much more difficult than this assignment. Your team should study and discuss the requirements in order to insure your understand them so that you can meet them.

1. Your semester paper is due by 5:00 pm on the day specified in the calendar in two electronic forms (as a .doc/.docx/.rtf file AND as a .pdf file). No printed copy is required. The .pdf file will be distributed to the rest of the class for grading. The subject of the paper should be relevant to the management of information assets and can be based on one of the topics covered in class, mentioned in your textbook, or any other topic relevant to IS management.
I. Introduction

Statement of topic that answers the question: Why should we care about your topic?

II. Key Issues (KIs) or “primary management concerns” regarding your topic. KIs answer the question: To what things (i.e., nouns) must you pay attention in order to be successful at managing your subject area? You cannot have more than six (6) or fewer than four (4) KIs. These should cover all of the (usually five) essential topic categories the class develops during the first few weeks of semester.

III. Models/frameworks/theories/taxonomies/ontologies (at least four). Answer the question: What theories, concepts, paradigms, approaches, ontologies, taxonomies, etc. are there to help us understand and/or organize the subject matter? You must explain the relevance of each to your topic and all these must be cited by source/creator (and if you are the creator give yourself credit).
THIS SECTION SHOULD NOT BE MORE THAN 20% OF YOUR REPORT OR PRESENTATION; although, teams often use some of these to organize other parts of their work.

IV. **Plan of action** — Provide management with the “how to do it details” that answer the question: *What does management need to do and how do you recommend they go about doing it?* It is a good idea to use one or more of the concepts in section III to provide a way to organize this section. Case examples could go here too. **You must provide a meaningful descriptive title for this section.**

V. **Critical actions** (CAs) or critical success factors (CSFs) “for successful management” of this topic. These must each be stated clearly in a short sentence that describes a specific action. CAs answer the question: *What actions must be done (i.e., verbs) right in order to be successful at managing this?* Ideally, this section links back to section II’s KIs. Section V basically serves as your conclusions and summary section. You cannot have more than six (6) or fewer than four (4) CAs. **Your critical actions typically summarize your plan of action and highlight the most important actions for success. These too should cover all the essential topic categories the class develops during class. Your CAs represent what you want your audience to remember, your most important “take aways.”**

VI. **References.** Your references must be in alphabetical order and include at least seven references you actually use in your report that are not otherwise assigned in this class or by me during the approval process. You must consistently follow the style guidelines of the American Psychological Association (APA) (or other widely used standard) for style, titles, citations, and references (see *APA’s Publication Manual* available online at www.library.unt.edu/). Regardless of any style guideline, use italics not underlining for book and journal titles. **NO ENDNOTES!**

**NOTE:** *Wikipedia* (http://wikipedia.org/) is often not peer reviewed or checked for accuracy and therefore is NOT ALWAYS A RELIABLE REFERENCE SOURCE. Moreover, it is not allowed as evidence in US federal courts. However, you may use it, but must also use at least one corroborating or disconfirming references.

7. **Term/Team Presentations:**

(a) On the date in the calendar, each team will present their term paper research. Order will be by random selection.

(b) There is a 16-minute minimum and an 18-minute maximum time limit on presentations.

(c) Presentations are followed by question-&-answer/discussion, although this all often happens simultaneously. Time limits will be adjusted for discussion/questions that occur during presentation.

(d) **Your ppt files must be delivered to me via email attachment by 5:00 pm on the day of your presentation. Bring your own copy ready to run.**

(e) **A/V Equipment Needs:** I encourage the use of high quality videos, slides, overheads, and/or computer-based media in your presentations. Only constraint is to use the equipment that is in our classroom.

(f) **Every undergraduate BCIS major on the team must present FOR AT LEAST 2 MINUTES. This is due to an AACSB requirement.** Therefore, accounting majors and Masters students may not have to present, although they may. This varies by class size and distribution (i.e., major, degree, etc.).

8. **Presentation Handouts:**

(a) On the night of their presentation, each team will provide me and the guest star visitors with a hard copy of their overheads. Failure to do this will result in minimum deduction of 25% of your overall project grade. Plan to bring about 10 copies, but I will verify the number at least a week before. You do not need to bring copies for the class, but may if you wish.

(b) **Your handouts should be two slides to a page BUT they must be readable** and if not your grade will be reduced, so check them for readability and if necessary print a problematic slide one up.

9. **Grading of Term/Team Projects:**

(a) Grading is based on the quality and accuracy of the written report and in-class presentation, including the visuals and handouts, as well as the content and sufficiency of the materials you provide. **The bottom line question in my grading this assignment is: Would I hire or do business with these subject matter experts (SMEs)?**
(b.) **Grading the other teams and your own teammates.** Every one of these you do not turn in will result in a loss of 10% of your course grade – 10% for each teammate you do not grade and 10% for each team you do not grade. Color-coded forms will be provided to you in class starting on the day your term papers are due.

1. Each class member will complete a written evaluation form and assign a grade to the presentation and written report of each team besides their own (see sample team evaluation form on page 10 of this syllabus). This evaluation has a significant impact on the assignment’s grade. Term papers from all teams except your own should be read and graded prior to class by all students, and if desired questions developed for the Q&A session.

2. Each team member will also evaluate their teammates using a form similar to the one also provided in this syllabus. This grade should take into consideration your teammates’ individual contribution to the term paper project and other team work (see sample teammate evaluation form on page 11 of this syllabus). Grades from your teammates account for 10% of your term project grade. Thus on a team of five, each teammate accounts for about 2.5% of your project grade. If you do not cooperate and contribute as a teammate, do not be surprised if your teammates give you a zero and your grade is 8% or 10% lower than theirs.

(c.) **Probable grading scale** for term/team project is:

<table>
<thead>
<tr>
<th>GRADE</th>
<th></th>
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<tbody>
<tr>
<td>Instructor grade of presentation (sample form bottom of page 12):</td>
<td>35%</td>
</tr>
<tr>
<td>Instructor grade of paper (sample form top of page 12):</td>
<td>35%</td>
</tr>
<tr>
<td>Classmates’ grades of presentation &amp; paper (sample form pg. 10):</td>
<td>15%</td>
</tr>
<tr>
<td>Team members’ grades of individual teammates (sample form pg. 11):</td>
<td>15%</td>
</tr>
</tbody>
</table>

10. **Plagiarism:** It is illegal and unethical. Using someone else’s ideas without giving them proper credit with a contemporaneous in-text citation (referencing where the ideas came from) is plagiarism. Quoting someone else’s writings without giving them proper credit with quotation marks and a contemporaneous in-text citation is plagiarism. Hiring someone to write your paper is plagiarism. You can cite and quote as much of the work of others as you wish; so do not be a fool, give credit where credit is due. The course plagiarism policies are described above and additionally in the “ethics” form on page 17. In an effort to keep one bad player from bringing down a team’s grade, I will make the turnitin.com’s antiplagiarism tool (configured to search all online content, digital libraries, and student papers) available to the class so you can check your teammates’ work. Turnitin.com credentials will be in BlackBoard.

11. **Term Papers: Additional Requirements**

In your completed paper, you must include the following:

1. At least **four theories/models/frameworks/taxonomies/ontologies** in section III.

2. Include **implications of enterprise architecture, holistic thinking, and Zachman’s Enterprise Ontology to your topic**, and vice versa. Answer the question: How does EA, holistic thinking, and Zachman’s Ontology help you explain, understand and/or better manage your topic?

3. Include **implications of systems theory** to your topic, and vice versa. Answer the question: What does systems theory have to do with, and/or how does it help you understand, better explain, and/or manage your topic?

4. Answer the question: What are the historical parallels or lessons learned from the Industrial Age that could be applicable to your topic? The Kessler book will help with this, but there are many other possible sources.

5. Your **KIs and CSFs must cover all the essential topic categories** of the taxonomy we create in class early in the semester. Typically, a five-category model.

6. **Seven readings or references that you actually used** in the paper.
UNT has excellent digital library resources that provide quick, easy, and virtually simultaneous access to vast quantities of journals and other reference materials – check it out at http://www.library.unt.edu/.

**EXTRA CREDIT**

You can earn extra credit worth up to 4.5% added to your semester grade (out of 100%). The assignment is to attend a professional event and then, in 750 to 1000 words, answer the questions: (1) what did you learn at the event that will help you be more successful in your career; (2) how will you apply it; and (3) map the content of the presentation to holistic systems thinking using Zachman's Enterprise Ontology. The reports must all be turned in no later than the beginning of class on term paper presentation night. You must attach an artifact (e.g., program, handout, ticket, photo) from the event to your report or provide some other form of verification of your attendance (for webinars, print a screen shot).

There are many opportunities for this so anyone who wants to can find an extra credit event on something that interests them. You can do up to three in-person meetings that you physically attend (worth up to 1.5% each), or four webinars (worth up to 1.0% each), or any combination to earn the whole 4.5%. The reason live events count more is that I would prefer that you get out there and start mingling and networking with working professionals. The icing on the cake is that by doing so you will also get an opportunity to work on your networking skills at these professional meetings. Who knows, you might even find your next job @ one of these.

- **Live opportunities abound**, including plenty of free ones:
  - There are many **events on-campus** sponsored by groups like the Career Center, AIS, COB, and countless others (e.g., COB Distinguished Speaker Series, regular AIS meetings).
  - There are many **professional groups in the DFW area** (e.g., IEEE, AITP, ASEE, ISACA) and they typically welcome students for free or for a few bucks. For example:
    - **The Association for Software Engineering Excellence (ASEE) has free monthly meetings and free membership**. ASEE is an affiliate of the Software Engineering Institute (SEI). To join and/or see their meeting schedule visit http://www.dfw-asee.org/membership.
    - The LinkedIn group “DFW IT Professionals” is another possibility, especially for job opportunities and networking events.
    - The DFW AITP chapter has monthly meetings. Details at http://www.aitp.org/group/112. I may be able to arrange a free pass for my students so check with if you would like to attend.

- **Free webinars are also abundant.** The only stipulation is that it has to be relevant to IT or to your career and organization management in general (including accounting, audit, finance, marketing, operations, HR, etc.). There are countless sources available, including many training- and vendor-related ones.
  - One source is https://www.cioindex.com/cio-events.
  - Technobility Webinar Series’ Videos are available at http://vimeo.com/technobility/videos/
  - ITMPI offers several free live webinars a week (mostly all IT-related). Just sign up on their website http://www.itmpi.org/webinars/.
    - **UNT provides you with free access to lynda.com too** (https://www.lynda.com/signin/organization). This site is full great content so do check it out whether you do it for extra credit or not.

- I may occasionally post extra-credit on the “Course Content” page in BlackBoard too and usually send out an email when I do this. Mostly, you will need to find these opportunities yourself.
EVALUATION FORM: CLASS GRADES TERM PAPER & PRESENTATION

DATE: ______ TEAM#: ____________ TOPIC: ________________________________

QUALITY OF PRESENTATION:
Content: Informative? Knowledgeable? Did you learn something new?

Organization: Interesting? Organized? Parts too long, boring, irrelevant?


Visuals? Could you read ALL handouts and overheads clearly?

QUALITY OF PAPER:
Informative? Management oriented? Will it help you prepare for exams?
Did you learn something new?


Research: Bibliography sufficient? Was topic researched adequately?

ADDITIONAL COMMENTS?
Bottom line: Would I hire or do business with these subject matter experts (SME)? ________

GRADE:
1. Written (Executive Report) (0-100)___________________________ 50%
2. Oral (Presentation) (0-100)___________________________ 50%

Overall Grade (Average 1 & 2) (0-100)___________________________ 100%

Evaluation completed by: ________________________________________

Version 15-Nov-2010
Evaluation Form: Team Members Grade Each Other

Team: ___________ Name of Person Evaluated: ________________________________

Instructions:
Please evaluate each of the members in your group on his or her contribution to the accomplishment of the project tasks. You are asked to assign a single grade from zero to 100 using the following guidelines:

90-100: Exceeded all requirements or expectations for that area.
80-89: Accomplished all area requirements or expectations very well.
70-79: Satisfactory accomplishment of all area requirements or expectations.
60-69: Accomplished some but not all area requirements or expectations.
50-49: Accomplished very few area requirements or expectations.
0: No contribution at all, did not participate.

Please assign a single “overall contribution” grade from zero to 100 in the space provided below. Overall contribution consists of two components – “task accomplishment” and “group functioning.” If you wish to write in any comments regarding their overall contribution or with regard to the two components of “task accomplishment” and “group functioning” please do so in the space provided.

Task Accomplishment
It is assumed that each person had a role or set of roles in the completion of the project. Rate the person on his or her ability to complete the tasks accurately and in a timely manner.

Group Functioning
This refers to the person’s ability to work in a group setting. Namely, how well did the person openly listen to others? Was he or she a source of dysfunctional conflict? Did he or she allow his or her ideas to be criticized? Was he or she open to change?

Overall Contribution
This refers to your assessment of the person’s overall grade for the project. It includes your assessment of their contribution to the success of the project as a whole.
ENTER A SINGLE INTEGER VALUE FROM 0 TO 100. DO NOT ENTER A RANGE.

GRADE = __________

Bottom line: Would I work with or do business with this person again? __yes or no__

Evaluation completed by: ________________________________

Version 12-April-2011
### BCIS 4690/5700 - Grading Rubric - Term Project - Written Communication Skills

<table>
<thead>
<tr>
<th>Team</th>
<th>Date</th>
<th>Topic</th>
<th>Completed by:</th>
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<table>
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<tr>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-68 points</td>
<td>70-84 points</td>
<td>85-100 points</td>
</tr>
</tbody>
</table>

**Introduction**
- Purpose and content not stated
- Implications not clearly stated

**Organization**
- Ideas jump around
- Topics unconnected

**Content**
- Did not include all content required
- Omission of 3 relevant factors

**Integration**
- Did not integrate all content required
- Concepts not related to organization concerns/problems

**Clarity**
- Incorrect explanation of concepts
- Misapplication of concepts
- Unreliable explanations

**Support**
- Misinterpretation of relevant factors
- Connections between support and analysis/argument missing

**Conclusions**
- Conditional, lengthy; not clear, not supported by presentation

**Advice**
- No recommendations
- Recommendations are not actionable
- Recommendations not relevant to topic

**Style**
- Awkward, stilted language
- Chatty language
- Syntactically strained

**Integrity**
- Sources not cited or quoted
- Appears to be plagiarism

**Conclusions**
- Conditional, lengthy; not clear, not supported by presentation

**Recommendations**
- Uses body language effectively (and natural)
- maintains audience's interest.

**Voice quality and pace**
- Mumbling, "ummmm", "you know", etc.
- Hard to understand
- Too slow, too loud
- Too fast, too slow

**Rapport with audience**
- Relates too heavily on slides or notes
- Makes little eye contact
- Did not introduce self

**Ability to answer questions**
- Cannot address basic questions
- Rambles instead of answers

**Open and organization**
- No opening statement or irrelevant
- Loses focus more than once
- Not well organized. Difficult to follow
- Did not meet requirements for organization

**Time management**
- Does not manage time effectively
- Could not adapt to changing conditions

**Quality of slides and handouts**
- Skippy, unprofessional, difficult to read
- Many slides are superfluos.
- Inappropriate number of slides (too many/ too few)
- Handouts did not meet requirements

**Professionalism**
- Doesn't meet minimum dress requirements
- Makes excuses for the presentation
- Word choice not appropriate for audience
- Inappropriate informal

**Content**
- Did not include all content required
- Omission of 3 relevant factors

**Integration**
- Did not integrate all content required
- Concepts not related to organization concerns/problems

**Conclusion/overview**
- Conditional, lengthy; not clear, not supported
- Did not motivate objectivity

### Overall Quality
- Low, inferior, substandard
- Average, good
- Very good, excellent

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**Version Kappelman-17-April-2011 (Adapted from Assurance of Learning Report, Indiana University, November 2007)**

### BCIS 4690/5700 - Grading Rubric - Term Project - Oral Communication Skills

<table>
<thead>
<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>0-69 points</td>
<td>70-84 points</td>
<td>85-100 points</td>
</tr>
</tbody>
</table>

**Maneuvrability**
- One or more distracting maneuvers, which may include bad posture, shifting feet, eyes to floor, etc.

**Voice quality and pace**
- Mumbling, "ummmm", "you know", etc.
- Hard to understand
- Too soft, too loud
- Too fast, too slow

**Rapport with audience**
- Relates too heavily on slides or notes
- Makes little eye contact
- Did not introduce self

**Ability to answer questions**
- Cannot address basic questions
- Rambles instead of answers

**Open and organization**
- No opening statement or irrelevant
- Loses focus more than once
- Not well organized. Difficult to follow
- Did not meet requirements for organization

**Time management**
- Does not manage time effectively
- Could not adapt to changing conditions

**Quality of slides and handouts**
- Skippy, unprofessional, difficult to read
- Many slides are superfluos.
- Inappropriate number of slides (too many/ too few)
- Handouts did not meet requirements

**Professionalism**
- Doesn't meet minimum dress requirements
- Makes excuses for the presentation
- Word choice not appropriate for audience
- Inappropriate informal

**Content**
- Did not include all content required
- Omission of 3 relevant factors

**Integration**
- Did not integrate all content required
- Concepts not related to organization concerns/problems

**Conclusion/overview**
- Conditional, lengthy; not clear, not supported
- Did not motivate objectivity

### Overall Quality
- Low, inferior, substandard
- Average, good
- Very good, excellent

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**Version Kappelman-17-April-2011 (Adapted from Assurance of Learning Report, Indiana University, November 2007)**

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**BCIS 4690 Syllabus Fall 2018 (Kappelman)**

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*Everything Subject to Change*  
v29Aug18  
Page 12
Written assignments in this course will be provided to an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name or student identification number (but only if you put this number on your assignment which you should never do in this course). If you do not sign this form, you must sign the bottom section acknowledging that it is your responsibility to make sure your name and other identifying information only appear on the coversheet of your assignments – Your cover sheet will not be included when the rest of your assignment is submitted to the service. This authorization is only to allow the instructor to manage more efficiently the course and will expire upon the issuance of a final grade.

Please sign and date the authorization form. Return the form to the instructor upon completion. You are not required to sign this authorization and you will not be penalized if you do not sign the form; however, if you do not wish to sign it you are required to complete the section at the bottom of the form.

I, ____________________________________________________ 
[Print Name of Student], hereby voluntarily authorize the instructor in BCIS 4690 and/or BCIS 5700 to disclose assignments that contain my name and/or student identification number (if for some reason I chose to include on my assignments) to an internet-based plagiarism detection service. (There is no reason you would ever put your student identification number in any assignment for this course.)

This authorization will remain in effect from the date it assigned until a grade is assigned in this course and does not apply to any other course in which I am enrolled at the University of North Texas.

_________________________________   ______________________
Student Signature    Date

___________________________________________ ______________________
SIGN & DATE ABOVE
OR
SIGN & DATE THE SECTION BELOW

I, ____________________________________________________ 
[Print Name of Student], understand that by not agreeing to the above part of this form it is my responsibility to make sure that my name and other identifying information only appear on the coversheet of all my assignments (including team assignments) since my instructor will submit the rest of my assignments (excluding the coversheet) to an internet-based plagiarism detection service.

___________________________________________ ______________________
Student Signature    Date
STUDENT INFORMATION & AGREEMENT FORM -- BCIS 4690 & 5700

Please complete and return this form to your instructor after you have studied the syllabus.

Name: ____________________________________________
(Print your name)

STATEMENT ON UNDERSTANDING THE SYLLABUS (REQUIRED)
I have read, understand, and agree to abide by the syllabus and the information it contains on course administration, policies, assignments, schedule, and requirements.

Your initials here please: ____________________________

STATEMENT ON POSTING GRADES (REQUIRED)
Pick one of these three choices and initial it:
Recognizing the privacy in education provisions, I hereby request that my grades for this course:

1. ________ be posted by the last four digits of my student ID (not EUID)
2. ________ be posted by this OPTIONAL secret code __ __ __ __.
3. ________ DO NOT POST MY GRADES

PLEASE SIGN AND DATE BELOW

(your signature) (today’s date)

Optional Information
In order to get acquainted with you more quickly, please complete the following. Doing so is completely optional. I will use this information to better plan the course to meet your needs.

Experience and skills in IT/IS:

Brief statement of your career goals:

What do you hope to learn in this course?

Other comments:
ETHICAL ACADEMIC BEHAVIOR IN ITDS CLASSES

The UNT College of Business and the ITDS Department expect their students to behave at all times in an ethical manner. There are at least two reasons for this. First, ethical behavior affirms the personal value and worth of the individual. Second, professionals in all fields (but particularly in information systems, accounting, and HR) frequently handle confidential information on behalf of their employers and clients. Thus employers of UNT College of Business graduates expect ethical conduct from their employees because that behavior is crucial to the success of the organization. Academic dishonesty is a major violation of ethical behavior.

Students are expected to read (https://policy.unt.edu/policy/06-003) UNT’s Student Standards of Academic Integrity which defines academic dishonesty and sets out the consequences for unethical academic behavior. Cheating and plagiarism are the most common types of academic dishonesty.

The UNT’s Student Standards of Academic Integrity policy defines cheating as: The use of unauthorized assistance in an academic exercise, including but not limited to:
1. Use of any unauthorized assistance to take exams, tests, quizzes or other assessments;
2. Dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments;
3. Acquisition, without permission, of tests, notes or other academic materials belonging to a faculty or staff member of the University;
4. Dual submission of a paper or project, or re-submission of a paper or project to a different class without express permission from the instructor;
5. Any other act designed to give a student an unfair advantage on an academic assignment.

The university’s policy defines plagiarism as the “Use of another’s thoughts or words without proper attribution in any academic exercise, regardless of the student’s intent, including but not limited to:
1. The knowing or negligent use by paraphrase or direct quotation of the published or unpublished work of another person without full and clear acknowledgement or citation.
2. The knowing or negligent unacknowledged use of materials prepared by another person or by an agency engaged in selling term papers or other academic materials.

Examples of academic dishonesty in an ITDS class include: copying answers from another person’s paper; using notes during an exam; copying computer code from another person’s work; having someone else complete your assignments or take tests on your behalf; stealing code printouts, software, or exams; recycling assignments submitted by others in prior or current semesters as your own; and copying the words or ideas of others from books, articles, reports, presentations, etc. for use as your own thoughts without proper attribution (i.e., plagiarism). It does not matter whether you received permission from the owner of the copied work; claiming the material as your own is still academic dishonesty.

The ITDS Department believes it is very important to protect honest students from unfair competition with anyone trying to gain an advantage through academic dishonesty. Academic dishonesty is not tolerated in ITDS classes, and those who engage in such behavior are subject to sanctions as outlined in the UNT’s policy and/or the course syllabus. You are strongly encouraged to read the policy carefully so that you are aware of what constitutes academic dishonesty and the consequences of this unethical behavior.

By signing below, I acknowledge my responsibility to read the UNT academic dishonesty policy and the Student Standards of Academic Integrity (https://policy.unt.edu/policy/06-003); and attest that I have read and understand the statements in this document and agree to behave ethically in this class.

____________________________________________________  ____________________________
Student Name (Print)               Student ID No.

____________________________________________________  ____________________________
Student Signature               Date