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Class time: Thursday 6:30 – 9:20 PM

Textbook: *Managing and Using Information Systems,* Pearlson, Keri; Saunders, Carol; and Galletta, Dennis. Wiley, Eighth Edition (2024). **ISBN-10:** 1394215444; **ISBN-13:** 978-1394215447
The cheapest options are to rent the textbook through the UNT bookstore for $74.55 or rent a digital copy for $39.

Course Description: This course delves into the dynamic landscape where IT and business intersect. As innovations redefine business models and processes, the expectations placed on IT leaders are higher than ever. The growth of the Internet, globalization, social media, big data, the Internet of Things, and the era of digital transformation have collectively elevated the significance of information technology. Amid this transformation, the debate around the true value of IT persists, raising the visibility and expectations for Chief Information Officers (CIOs) and their leadership teams.

This course is designed to provide an immersive experience into the multifaceted world of managing information and information systems (IS) assets within organizations. Rather than focusing solely on technical aspects, the course places a spotlight on managerial considerations, offering insights from strategy and boardroom perspectives to operational and frontline dynamics. Business communication skills are also a central focus, ensuring that students are equipped to bridge the gap between IT professionals and business stakeholders. A highlight of the course is the engagement with teammates, guest speakers, and project sponsors throughout the semester. These interactions aim to provide students with both academic and practitioner perspectives on IT/IS Management. Your active participation is crucial for enhancing your learning and contributing to the collective knowledge of the class. It is imperative to engage with assigned materials before each class, ensuring preparedness for lively and insightful class discussions.

Course Learning Objectives:

- ➢ Understand the Strategic Role of IT in Business: Develop an understanding of how information technology can be leveraged as a strategic asset in business, enhancing competitive advantage and enabling organizational success.
- ➢ Develop IT Project Management Skills: Acquire skills in planning, executing, monitoring, and closing IT projects successfully using various project management methodologies and tools.
- ➢ Cultivate Leadership and Communication Skills: Enhance leadership and communication skills essential for IT managers, focusing on team management, stakeholder engagement, and effective decision-making.
- ➢ Understand the Business of IT: Gain proficiency in the financial aspects of managing IT resources, including cost recovery, total cost of ownership, and making a business case for IT.
- ➢ Experience Practical Application through Case Studies and Projects: Apply theoretical knowledge to real-world scenarios through case studies and projects, fostering practical problem-solving skills and hands-on experience.

Technology requirements: To access the course material and complete assignments and exams, students will need: a computer, reliable internet access, the Microsoft Office Suite, and a pen/pencil and paper

Technical Assistance
UNT has a Student Help Desk that you can contact for help with Canvas or other technology issues.
UNT Help Desk: UNT Student Help Desk site (http://www.unt.edu/helpdesk/index.htm)
Email: helpdesk@unt.edu   **Phone**: 940-565-2324 **In Person**: Sage Hall, Room 330
Information on laptop checkout can be found at: https://library.unt.edu/services/laptop-checkout/#laptop-checkout-locations

Grading (Dates listed in Course Schedule below and on Canvas)

Students will be evaluated on the following:

Component	Points
2 Exams (Exam 1 – Chapters 1-5; Exam 2 – Chapters 8, 11-13)	200
Group Project & Deliverables	200
Homework Assignments (3-5)	50
Class Participation & Professionalism	50
TOTAL	**500**

Grading Scale:

Percent	Grade
90.0 % or above	A
80.0 - 89 %	B
70.0 - 79 %	C
60.0 - 69 %	D
Lower than 60.0 %	F

Course Components

Exams (40% of grade): There will be two exams that will test your understanding of the concepts and definitions from the textbook chapters. These exams will be 45 - 50 questions and multiple-choice or True/False format, and short answer. Exams must be taken in class; there is no remote option.

Group Projects - CIO Reports and Presentations (40% of grade): For the group project, students will work on a team and develop two CIO reports on emerging information technologies. Detailed requirements for the project will be posted on Canvas. Each team will submit reports, present findings to the class, and complete interim deliverables.

Homework Assignments (10% of grade): Students will complete homework assignments to enhance their knowledge of managing IT projects and managing a career in IT. Homework details are posted in Canvas.

Class Participation & In-class Assignments (10% of grade): This course is designed for students to read the chapters prior to each class. Classes will consist of case discussions, guest speakers, and group work. As such, your participation and contribution to the class are crucial. You gain class participation points by being in class, on time, and completing in-class assignments. Participation points will be posted in Canvas. I will drop 3 of the lowest grades.

Statement on AI: I allow the use of generative AI (artificial intelligence that can produce content), which is now widely available to produce text, images, and other media, on certain assignments in this course. I require full disclosure of how AI is used. I will clearly state IF and HOW you can use AI for each assignment. I encourage the use of AI when the use of such AI resources is to inform yourself about the field, to understand the contributions that AI can make, and to help your learning. However, keep the following three principles in mind: (1) An AI cannot pass this course; (2) AI contributions must be attributed and edited for accuracy; (3) The use of AI resources must be open and documented. You are NOT permitted to upload any assignment instructions or in-class assignments to generative AI programs.

Expect changes: The developments around generative AI are in flux, and the rules that are expressed in this syllabus may need to change on short notice. This may affect the contents of assignments, as well as their evaluation.

AI for General Writing: In principle, you may submit material that contains AI-generated content, or is based on or derived from it, if this use is properly documented. This includes, for example, drafting an outline, preparing individual sections, combining elements, removing redundant parts, and compiling and annotating references. Your documentation must make the process transparent. The submission itself must meet our standards of attribution and validation.

Course Schedule – See Canvas for Exact Due Dates/Times. The Schedule is tentative and subject to change based on class progress.

Date	Topic & Case	Readings/Assignments
Week 1 Aug 21	Course Introduction & Overview (in-class ice breaker) Why IT Projects Fail; Team Sign Up	• Read syllabus and course policies • Complete student information sheet
Week 2 Aug 28	Ch. 1 IS Strategy Triangle Group Formation; CIO Report topic	• Chapter 1
Week 3 Sept 4	Ch. 2 Strategic Use of Information Resources; Guest Speaker; Team Meetings Using Microsoft Teams; Project Review; Project plan	• Chapter 2 • Project plan 1 • Meeting Notes 1
Week 4 Sept 11	Ch. 3 Organizational Strategy and Information Systems; Case discussion; Team Meetings	• Chapter 3 • Meeting Notes 2 • HW1: Porters 5 Forces
Week 5 Sept 18	Ch. 5 IT and Business Transformation Case discussions Exam 1 Review & Practice Exam	• Chapters 4 & 5 • Meeting Notes 3
Week 6 Sept 25	*Exam 1 (Chapters 1-3, 5) Sage Hall*	▪ **EXAM 1 (Sage Hall)** ▪ Meeting Notes 4
Week 7 Oct 2	CIO Report 1 – Presentations Team Meetings – CIO Report 1 reflection	• CIO Report 1 & Presentation • Meeting Notes 5 • HW2: Mid-term peer evaluations
Week 8 Oct 9	Ch. 8 The Business of Information Technology Case discussion; Team Meetings	▪ Chapter 8 ▪ Meeting Notes 6
Week 9 Oct 16	Ch. 11 – Project Management; Case discussion; Team Meetings; Report & presentation guidelines	• Chapter 11 • Meeting Notes 7
Week 10 Oct 23	Ch 12: Business Intelligence, Knowledge Management, and Analytics; Case discussion; Team Meetings	• Chapter 12 • Meeting Notes 8 • HW3: Software selection
Week 11 Oct 30	Ch 13: Privacy and Ethical Considerations of Information Systems; In-class ethics discussion; Practice Exam 2 and review	• Chapter 13 • Meeting Notes 9
Week 12 Nov 6	*Exam 2 (Chapters 8, 11-13) Sage Hall* Team Meetings	• **Exam 2 – Sage Hall** • Meeting Notes 10
Week 13 Nov 13	Work on final projects in-class; How to present findings to managers; Status update to class; Making actionable recommendations;	• Meeting Notes 11 •
Week 14 Nov 20	Finalize project deliverables; Review draft in class	• Meeting Notes 12
THANKSGIVING BREAK NOVEMBER 24-30		
Week 15 Dec 4	**Final Project Presentations** Final Peer Evaluations Course Wrap-Up	• CIO Report 2 & Presentation • HW4: Peer Evaluations Due
Week 16 Dec 11	Final Exams Week	• HW5: AI Digital Media

Course Policies and Procedures

Class attendance and participation: In-person class attendance is expected. This course is designed for students to read the chapters prior to each class. Classes will consist of case discussions, guest speakers, and group work. As such, your participation and contribution to the class are crucial. Excessive absences and failure to participate will impact your class participation and professionalism grade. If you must miss a class, you remain fully responsible for all material, changes in the schedule, and other information given during class. It is important that you communicate with the professor prior to being absent, so you and the professor can discuss and mitigate the impact of the absence on your attainment of course learning goals.

Professional Communication: Students are expected to communicate with the instructor verbally and in writing using professional language. All electronic communication will be conducted over email or through messages on Canvas. All student emails to the instructor will be sent from the student's official UNT email. During the week, I will respond to emails within 24 hours, but I typically respond sooner. During weekends or on holidays, I will respond by the next business day.

Late Submission Policy: All assignments are due on or before the due date in Canvas. Late submissions will not be accepted after the due date.

Incomplete Grades: A grade of "I" will be given only in *exceptional* circumstances to **passing** students, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

Group Work Policy: Students are expected to contribute to the group project. All students will complete a mid-term and final peer evaluation for their group members on a 1-5 scale. Team members averaging 4 or above will receive no penalty. Team members averaging between 2 and 3.9 will receive a penalty equivalent to 25-50% of the possible grade. Team members averaging between 1 and 2.9 will receive a penalty equivalent to 50-100% of the possible grade on the group project deliverables. I will remove a student from their group if I find they are not participating in meetings or if the student acts in an unprofessional manner toward group members. If this happens, the student must complete the project individually. Additionally, if a student is not meeting with their group during class sessions, I will remove the student from their group, and they will receive a zero for the group assignments completed in their absence.

ODA Accommodations: The University of North Texas makes reasonable academic accommodations for students with disabilities. Students seeking reasonable accommodations must first register with the Office of Disability Access (ODA) to verify their eligibility. If a disability is verified, the ODA will provide you with a reasonable accommodation letter to be delivered to the faculty to begin a private discussion regarding your specific needs in a course. You may request reasonable accommodations at any time; however, ODA notices of reasonable accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of reasonable accommodation for every semester and must meet with each faculty member prior to implementation in each class. Students are strongly encouraged to deliver letters of reasonable accommodation during faculty office hours or by appointment. Faculty members have the authority to ask students to discuss such letters during their designated office hours to protect the privacy of the student. For additional information, refer to the Office of Disability Access website at https://studentaffairs.unt.edu/office-disability-access. You may also contact ODA by phone at (940) 565-4323.

Academic Integrity: This course adheres to the UNT policy 06.003, on student academic integrity. The policy can be found at http://vpaa.unt.edu/fs/resources/academic/integrity Academic dishonesty occurs when students engage in behaviors including, but not limited to: cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions, ranging from admonition to expulsion from the University. 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. **Academic Integrity and AI** - Academic misconduct is present in an academic work wherever AI assistance has been used when unauthorized, or when authorized, has not been disclosed as required.

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

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.

Assignment Feedback and Grade Disputes: Assignments, quizzes, and exams are graded within one week of the due date. For larger projects, I will announce when students can expect the project to be graded. All grades and feedback are posted on Canvas. I encourage you to check your grades on Canvas regularly and email the instructor within one week if you have any issues or questions about the grade so that we can resolve any grade issues.

Rules of Engagement
Rules of engagement refer to the way students are expected to interact with each other and with their instructors. Treat your instructor and classmates with respect in any communication online or face-to-face. See these Engagement Guidelines (https://clear.unt.edu/online-communication-tips) for more information.

Syllabus Change Policy: Course assignments and content may change to adapt to course pace and/or UNT course policies. I will notify the students both in class and on Canvas through the announcement page when and if any changes are made.

UNT Policies

Academic Integrity Policy: According to UNT Policy 06.003, Student Academic Integrity, academic dishonesty occurs when students engage in behaviors including, but not limited to, cheating, fabrication, facilitating academic dishonesty, forgery, plagiarism, and sabotage. A finding of academic dishonesty may result in a range of academic penalties or sanctions, ranging from admonition to expulsion from the University.

ADA Policy: UNT makes reasonable academic accommodations for students with disabilities. Students seeking accommodation must first register with the Office of Disability Accommodation (ODA) to verify their eligibility. If a disability is verified, the ODA will provide a student with an accommodation letter to be delivered to faculty to begin a private discussion regarding one's specific course needs. Students may request accommodations at any time; however, ODA notices of accommodation should be provided as early as possible in the semester to avoid any delay in implementation. Note that students must obtain a new letter of accommodation for every semester and must meet with each faculty member prior to implementation in each class. For additional information, see the ODA website (https://disability.unt.edu/).

Prohibition of Discrimination, Harassment, and Retaliation (Policy 16.004): The University of North Texas (UNT) prohibits discrimination and harassment because of race, color, national origin, religion, sex, sexual orientation, gender identity, gender expression, age, disability, genetic information, veteran status, or any other characteristic protected under applicable federal or state law in its application and admission processes; educational programs and activities; employment policies, procedures, and processes; and university facilities. The University takes active measures to prevent such conduct and investigates and takes remedial action when appropriate.

Emergency Notification & Procedures: UNT uses a system called Eagle Alert to quickly notify students with critical information in the event of an emergency (i.e., severe weather, campus closing, and health and public safety emergencies like chemical spills, fires, or violence). In the event of a university closure, please refer to Canvas for contingency plans for covering course materials.

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

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

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

Student Evaluation Administration Dates: Student feedback is important and an essential part of participation in this course. The student evaluation of instruction is a requirement for all organized classes at UNT. The survey will be made available during weeks 13, 14 and 15 of the long semesters to provide students with an opportunity to evaluate how this course is taught. Students will receive an email from "UNT SPOT Course Evaluations via IASystem Notification" (no-reply@iasystem.org) with the survey link. Students should look for the email in their UNT email inbox. Once students complete the survey they will receive a confirmation email that the survey has been submitted. For additional information, please visit the SPOT website (http://spot.unt.edu/).

Survivor Advocacy: UNT is committed to providing a safe learning environment free of all forms of sexual misconduct. Federal laws and UNT policies prohibit discrimination on the basis of sex as well as sexual misconduct. If you or someone you know is experiencing sexual harassment, relationship violence, stalking and/or sexual assault, there are campus resources available to provide support and assistance. The Survivor Advocates can be reached at SurvivorAdvocate@unt.edu or by calling the Dean of Students Office at 940-565-2648.

Student Verification: UNT takes measures to protect the integrity of educational credentials awarded to students enrolled in distance education courses by verifying student identity, protecting student privacy, and notifying students of any special meeting times/locations or additional charges associated with student identity verification in distance education courses. See UNT Policy 07-002 Student Identity Verification, Privacy, and Notification and Distance Education Courses (https://policy.unt.edu/policy/07-002).

Use of Student Work: A student owns the copyright for all work (e.g. software, photographs, reports, presentations, and email postings) he or she creates within a class and the University is not entitled to use any student work without the student's permission unless all the following criteria are met:
- The work is used only once.
- The work is not used in its entirety.
- Use of the work does not affect any potential profits from the work.
- The student is not identified.
- The work is identified as student work.

If the use of the work does not meet all of the above criteria, then the University office or department using the work must obtain the student's written permission. Download the UNT System Permission, Waiver and Release Form.

Transmission and Recording of Student Images in Electronically-Delivered Courses

1. No permission is needed from a student for his or her image or voice to be transmitted live via videoconference or streaming media, but all students should be informed when courses are to be conducted using either method of delivery.
2. In the event an instructor records student presentations, he or she must obtain permission from the student using a signed release in order to use the recording for future classes in accordance with the Use of Student-Created Work guidelines above.
3. Instructors who video-record their class lectures with the intention of re-using some or all of the recordings for future class offerings must notify students in the course syllabus if students' images may appear on video. Instructors are also advised to provide accommodation for students who do not wish to appear in class recordings. Example: This course employs lecture capture technology to record class sessions. Students may occasionally appear on video. The lecture recordings will be available to you for study purposes and may also be reused in future course offerings.

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

Academic Support & Student Services

Mental Health: UNT provides mental health resources to students to help ensure there are numerous outlets to turn to that wholeheartedly care for and are there for students in need, regardless of the nature of an issue or its severity. Listed below are several resources on campus that can support your academic success and mental well-being:

- Student Health and Wellness Center (https://studentaffairs.unt.edu/student-health-and-wellness-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- UNT Care Team (https://studentaffairs.unt.edu/care)

- UNT Psychiatric Services (https://studentaffairs.unt.edu/student-health-and-wellness-center/services/psychiatry)
- Individual Counseling (https://studentaffairs.unt.edu/counseling-and-testing-services/services/individual-counseling)

Chosen Names: A chosen name is a name that a person goes by that may or may not match their legal name. If you have a chosen name that is different from your legal name and would like that to be used in class, please let the instructor know. Below is a list of resources for updating your chosen name at UNT.

- UNT Records
- UNT ID Card
- UNT Email Address
- Legal Name

*UNT euIDs cannot be changed at this time. The collaborating offices are working on a process to make this option accessible to UNT community members.

Additional Student Support Services

- Registrar (https://registrar.unt.edu/registration)
- Financial Aid (https://financialaid.unt.edu/)
- Student Legal Services (https://studentaffairs.unt.edu/student-legal-services)
- Career Center (https://studentaffairs.unt.edu/career-center)
- Multicultural Center (https://edo.unt.edu/multicultural-center)
- Counseling and Testing Services (https://studentaffairs.unt.edu/counseling-and-testing-services)
- Pride Alliance (https://edo.unt.edu/pridealliance)
- UNT Food Pantry (https://deanofstudents.unt.edu/resources/food-pantry)

Academic Support Services

- Academic Resource Center (https://clear.unt.edu/canvas/student-resources)
- Academic Success Center (https://success.unt.edu/asc)
- UNT Libraries (https://library.unt.edu/)
- Writing Lab (http://writingcenter.unt.edu/)