Course Syllabus: BCIS 4690 & 5700 (Spring 2017)
(SUBJECT TO CHANGE – v17Jan17)
The Management of Information & Technology Assets in Organizations

General Information

Instructor (Your Guide)
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Primary Investigator, Society for Information Management’s IT Trends Study
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ITDS Office: Mon. to Fri. 8:00 am - 5:00 pm - Phone: 940-565-3110 - UNT metro: 817-267-3731

Textbooks (4 = for 4690, 5 = for 5700)

Readings, handouts, grades, & other important course information is posted on BlackBoard https://learn.unt.edu/

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 information systems from the perspective of managers at all levels – from strategy and the boardroom to operations and the front line. The student is assumed to 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 within an organization. (See course description and prerequisites in college catalog for additional information.)

Grading (Subject to change)

<table>
<thead>
<tr>
<th>Component</th>
<th>Points</th>
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<tbody>
<tr>
<td>Midterm Exam</td>
<td>25</td>
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<tr>
<td>Final Exam</td>
<td>25</td>
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<tr>
<td>Team Paper &amp; Presentation</td>
<td>30</td>
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<tr>
<td>Participation:</td>
<td>20</td>
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<tr>
<td>In-class participation *</td>
<td>15</td>
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<tr>
<td>Oral reports 4: B</td>
<td>5</td>
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<tr>
<td>Oral reports 5: K</td>
<td>5</td>
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</tbody>
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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 plenty of opportunities for your participation in classroom 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>Date</th>
<th>Main Themes</th>
<th>Focus, Topics</th>
<th>Other Readings</th>
<th>PSG Chapter+</th>
<th>Discussion Questions</th>
<th>Cases</th>
<th>Specifics of Main Themes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 18-Jan</td>
<td>I. Introduction: Nature and Importance of IS Management (MoIS)</td>
<td>0=Intro Fig 1.1</td>
<td></td>
<td>1,2,3,12</td>
<td></td>
<td></td>
<td>Models, changing role of IT &amp; IS management, historical perspective, prioritizes (Key Issues [K]) &amp; Critical</td>
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<tr>
<td>2 25-Jan</td>
<td>II. Planning, Strategy, Requirements, and Architecture</td>
<td>Strategy, planning, architecture as the language of planning &amp; strategy, business-IT alignment, business intelligence and analytics, IT workforce skills</td>
<td>R1:1-9,36-43, R8, R9+R11(M)</td>
<td>12</td>
<td>12-1-5</td>
<td>1-1</td>
<td>Role of IS leadership, strategy, competitive advantage, organization planning, MoIS planning, alignment, organizational design (structure &amp; governance), requirements (system analysis and design &amp; enterprise architecture), IT workforce skills</td>
</tr>
<tr>
<td>3 1-Feb</td>
<td>III. The IS Organization, its Suppliers, and its Customers</td>
<td>Competitive advantage, strategic use of IS, requirements</td>
<td>R2, R3, R4a,b,c</td>
<td>2</td>
<td>2-5-6</td>
<td>2-2</td>
<td>IS organization structure &amp; governance, IS management roles and responsibilities, sourcing, vendor management, cybersecurity, budgeting, workforce (career management), IT operations management, performance measurement and audit</td>
</tr>
<tr>
<td>4 8-Feb</td>
<td>IS and strategy, organization design, culture, performance measurement</td>
<td>R5, R6</td>
<td></td>
<td>3</td>
<td>Tata &amp; Cognizant</td>
<td>3-2</td>
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<tr>
<td>5 15-Feb</td>
<td>Approval deadline</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R1:10-22, R8, R11(M)</td>
<td>8</td>
<td>8-1</td>
<td>8-1</td>
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<tr>
<td>6 22-Feb</td>
<td>Structure and governance of IS, Sarbanes-Oxley, CoBIT, COSO, ITIL</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R7,R13, R12(M)</td>
<td>9</td>
<td>9-2</td>
<td>9-2</td>
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<tr>
<td>7 1-Mar</td>
<td>Sourcing, vendor management, cybersecurity</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R1:22-25</td>
<td>10</td>
<td>10-1,3</td>
<td>10-1,3</td>
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<tr>
<td>8 8-Mar</td>
<td>Performance measurement, audit, valuation</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R1:32-35 (p65,171-82)</td>
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<tr>
<td>9 22-Mar</td>
<td>Midterm</td>
<td>PSG 0,1,2,3,7,8,9,10,12 &amp; R1-R7, R13 &amp; L3-L11</td>
<td></td>
<td>4.5.11</td>
<td>Software project management, organizational change, design of work, IT operations management (KTIO)</td>
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<tr>
<td>10 29-Mar</td>
<td>IS project management &amp; software engineering</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R14, R15(IT), R9+R16(M)</td>
<td>11</td>
<td>11-1-2</td>
<td>11-1-2</td>
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<tr>
<td>11 5-Apr</td>
<td>Organizational change management (OCM)</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R17</td>
<td>4(p94-96) 5(p99-109, 116-119)</td>
<td>4-1</td>
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<tr>
<td>12 12-Apr</td>
<td>V. IT Operations Management: Keeping the Lights On</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R18</td>
<td>6</td>
<td>10,7</td>
<td>10,7</td>
<td>Where the IT management rubber meets the business road: KT.O, availability, security, DRP, COOP</td>
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<tr>
<td>13 19-Apr</td>
<td>VI. Legal and Ethical Issues in MoIS</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R10, R19</td>
<td>13</td>
<td>13-4</td>
<td>13-4</td>
<td>Legal &amp; ethical issues in MoIS, security &amp; privacy</td>
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<tr>
<td>14 26-Apr</td>
<td>Term papers due: Send to <a href="mailto:kapp@unt.edu">kapp@unt.edu</a> by 5 pm as both docx and pdf.</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R20</td>
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<td>15 3-May</td>
<td>VII. Managing Your Career Now and in the Future</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
<td>R8</td>
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<td>16 10-May</td>
<td>Final Exam</td>
<td>IS roles and responsibilities, budget and spending, IS metrics (KPIs), IS workforce, working with users/customers, structure of IS organization</td>
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KEY: (IT) = BCIS majors only; (M) = 5700 only; p = pages
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. **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](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/](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/](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 Administration complies with the **Americans with Disabilities Act** in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please see me as soon as possible. My contact information is shown on page one of this syllabus. Note: University policy requires that students notify their instructor within the first week of class that an accommodation is needed.
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. 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.

16. Class Participation: Oral communication skills are quite important for you success in life. DrK will record a “checkmark” each time you meaningfully participate in classroom discussion. These count as shown here. Alternatively, although it involves more work for you, if you simply cannot bring yourself to take advantage of this opportunity to practice speaking in a group and earn 15% of your course grade, you can do up to four of the following for one checkmark each: Complete and turn in 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 should be on the topic for the night you turn it in 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 in one of these is week 13.

<table>
<thead>
<tr>
<th>Percent</th>
<th>Grade</th>
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<tbody>
<tr>
<td>90.00% or above</td>
<td>A</td>
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<tr>
<td>80.00% or above</td>
<td>B</td>
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<tr>
<td>70.0% or above</td>
<td>C</td>
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<tr>
<td>60.00% or above</td>
<td>D</td>
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<tr>
<td>Lower than 60.00%</td>
<td>F</td>
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17. “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.

18. Email Policies and File-Naming Conventions:
   a. You must put “BCIS 4690/5700” in the email subject line.
   b. You must copy all teammates on communications about team assignments. Otherwise, I won’t respond.
   c. All team assignment emails sent to DrK must include a “Team#” (# = your team number) in subject line.
   d. Filenames of all team-related files send to me must include “Team #” in it.
   e. Individual assignment files must include your first and last name in the filename. BCIS 5700 students, include your “MTeam#” for Kessler assignment file names and emails.
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.

Oral Report Presentations

There are two sets of these assignments. The schedule for these is in the “Brynteson” (B) and “Kessler” (K) columns of the Course Calendar on page 2. The B ones are for undergrads only and the K ones for graduate students only. 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 will prepare the B material but only graduate students are required to prepare the K material. 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.

- In the course calendar Brynteson column, the chapters (case numbers) to be covered in your presentation are provided with your 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 4690 course participation grade (5% of total course grade). Only 4690 students get a grade on this but 5700 team members may participate to whatever extent the team deems appropriate.

- In the course calendar, Kessler column assignment is for BCIS 5700 students only as assigned by MTeam# in the calendar. Your assignment is to provide a 12-16 minute presentation with PowerPoints on the material in those chapters of the book and to propose what lessons might apply to the IT management in organizations today and in the future. There is no set formula for this; HOWEVER, your job is to teach about the lessons learned from history, not so much the historical details. Handouts are not necessary. Email me a copy of your .ppt slide file at least 30 minutes before class begins but be sure to bring your own copy ready to run in class. Your grade will be based on how well you cover the material, the quality of your slides, the quality of your presentation, and how well you manage the class. The individual assignment will count for 25% of your course participation grade (5% of your course grade).

Semester (Term/Team) Paper Project

These requirements are intentionally complicated and less than perfectly organized. Such is how human communications often works (see graphic to right) and why discovering your customers’ requirements can be quite difficult. Do not hesitate to ask your customer (in this case DrK) questions if you are not sure about something. The following requirements are at least complete (except for additional material I assign your team) but are designed to provide you with an opportunity to develop communications skills that will help you succeed. 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.
a. ATTENTION TEAMS: In order to get prompt attention, emails to me about your project must include the course number and your team number in the subject line (e.g., “BCIS4690/5700 – Team #”). All of your teammates must be CC’d on all communications to me about your team project. I will not respond if they are not CC’d.

b. WHY TEAMS GET POOR GRADES ON THIS ASSIGNMENT: Mostly they leave out required content I assign, fail to meet the requirements in the syllabus, and/or fail to invest the time and brainpower needed to research, write, and edit a coherent and meaningful management-oriented report, such that it is not obviously the work of several poorly collaborating writers. Sloppy grammar and poor writing also hurt, but missing content is usually the grade killer. Plagiarism can be too, and it is usually one person who causes a team to fail. Also, put all graphics and tables in the text not in an appendix – this makes following your paper easier for your readers.

2. YOUR PROPOSAL: You must turn in by email a title and topic proposal before class on the date specified in the calendar, in doc, .docx, or .rtf format, following the course policies (especially #s 5, 6, 7 on page 3). This must be less than 300 words in length. THE QUALITY OF YOUR PROPOSAL COUNTS IN YOUR FINAL ASSIGNMENT GRADE. Your topic must be approved in order to move forward with your report. I may ask for clarification or ask you to narrow or broaden your topic. I usually add some content requirements when approving a proposal. If your proposal is too vague, unclear, or ambiguous, too broad or too narrow, I may change or significantly modify your topic entirely. The better your topic proposal, the more likely you will be able to do the topic of your choice, instead of my choice. Your proposal must include at least one theory, model, framework, taxonomy, or ontology, and two references. I must approve your proposal by the date specified in the calendar or you fail the assignment.

3. Once your topic is approved: (1) make sure you include all the content specified in #11 below and in my emailed feedback to you. If I write “must include” you must include that content in your final report. (2) Your final report must follow the organization in #6 below. Whether you use that organization in your presentation is up to you; HOWEVER, all the topic areas in #6 must be covered in your presentation. Know your customer’s requirements because meeting them is a critical part of this assignment.

4. YOUR TERM PAPER: Your final report will be in the form of a research report or executive “white paper” organized according to section #6 below. IT IS AN EXPERTS’ REPORT ON A TOPIC. BE THE EXPERTS! Your semester paper must be between 2500 and 3000 words in length (excluding cover page, graphics, and references, but including tables). It must consistently follow APA citation and reference guidelines and it must be organized according to section #6 below and incorporate any feedback and/or content requirements stated in the syllabus or provided by me during the approval process.

5. Two definitions: This semester we will discuss and read about the "key management issues" (KIs) and "critical actions" (CAs) which are sometimes called “critical success factors” (CSFs), regarding various topics of relevance to the management of information systems assets in organizations. Key issues or “key concerns” are those things of importance that should be paid attention to in order to succeed. KIs typically are about nouns or things. On the other hand, CAs are specific actions that must be done well in order to accomplish some larger goal successfully. CAs typically include verbs, often with measurable objectives. For example, with regard to the larger job of getting an A in this class, KIs might include attendance, class participation, exams, and teammates. CAs for an A might include getting at least 90% on exams and team projects, doing all the extra-credit, and getting at least 85% of the participation points. KIs for doing a successful IT audit in a US public company is working knowledge of CoBIT and Sarbanes-Oxley. CAs of IT audit success might include knowing about and verifying every control in the organization and its IT systems, including an experienced CISA on the audit team, as well as examining job descriptions and processes to verify appropriate separation of duties.

6. You must use the organization below for your report, but it is optional for your presentation:

   Title: A descriptive title indicating your subject.

   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>GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Instructor grade of presentation (sample form page 12):</td>
<td>35%</td>
</tr>
<tr>
<td>Instructor grade of paper (sample form page 12):</td>
<td>40%</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>10%</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 presentations and book will help with this, as will the graduate student if your team has one.
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 is endowed with excellent digital (as well as other) library resources which provide quick, easy, and virtually simultaneous access to vast quantities of digital journals and other reference materials – visit http://www.library.unt.edu/ for more information.

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 1000 to 1500 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 Zachman’s Enterprise Ontology. The reports are due within 21 days of the event, but all must 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 1.125% 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 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.
    - **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. Their annual conference is on Saturday February 18th – Student registration is only $5 in advance, $15 week of, and $20 at the door.

![27th Annual ASEE Conference on Software & Systems Engineering Excellence](image)


✓ **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](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. However, 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: ________________________________
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.
50-69: Accomplished some but not all area requirements or expectations.
01-49: 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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<tbody>
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<td></td>
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<table>
<thead>
<tr>
<th>Below Expectations</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-69 points</td>
<td>70-84 points</td>
<td>85-100 points</td>
</tr>
</tbody>
</table>

- **Introduction**
  - Purpose and context not stated
  - Implications absent

- **Organization**
  - Logical flow of ideas
  - Ideas jump around
  - No clear organization
  - Disorganization impedes understanding
  - Did not meet organization requirements

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

- **Integration**
  - Not related to organizations
  - Concepts mostly related to organizations

- **Clarity**
  - Incorrect explanation of concepts
  - Misapplication of concepts
  - Misleading explanations
  - Unclear language obscures meaning

- **Support**
  - Misinterpretation of relevant factors
  - Omission of key points

- **Conclusions**
  - Unconditional, could be shortened, mostly supported by evidence

- **Advice**
  - Recommendations less specific and/or actionable

- **Style**
  - Awkward, stilted language
  - Choppy, disjointed
  - Syntactically strained
  - Unintelligible to reader

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

- **Overall Quality**
  - Low, inferior, substandard

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

<table>
<thead>
<tr>
<th>Team</th>
<th>Date</th>
<th>Topic</th>
<th>Completed by:</th>
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</table>

<table>
<thead>
<tr>
<th>Individual scores/factors</th>
<th>Meets Expectations</th>
<th>Exceeds Expectations</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-69 points</td>
<td>70-84 points</td>
<td>85-100 points</td>
</tr>
</tbody>
</table>

- **Mannerisms**
  - One or more distracting mannerisms, which may include bad posture, gesturing feet, eyes to floor, etc.
  - No distracting mannerisms.
  - Posture okay.

- **Voice quality and Pace**
  - Mumbling, "ums," "you know," etc.
  - Can easily understand
  - Delivery is mostly clear and natural.

- **Support with audience**
  - Looks at slides or notes
  - Looks at slides or notes
  - Mostly maintains eye contact
  - Mostly introduced well.

- **Ability to answer questions**
  - Cannot address basic questions.

- **Open and organization**
  - No opening statement or irrelevant.
  - Has relevant opening statement.
  - Mostly organized with some good transitions.
  - Mostly met organization requirements.

- **Time Management**
  - Does not manage time effectively.

- **Quality of slides and handouts**
  - Sloppy, unprofessional, difficult to read.
  - Professional.
  - Professional.

- **Professionalism**
  - Doesn't meet minimum dress requirements.

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

- **Integration**
  - Did not integrate all content required
  - Concepts mostly related to organizations

- **Conclusion**
  - Conditional, lengthy, not clear, unsupported

- **Overall Quality**
  - Low, inferior, substandard

---

**Note:** Individual grades on written term project is a combination of team grade and each team member's grade. The individual contribution of teammates.

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

<table>
<thead>
<tr>
<th>(your signature)</th>
<th>(today’s date)</th>
</tr>
</thead>
</table>

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](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](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