

SYLLABUS   
College of Computing & Software Engineering  
Information Technology Department

IT 3003: Professional Development & Entrepreneurship  
Fall 2020

**Course Information**

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Class meeting time: online section

Modality and Location: online  
Syllabus is posted in D2L

**Instructor Information**

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Name: Rebecca H. Rutherfoord

Email: brutherf@kennesaw.edu  
Office Location: J393

Office phone: 470-578-7399

Office Hours: By appointment daily as needed.  
Preferred method of communication: D2L email

**Course Description**

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This course covers two major topics – professional development, and entrepreneurship. The course will prepare a student for internship positions, and careers after graduation. The course will cover such things as creating a professional development plan, the STAR interviewing method, professional presentations, team dynamics, 10 principles of entrepreneurship, and innovation and entrepreneurship.

Pre-req: IT 3123 Hardware/Software

**Course Materials**

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Required Texts: None – this is a no textbook course. The course is in a D2L shell that has course modules, content, links, videos, assignments, discussions and quizzes.

Recommended Texts: none – there will be various supplemental links, videos and content to support the course.

Technology requirements: students should have access to a PC or MAC that:

1. Can connect to the internet
2. Have Software that can open and/or edit Word, PowerPoint, Excel, PDF, and ZIP files.

**Learning Outcomes**

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The student will be able to:

* Develop a comprehensive Professional Development Plan
* Describe the STAR Interviewing Method
* Describe basics of group/team dynamics and how it affects working on IT teams
* Compare and Contrast various types of Team Dynamics
* List 10 Principles of Entrepreneurship
* Describe how innovation and entrepreneurship intersect

**Course Requirements and Assignments**

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There will be 5 Labs for this course covering material given in the 5 Learning Modules. Labs 1-4 are worth 100 points and Lab 5 is worth 200 points.

There will be 5 graded Discussions for this course covering material given in the 5 Learning Modules. Each Discussion is worth 4 points.

Test 1: This test will be a multiple choice/short answer test over modules 1 and 2.

Test 2: This test will be a multiple choice/short answer test over modules 3, 4 and 5.

(Each test is worth 100 points)

There is NO additional final exam.

**Evaluation and Grading Policies**

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Total points for the course are: 600 for assignments/labs, 20 for discussion, 200 for tests = 820

738-820 = A

656-737 = B

574-655 = C

492-573 = D

Below 492 = F

Students MUST receive a “C” or better in this required major course, or they MUST retake the course.

I will round up grades if they are > or = .5 or above, for example, an 89.6 is an A, but 79.2 is a C.

Graded work will be returned within 1 week of submission due date.

**Course Policies**

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All assignments/labs, discussions and tests will be due Sunday night by 11:59 pm EST. Late work will receive a 25% reduction in grade. After 6 days, the assignment will not be accepted. Please refer to the calendar for all due dates.

All labs, discussions and tests will be conducted through D2L (face-to-face, or online). Comments will be placed in the comment section for feedback in D2L grading area.

Rubrics are available in D2L for each lab, discussion and test.

**No “extra credit”** work will be given to improve one’s grade. Copies of your class work and test will be kept for record.

**Department or College Policies**

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The Information Technology Department always encourages success in our students. As the instructor this course, I expect everyone to get an “A” in the course. Now, of course, the work is up to you, but I believe each student can achieve an “A” by putting in the time and effort in this course.

EMAIL – please ONLY send me email through D2L and NOT through my regular KSU email. Of course, for any questions outside of our course, you can use my regular KSU email – brutherf@kennesaw.edu.

**Institutional Policies**

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## Federal, BOR, & KSU Course Syllabus Policies

Information contained in the links below constitutes the Federal, BOR, and KSU course syllabus policies and procedures. These policies are updated on the Academic Affairs Website annually.

Academic Affairs - Federal, BOR, & KSU Policies (<http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php>)

Academic Affairs - KSU Student Resources (<http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php>)

## Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also KSU Student Code of Conduct (https://web.kennesaw.edu/scai/content/ksu student-code-conduct).

**Confidentiality and Privacy Statement (FERPA)**

Kennesaw State University adheres to the Family Educational Rights & Privacy Act of 1974 – FERPA. See the following link for more information:

<http://www.usg.edu/information_technology_handbook/section9/tech/9.5_privacy_and_security>

**University – Student Rights & Responsibilities**

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

See <http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

**Ethics Statement**

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity. Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.

See <https://scai.kennesaw.edu/codes.php>

**Sexual Misconduct Policy**

Kennesaw State University is committed to providing programs, activities, and educational environment free from all forms of sex discrimination. For more information click here. KSU issues this statement of policy to inform the community of the University's comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus. This policy generally covers faculty, students, and staff of the University, as well as third-parties. Third parties include but are not limited to guests, vendors, contractors, retirees, and alumni.

Further information associated with this university policy can be found under sexual misconduct on the

Policy Portal website located at: <https://policy.kennesaw.edu/>

## Course Accessibility Statement (ADA statement)

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 as amended. Students who require accommodation in facilities, services, programs or activities should contact the Assistant Director for Disabled Student Services to arrange an individual assistance plan. Accommodations may include classroom accessibility, modified computer equipment, disability-accessible parking, assistance with note-taking sign language interpreting or captioning services, class materials in alternate format, library and laboratory assistance, and other accommodations. Determination of appropriate accommodations to be provided will be based upon documentation of the disability. Members of the public who require specific accommodations in facilities, services, programs or activities should contact the office sponsoring the service, program or activity at least five days in advance to arrange individual accommodations. Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved for that student. Faculty members are also instructed that they must provide students with special needs appropriate accommodations in a timely manner. The Assistant Director for disAbled Student Support Services will work with faculty members to ensure that students receive appropriate accommodations. A student should notify Disabled Student Support Services in writing within two (2) days of any disagreement between the student and the faculty member if agreed upon academic adjustments are not provided in order to seek a resolution. A student who alleges discrimination on the basis of disability may file a grievance through the University's established grievance procedures. The following have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should a student require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at 770-423-6443; the ADA Compliance Officer for Facilities at 470-578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at 470-578-6030. For more information, go to [www.kennesaw.edu/stu\_dev/dsss](http://www.kennesaw.edu/stu_dev/dsss)

## Electronic Communication

The University provides all KSU students with an "official" email account with the address "students.kennesaw.edu" or "kennesaw.view.usg.edu" (in D2L). As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.

## Web Accessibility

Kennesaw State University follows the guidelines of the Universal Design for Learning standard of web accessibility. Faculty use Word, PDF, and HTML formats when communicating electronic information to students whenever possible and appropriate in light of the goals of the course. Faculty are trained to use Web Accessibility Evaluation tools, e.g., WAVE (www.wave.webaim.org), and make adjustments as possible and appropriate in light of the goals of the course.

For free resources available to students on web accessibility, please visit the Web Accessibility Resources page at the Distance Learning Center: [http://www.kennesaw.edu/dlc/facultyresources/index.php#](http://www.kennesaw.edu/dlc/facultyresources/index.php)

## Copyright Law

Kennesaw State University adheres to USG’s policy to respect the right of copyright. Holders and comply with copyright laws as set forth in the United States Copyright act. For more information, see the following link to USG’s policy: <http://www.usg.edu/copyright/>

## Electronic Recording and Social Media

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the Disabled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

**KSU Student Resources**

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This link contains information on help and resources available to students: <https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php>

**Course Schedule**

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**Module 0 – Introduction - Week 1**

**Introduction to the course. Complete Intro discussion (not graded).**

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**Module 1 – Professional Development Plan - Week 2**

**Read content in Module 1. Topics: Where are you now; Where do you want to go; Gather information; Set goals; What skills and experience do you have. Complete Discussion 1.**

**Module 1 – Professional Development Plan - Week 3**

**Topics: What skills and experience do you need; Identify possible resources; Develop an action plan and timeline; Executing the plan; Assess progress and revise accordingly. Read additional links and material. Complete Assignment/lab 1**

**Module 2 – STAR Interview Model - Week 4**

**Read content of module 2 – Topics: situation; task. Complete Discussion 2.**

**Module 2 – Star interview Model - Week 5**

**Topics: Action; Result. Read additional links and material. Complete Assignment/lab 2.**

**Review for Test 1 - Week 6**

**Complete Test 1.**

**Module 3 – Team Dynamics - Week 7**

**Read Content Module 3. Topics: Definition; Difference in team dynamics & Group dynamics; Psychological models. Complete Discussion 3.**

**Module 3 – Team Dynamics - Week 8**

**Topics: Problematic team dynamics; Importance of team dynamics on performance; strategies to improve. Read links and additional material in module. Complete Assignment/Lab 3.**

**Module 4 – Entrepreneurship - Week 9**

**Read Content Module 4. Topics: People; Barriers to Entry; Rely on yourself. Complete Discussion 4.**

**Module 4 – Entrepreneurship - Week 10**

**Topics: Have a mentor; Behaviors of an entrepreneur; Control flow. Read links and additional material in module. Complete Assignment/Lab 4.**

**Module 5 – Innovation/Entrepreneurship - Week 11**

**Read Content Module 5. Topics: Q Factor; Setting the Pace, Sharing. Complete Discussion 5**

**Module 5 – Innovation/Entrepreneurship - Week 12**

**Topics: Innovation; how innovation intersects with entrepreneurship. Read links and additional material in module. Complete Assignment/lab 5.**

**Module 5 – Innovation/Entrepreneurship - Week 13**

**Present reports to class**

**Review for Test 2 - Week 14**

**Review modules 3, 4, 5 for Test 2**

**Test 2 - Week 15**

**Compete Test 2.**

**Additional Items:**

## Minimum Technology Requirements

* This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php>
* Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You can also computer labs on campus to complete the coursework.

## Minimum Technical Skills Required

Students entering this course are expected to have following technical skills:

* General computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, Excel, PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). A list of primers on many of these technologies is available at <https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/>
* A working knowledge of the D2L learning management system is required for participation in online courses.

## Important Dates (For all dates – check D2L Calendar)

* First Day of Classes:
* Breaks / Holidays:
* Last Day to Withdraw:
* Proctored Exam:
* Last Day of Classes:
* Graduation:

Link for IT 3003 Course Materials:

<http://facultyweb.kennesaw.edu/brutherf/alg489.php>

3423 Operating System Concepts and Admin   
Fall 2020

## Contact Information

**Instructor:**Susan VandeVen, MBA, MSCS

J-392, [svandeven@kennesaw.edu](mailto:svandeven@kennesaw.edu)

**Phone:**IT Department: 470-578-3803; Instructor: 470-578-3708  
Note: Best method of communication is via D2L email. I will communicate with the class via the course D2L discussion forum and D2L email.  
I will do my best to respond to emails and discussion posts within 2 business days.  
Official communications should be conducted between KSU email accounts in accordance with KSU Policy.

**Office Hours:***TBA*

## Description

This course is an introduction to basic operating system principles. Topics include memory management, peripheral device management, file system management and process management. Different types of operating systems and their administrations are studied. Projects are carried out with simulations.

**3 Class Hours; 3 credit hours.**

## Course outcomes

Students who complete IT 3423 successfully will be able to:

1. Identify and analyze user needs and take them into account in OS selection, evaluation, and administration of computer-based systems. ( Modules 1-6 )
2. Effectively integrate OS and IT-based solutions into business practice and the user environment ( Module 7 )

## Prerequisites

A "C" or better in IT 3123

In addition, a fundamental proficiency in the use of computers, office productivity applications (e.g. MS Office, Adobe, etc.) and Web browsing.

Students are also expected to independently research supporting IT topics when their previous knowledge and experiences have not prepared them for the content of this course. The course will not remediate students who have little/no experiences in IT. If the student finds they are falling behind course content due to a lack of foundational IS/IT knowledge, they should consider dropping the class and/or seeking remedial instruction.

## Materials

There is no required course textbook for this course. Online links to read, examples, discussions and exercises will be used to support the learning outcomes for this course.

### Optional textbook

Operating Systems Internals and Design Principles,

William Stallings, 9th Ed, Pearson/Prentice Hall

ISBN-13: 978-0134670959

ISBN-10: 0134670957

## Assignments

Table 1: Assignments

| Topic | Weight | Notes |
| --- | --- | --- |
| Introduction Post | 1% | In the D2L Discussion section marked “Introductions” write an entry introducing yourself to the class. Feel free to share information on your job, family, professional and personal interests as appropriate.  At a minimum you MUST include:   1. Your major and why you selected it 2. One fun fact about yourself   As a part of this assignment, students must also ensure their D2L profile includes a “head shot” photo, not an avatar or the default image. |
| Syllabus Quiz | 1% | There is a short quiz in D2L which ensures you read and understood the syllabus. The syllabus quiz will serve as a “practice quiz” for students to test Respondus Lockdown browser and connection status. This quiz may be taken multiple times with the last score counting towards the semester average. It is highly recommended that students test their computers and browsers before taking quizzes. |
| Module Assignments | 6 @ 5% | Each bi-weekly module has an assignment over the content in that module. Assignments 1 through 6 contribute to learning objective 1. |
| TeamProject | 9% | Students will join a team after drop day. The teams will be presented with a scenario. They will determine a solution recommending an operating system with discussion of what features impact the decision and why it is preferred over other OS options. The team project contributes to learning objective 2. |
| Discussions | 7 @ 2% | During the time scheduled for the bi-weekly module, students will complete a module discussion. Students will post their response ( 1 point ), then respond to another student post ( 1 point ) |
| Chapter Quizzes: | 6 @ 5% ea. | There will be one (1) multiple choice/true false quiz per each of the 6 bi-weekly modules. The content will come from reading links and powerpoints. Each quiz will be available online for the period indicated in the schedule. Students will be given a limited time to complete the quizzes once they begin them (typically 20 mins for 10 questions randomly selected from a pool of 15-20 questions). Due to the timed nature of the exam, students should prepare for these quizzes as if they were taking them physically in class, without benefit of outside material.  Students may take each chapter quiz up to two (2) times, with the **average** score of all attempts used in the calculation of their course grades. Availability of quizzes is restricted to the module timeframe. The syllabus quiz will serve as a "practice quiz" for students to test browser, connection status, the RLDB and the Respondus Monitor. It is recommended that students test their computers and browsers before taking chapter quizzes and the midterm/final exams. Any issues should be submitted to the KSU Student Helpdesk.  Do NOT start a quiz until you are ready to take it. If you start a quiz and then close it, the instructor WILL NOT reset the quiz for you.  As the student can take each quiz multiple times, there are no makeup quizzes.  Do not contact the instructor if you miss a quiz.  Use of ANY outside materials, including your notes, D2L and web content is prohibited for exams and quizzes. The exams and quizzes are closed book, closed notes assessments.  The quizzes require the use of the RLDB only (not the Respondus Monitor/Webcam). See the section below for additional instructions. |
| Exams:  Final Exam – All modules | 15% | The final exams is available during finals week. The exam will consists of a set of 50 timed multiple choice/ture-false questions over term material. Students will have 60 minutes to complete the exam from the time they begin. Once you begin an exam, do not close the RLDB browser until you have finished, the instructor will NOT reset an exam. Each exam is closed book/closed notes. No outside resources are permitted on any quiz or exam.  All exams use the Respondus LockDown Browser and Respondus Monitor (webcam), see the section below for additional instructions |

The instructor will make every effort to have major components (midterm/final exams) graded within 1 week, and other assignments within 2 weeks. Email the instructor if you do not see your grade posted within the time limit.

End of term grade evaluation is on a standard scale: A 89.5% - 100% B 79.5% - 89.49% C 69.5% - 79.49% D 59.5% - 69.49% F 59.49% or below.

All assignments will be graded for correctness and completeness. The instructor retains the right to subjectively adjust an individual student's grade in appropriate cases, based upon observed performance. All assignment submissions must be spell- and grammar-checked. Students failing to present the information completely, professionally written and in the prescribed format will receive minimal credit for their work. Students should double check their work before submitting assignments.

## Course Policies

### CRITICAL POLICIES:

1. **LATE WORK WILL NOT BE ACCEPTED without documented special circumstance**
2. **DO NOT EMAIL ANY ASSIGNMENT TO THE INSTRUCTOR**
3. **ALL ASSIGNMENTS MUST BE UPLOADED TO D2L, IF D2L WON'T ACCEPT THE ASSIGNMENT, NEITHER WILL THE INSTRUCTOR**
4. **DO NOT USE D2L EMAIL, ONLY YOUR KSU ACCOUNT, WHEN EMAILING THE INSTRUCTOR, THE INSTRUCTOR WILL NOT REPLY TO D2L EMAIL**
5. **POST CLASS QUESTIONS TO D2L DISCUSSION BOARDS, ONLY EMAIL PERSONAL OR CONFIDENTIAL QUESTIONS TO THE INSTRUCTOR**

Violations of these Critical Policies MAY negatively affect your overall course grade. Read and follow them carefully!

## Other Course Policies

### Resources:

* [KSU Center for InfoSec Education Resource Page](http://infosec.kennesaw.edu/resources.html)
* [The Computer Security Resource Center at the National Institute of Standards and Technology](http://www.csrc.nist.gov/)
* [The SANS Institute](http://www.sans.org) (System and Network Security), [Information Security Magazine](http://www.infosecuritymag.com/)
* [Carnegie Mellon SEI CERT/CC](http://www.cert.org) at http://www.cert.org
* [ACM Special Interest Group on Security, Audit and Control](http://www.acm.org/sigsac/)

Accessibility Compliance Statements: Where available, ADA policies are provided.  Where not specified or available, I will gladly work with the Department of Student Disability Services to provide reasonable accommodation for students with documented issues

* [University System of Georgia: Higher Education, the American s with Disabilities Act and Section 508](http://www.usg.edu/siteinfo/higher_education_the_americans_with_disabilities_act_and_section_508).
* [USG Web Accessibility](http://www.usg.edu/siteinfo/accessibility)
* [KSU Accessbility Policy](http://accessibility.kennesaw.edu/)
* [Microsoft accessibility Statement](https://www.microsoft.com/en-us/accessibility/accessibility-conformance-reports) (including Office)
* [Desire 2 Learn Accessibility Statement](https://www.d2l.com/accessibility/) (D2L):
* [Kaltura](https://corp.kaltura.com/products/core-platform/video-accessibility) (a.k.a. MediaSpace - KSU's video server platform
* [Adobe Acrobat Accessibility Statement](http://www.adobe.com/accessibility.html) (PDF Reader)
* Accessibility Policies for Clearwater have been requested and will be added once available.

Privacy Compliance Statements: Where available, privacy policies are provided.  Where not specified or available, I will gladly work with the student and appropriate university agency to ensure appropriate protections.

* [USG Web Privacy Policy](http://www.usg.edu/siteinfo/web_privacy_policy)
* [Microsoft Privacy Policy](https://privacy.microsoft.com/en-us/privacystatement)
* [Desire 2 Learn Privacy Policy](https://www.d2l.com/legal/privacy/)
* Kaltura Privacy Policy (a.k.a. MediaSpace - KSU's video server platform): https://corp.kaltura.com/privacy-policy
* Adobe Acrobat (PDF Reader): http://www.adobe.com/privacy.html Compliance Shield: https://informationshield.com/privacy-policy
* Clearwater Compliance: https://clearwatercompliance.com/privacy-policy/

Additional supplemental resources will be provided by the instructor.

### Schedule:

Refer to the Schedule in D2L for the course calendar and assignment key dates.

### Online Learning:

Student attending this class should realize the nature of the course they are enrolled in. This is a completely online class. There will be NO face-to-face interactions expected of between the students and the instructor. Students are always encouraged to interact with the instructor via discussion posts for topics of interest to the entire class or email for items that are personal or confidential. Students will also interact with each other virtually, through online discussions in D2L, and through assignments. In order to ensure the student does not fall behind it is STRONGLY encouraged that students keep to the schedule suggested in this syllabus in the Schedule section below. This course is not self-paced. Assignments, discussions and exams have firm due dates. Every reasonable effort is being made to facilitate quality learning in this online format.

In the absence of face-to-face direct interaction, Student - Instructor interaction will be enhanced by a number of mechanisms:

* Students should post actual photos of themselves into D2L (not avatar photos) to allow facial recognition of peers and by faculty members.
* Students and the instructor will interact by email as needed - feel free to email - I will respond as quickly as possible - typically next business day, sometime within a few hours.
* The instructor will interact with students in discussion postings as needed as student post questions or concerns, the instructor will respond and interact as appropriate.
* The instructor will grade assignment inserting written comments as appropriate.
* If (and only if) the instructor is unable to answer student questions by email, students may schedule physical appointments. However, this should only be done when other communications fail to resolve the student's issue. Pleading one's case in public does not improve the chances the instructor will change his mind on an issue.
* Student to Student interaction is highly encouraged and will be accomplished through the discussion postings, email, and ad-hoc chat interactions.
* Students should post general class questions in the appropriate discussion area of D2L, and only email personal/confidential questions to the instructor.

KSU has a variety of support services to facilitate student learning and engagement.  These resources will include descriptions of student services and resources, including how learners can use them to succeed and how learners can obtain them:

* [Student Success Services department](http://studentsuccess.kennesaw.edu/)
* [Department of Student Engagement](http://studentengagement.kennesaw.edu/)
* [Department of Student Life](http://studentlife.kennesaw.edu/)
* [Writing center](http://writingcenter.kennesaw.edu/)
* [KSU Library](http://library.kennesaw.edu/)
* [Distance Learning Center](http://distancelearning.kennesaw.edu/a%3e)
* [UITS Student Training](http://uits.kennesaw.edu/support/training.php) (OwlTrain)
* [College Undergraduate Advising Services](http://coles.kennesaw.edu/programs/undergraduate/academic-advising.php)
* [Graduate University Student Services](http://graduate.kennesaw.edu/students/)
* [Undergraduate Student Government](http://sga.kennesaw.edu/)
* [Graduate Student Association](http://graduate.kennesaw.edu/students/gsa.php)

Technology Expectations: Students enrolled in this class are expected to have a highly functional level of technology literacy. You are after all enrolled in a technology course. Students should be able to upload, download, and modify files, including office documents, spreadsheets, PDFs, and presentation technologies as presented in this class. You may be expected to create a computer-based presentation (slides plus your recorded voice) during this course. While free software is suggested, you may use alternate applications. You are expected to become VERY familiar with Desire2Learn (D2L), especially the posting on and reading the discussion forums, and uploading assignments.

Technology support for KSU systems including D2L is available by emailing [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu) or calling 770-499-3555. Please do not email D2L problems to your instructor. There are periods of scheduled maintenance for this system, as well as the possibility of periodic 'unscheduled outages'. It is up to the student to plan their schedules to provide sufficient time to deal with these outages.

The preferred mode of communications with the instructor is via discussion postings in D2L for all topics suitable for public discussion (anything you would typically feel comfortable raising your hand and asking in a physical class) and email for personal or confidential issues. While other email access may be available, only emails from your kennesaw.edu accounts, with the course number in the subject are guaranteed responses. The instructor will endeavor to respond to email questions within 2 business days, sooner if at all possible.

### Minimum Technology Requirements:

In order to complete this course the student must have access to the following technologies:

* A computing device - desktop, laptop, tablet or smart phone capable of:
  + accessing Internet-based content
  + displaying recorded video
  + playing recorded audio - with speakers or headphones
  + recording audio - with microphone or headset
  + capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
* Internet access of sufficient speed to download/display recorded lectures
* Free or trial software capable of creating slide + audio presentations
* Standard office productivity applications similar to MS Word, Excel & PowerPoint, and Adobe Reader
* A printer (for printing course calendar, etc.)

### Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards.

Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member - resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

***Students caught violating the KSU policy on Academic Integrity in this courses will be subject to the following:***

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation.  if the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a default admission of guilt of any alleged violations, and the case referred to SCAI for a hearing.

***For a first offense (in this course) a 0 (zero) on the assignment in question, and up to an "F" for the course, at the discretion of the instructor.  
For a second offence (in this course) an “F” will be assigned for the course, at the discretion of the instructor.  
All documented Academic Integrity violations WILL BE reported to the KSU Student Conduct and Academic Integrity Office for filing.***

Students accepting the informal resolution MUST remain in the course for the duration of the term. Students charged with SCAI violations who subsequently drop the course will automatically be referred to the SCAI office, without further discussion, even if the student has accepted the informal resolution.   Any student referred to the SCAI office for formal review will be subject to SCAI hearings and possibly a mandatory 1-semester suspension on 1st offense or 1-year suspension on 2nd offense.

All assignments, exams, projects, papers, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source. At all times, students are expected to comply with the department's accepted citation practice and policy. The University and its faculty are committed to maintaining high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as the TurnItIn module in D2L) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, or remediation.

***In accordance with KSU Policy:***

“Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).”

This request MUST be in writing (KSU email is acceptable).  This also includes work performed in a previous semester for the same course (e.g. retake of an IS/ISA class).

See the complete [SCAI policy](https://web.kennesaw.edu/scai/content/ksu-student-code-conduct), from which this information was copied and/or adapted.

### Use of Paraphrasing Tools:

Recently students have begun using online paraphrasing tools in an effort to avoid TII issues.  If a student were to use these tools to rewrite his or her own original content, and then clean up the grammar and readability afterwards, it might be acceptable, but only if discussed thoroughly with the instructor prior to doing so. What is not acceptable, and considered plagiary and cheating, is the process of cutting and pasting a direct quote from an outside source into a paraphrase tool and then including it in a written assignment, even with a citation. You must read all original content and rewrite in your own words to be considered acceptable paraphrasing or summarization.

In order to avoid any confusing or ambiguity in the use of these tools, the use of all such tools is hereby prohibited in this course.  Any student caught using a paraphrase tool on an assignment will have their assignment treated like any other plagiarized submission, and thus will be subject to SCAI procedures. 

### TurnItIn & D2L:

Any written assignments (including essay questions for the exams) assigned in the course will be evaluated by D2L’s TurnItIn (TII) module. Your assignment must be submitted to the D2L Dropbox by the due date.  The submission will be reviewed for originality.

### Respondus Lock Down Browser (RLDB) & the Respondus Monitor:

This course requires the use of LockDown Browser and a webcam and microphone for online quizzes and exams. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable.  Student Guides for both the RLDB and the Respondus Monitor are available in D2L. Download and install LockDown Browser from the link provided when you click on the Syllabus & Course Policy Compliance Quiz.

To ensure LockDown Browser and the webcam are set up properly, do the following:

1. Log into D2L, and select this course.
2. Take the Respondus Quiz to download the LockDown Browser.
3. Locate and select the Help Center button on the LockDown Browser toolbar.
4. Run the Webcam Check and, if necessary, resolve any issues.
5. Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base.
6. Troubleshooting information can also be emailed to our institution's help desk.
7. Exit the Help Center and locate the Syllabus quiz.
8. Upon completing and submitting the Syllabus quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following **requirements**:

1. Ensure you're in a location where you won't be interrupted
2. Turn off all other devices (e.g. tablets, phones, second computers)
3. Clear your desk of all external materials not permitted — books, papers, other devices
4. Remain at your computer for the duration of the test
5. If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test

 To produce a good webcam video, comply with the following **requirements**:

1. Avoid wearing baseball caps or hats with brims
2. Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
3. If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
4. Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
5. Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

***Failure to comply with these requirements, including any evidence of the use of outside resources (books, papers or other devices), or leaving the video frame for any reason once you have begun a quiz/exam will be considered academic misconduct, and may result in a grade penalty and possibly SCAI proceedings.***

If you object to installing the Respondus Lockdown Browser and Monitor on your computer, or to being video recorded taking your exam at your home or office, you may elect to take all required exams at the KSU testing center at your own expense, as there is a fee to take a quiz/test at the testing center.  Visit [the testing center's web site](https://testing.kennesaw.edu/) to schedule an appointment or for more information.  When you schedule an appointment at the testing center, they will contact me for the parameters of the exam.  You will then be recorded taking the quiz/exam at the testing center under the conditions specified in the exam.

### Exams

As stated, students must use the Respondus Lock Down Browser and Respondus Monitor to take their exams from off campus.  Should a student not wish to comply with this requirement, they may take the exam at the KSU testing center at their own expense. The Testing center (https://testing.kennesaw.edu/index.php) offers an isolated location where students can use provided equipment to complete KSU assigned exams, quizzes and assignments.  Students are expected to review and comply with the schedules and requirements of the testing center should they decide to choose this option.  The testing center does charge a fee per exam, usually providing the first exam for free.  Contact the testing center directly for additional information - hours and locations are posted on their web site.

### Challenging exam questions:

Once the exam open session is over, D2L will allow students to review their missed question.  Students must wait until an exam period has closed before posting any comments challenging exam questions in the D2L forums.  To challenge a question, the student must email the instructor with a portion of the exam question into D2L (you don't need the entire question), their answer and then provide supporting information from the text that supports their answer, include the page number in the text.

Students are expressly prohibited from making photos, video, screenshots or printouts of exam questions.  Doing so constitutes an SCAI violation. Make a short handwritten note if you plan to challenge a quiz question and then destroy it immediately once you've posted your challenge.

### Interaction Expectations and Response Requirements:

Students are expected to monitor the class discussion forums as the primary means of communication with the instructor.  It is expected that students will visit these forums at least twice weekly, and more frequently in the summer. It is highly recommended for students to configure their D2L sessions to notify them by email when a new message is posted.  This is accomplished by forwarding D2L mail to an external (preferably KSU) email address, and "subscribing" to the entire forum (use the pull down menu beside the forum title).

It is strongly encouraged that students engage their peers through the forums and through direct email.  Increased student-to-student interaction has been shown to enhance learning.  As per the course policies, students are expected to post questions of a non-personal/confidential nature on the D2L forum site, and email the instructor with personal/confidential questions as needed. The instructor strongly encourages students to ask questions when faced with challenges, but only after the student has attempted to resolve the issue on their own. The instructor WILL answer your questions to the best of their ability, but EXPECTS that you will have made a reasonable effort to find the answer on your own, before contacting them.

Students are expected to respond to emails sent to their KSU email accounts within 2 business days, the same response standard students should expect when emailing the instructor.

The instructor is expected to grade and respond to exams within 1 week, and other assignments within 2 weeks, excluding holidays.

See the section on SCAI for communications requirements when a SCAI violation is suspected.

### Course Materials:

Class materials can be accessed directly through the course D2L site

### End of Term Instructor Assessment:

At the end of the term, students will receive an email inviting you to complete a survey of your perception of the online learning experience. This survey is anonymous and students are strongly encouraged to complete it.  The instructor will post a notice in the discussion area when the survey is available.

### D**iversity and Disability Statement:**

All courses offered by the Information Systems department will adhere to the KSU policy that prohibits discrimination on the basis of race, religion, color, sex, age, disability, national origin, or sexual orientation.

NOTE: IF YOU HAVE AN ADA ISSUE THAT RESULTS IN DIFFICULTY IN VIEWING OR LISTENING TO MATERIAL IN THIS COURSE, PLEASE NOTIFY YOUR INSTRUCTOR IMMEDIATELY. ALTERNATE DELIVERY MECHANISMS CAN BE ARRANGED IF COORDINATED THROUGH THE STUDENT DISABILITY SERVICES OFFICE. Phone: (470) 578-2666 Email:  [sds@kennesaw.edu](mailto:sds@kennesaw.edu).

### Withdrawal Policy:

The last day to withdraw without academic penalty is listed in the schedule of activities. Ceasing to attend class or oral or email notice thereof DOES NOT constitute official withdrawal from the course. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. Students wishing to withdraw after the scheduled change period (add/drop) must obtain and complete a withdrawal form from the Academic Services Department in the Registrar's Office.

### Enrollment Policy:

Only those students who are enrolled in the class may attend lectures, receive assignments, take quizzes and exams, and receive a grade in the class. If a student is administratively withdrawn from this course, they will not be permitted to attend class nor will they receive any grade for the class.

### Email Policy:

The instructor only guarantees replies to emails received from your Kennesaw email account ([netid@students.kennesaw.edu](mailto:netid@students.kennesaw.edu)) or within D2L. Emails sent from other email domains may not reach the instructor's mailbox. In order to ensure receipt/responses to your email be sure that you communicate with the instructor via your Kennesaw email account or via D2L, and include the course number in the subject. Please refer to my email etiquette policy in D2L.

### Online Behavior:

Please review the document titled Course Netiquette before engaging your instructor or peers online. Students are reminded to conduct themselves in accordance with the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Every KSU student is responsible for upholding these provisions. For more details, please read the [Kennesaw State University Student Codes of Conduct](http://scai.kennesaw.edu/KSU%20Codes%20of%20Conduct%202016-2017%20edits.pdf).Students who are in violation of this policy may be subject to disciplinary action by the University.

### Acquiring Final Grades:

The final grades for this course will be posted to the student's permanent record using the KSU OwlExpress System.  Students may acquire their final grades by accessing their account online through Owl Express. All grades reflected are those submitted by the faculty members at the time of posting. Students needing verification of grades or enrollment should request either an official transcript or enrollment verification through the Office of the Registrar.

## Syllabus Modification

***The instructor reserves the right to modify the syllabus or course schedule at any time during the semester, in order to best meet the objectives of the course. Any changes in assignments or due dates will be announced in a posting in the D2L Discussion area.***

NOTE TO INSTRUCTORS ON ACCESSIBILITY:

Even though Word reports no accessibility issues in this document, if you want to save as PDF and upload a PDF instead of a Word document to D2L, you’ll also have to run the accessibility checker in Adobe, then “fix” the following issues:

* 1. Logical Reading Order – if your pages are in the right order, just right click this and select “Pass”
  2. Title – right click and select “Fix” should change to “passed”
  3. Color contrast – right click and select “Pass”
  4. Headings – open the “Tags” window then select the header associated with the title screen (most likely H2) – then select “properties” and change to “H1” all other headers will increment and the error should go away.

Links for course materials: <http://facultyweb.kennesaw.edu/svandev/index.php>

 IT 4403 Advanced Mobile and Web Applications

Fall 2020  
Kennesaw State University

Jack Zheng  
Last updated: July 10, 2020

Note

This syllabus provides a general guideline for the conduct of this course. However, deviations may be necessary and will be notified during the semester.

# Course Description

This course covers advanced topics on web and mobile applications with a focus on modern web application architectures and mobile friendly user interfaces. Students will complete one major development project using the latest web technologies.

In this particular semester we will have a focus on single-page web applications and web APIs, which has been the latest trends in modern web application development. Building upon your fundamental web site design and client-side development skills, this course enhance your web development skills at the client side, utilizing jQuery, JSON, and AJAX. You will complete at least one major project upon finishing this course.

## Course objectives/learning outcomes

1. Explain modern web application architectures and related concepts.
2. Compare major mobile and web development approaches, platforms, and tools.
3. Examine and use popular web APIs.
4. Apply appropriate web and mobile user interface design principles and techniques.
5. Create a cross-platform mobile web application using the latest web technologies and services.

## Course features

1. Take a project-based learning approach. All course work will be driven by a hands-on development project.
2. Key technologies: AJAX, REST, SPA, JSON, jQuery,
3. Program with JSON and RESTful web APIs.
4. Exposure to popular web APIs like Google Books API.
5. Utilize major SPA user interface design patterns and best practices.
6. Deploy projects on mainstream cloud services or public commercial grade servers.

## Prerequisites

1. Grade of C or better in IT3203 Introduction to Web Technologies and Applications

## Class meet location and time

CRN xxxxx W01 Online

## Instructor

Jack G. Zheng, Associate Professor, IT Department

Office: J-383 Email: [gzheng@kennesaw.edu](mailto:gzheng@kennesaw.edu) (preferred) Phone: 470-578-5036

Office hours: MW 1-3PM, W 4:30-6:30PM

Email Policy

1. Email is a great way of communication if you write the email subject like this:   
**IT4403 – *[put your real subject here]***

Emails will be responded within the next business day if the subject line conforms to the format above, and directly sent to my KSU email account above.

2. Per FERPA regulation, please use your university email to communicate with instructors. This can verify you identity and protect privacy. I reserve the right not to reply any email that I cannot verify sender's identity.

Emails without proper subject line or unverified sender address are likely to be categorized as spam, and are NOT guaranteed to be replied.

## Teaching style and belief

Generally I follow the principles of active learning, which emphasizes on learners’ active participation and exploration. Please get more details here:

* <http://jackzheng.net/teaching/teaching-belief.aspx>
* <http://jackzheng.net/teaching/student-comments.aspx>

# Course Conduct

## Course content/topics

This course follows a project-driven approach. The course content is basically organized as four milestones with learning modules. The following table is only a tentative overview of the course content and schedule. The more detailed and most updated schedule will be provided in a separate schedule file in D2L.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Week** | **Milestone** | **Learning Module #** | **Module** | **Work Due and Other Reminders\*** |
| 1 |  |  | Orientation |  |
| 2 |  | 1 | SPA Overview |  |
| 3 |  | 2 | Mobile Web Overview |  |
| 4 | #1 | 3 | jQuery |  |
| 5 | 4 | JSON | Q1, M1 |
| 6 | #2 | 5 | REST |  |
| 7 | 6 | Web APIs | Q2, M2 |
| 8 | #3 | 7 | AJAX |  |
| 9 | 8 | AJAX Services | Q3, M3 |
| 10 | #4 | 9 | Data Display |  |
| 11 | 10 | Data Exploration | Q4, M4 |
| 12 |  | 11 | RWD |  |
| 13 |  | 12 | UI Framework |  |
| 14 |  |  | Work on Project |  |
| 15 |  |  |  | Project due |

Each module provides a study guide which detailed learning objectives, readings, and tasks. It’s critical to follow these study guides. The time to complete each module varies. Generally, modules are designed on an average of 8 to 12 hours to complete (for most of the people who have met the prerequisites), depending on individual background and prior experiences. Generally, all module tasks should be completed within one week from the corresponding class date, however, some **required readings/research tasks** must be completed **by the planned class date**. Please follow the study guides closely.

## Grading

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Item** | **Points** |  | **Total** | **Grade** |
| Quiz (4) | 40 |  | =>90 | A |
| Individual Project (4 milestones) | 40 |  | =>80 | B |
| Term project | 20 |  | =>70 | C |
|  |  |  | =>60 | D |
| *Total* | *100* |  | <60 | F |

More details about each item will be provided in separate documents in dedicated content sections in D2L.

# Course Materials and Resources

## Course websites: D2L Brightspace

* It’s important to know how to use this learning management system for: following learning modules, submitting assignments, checking grades and feedback, downloading files, participating discussion boards, etc.
* Please check the course site regularly for important announcements and other issues.

## Learning materials

* Required textbook: none. There is no textbook assigned. All readings are assigned in each learning module. Knowledge of the readings will reduce the time it takes you to finish lab assignments.
* Learning materials are also available at <http://it4403.jackzheng.net/> – for reference only, materials may not be updated to the most recent semester.
* Recommended references and resources:
  + Will provided in each module.

## Required computing environment

* A public web hosting space with a domain name; must support file transfer service and source code level change. These hosting services run from free to a few bucks a month. For example, GoDadddy.com provides such a service.
* Code editors: Notepad++, VS Code (recommended), etc. or just use the one you prefer.

# General Class Policies for all of Dr. Jack Zheng’s Courses

**!!** Please view the separate document online at <https://goo.gl/G0Qd83> or request a copy by email.

# University Policies

**!!** Please view the separate document online at <https://goo.gl/G0Qd83> or request a copy by email.

Links for materials: IT 4403 - <http://it4403.azurewebsites.net/> and zip file is: <http://it4403.azurewebsites.net/content.cshtml>; and <http://facultyweb.kennesaw.edu/zli8/it4403.php>.

|  |  |  |  |
| --- | --- | --- | --- |
| |  |  | | --- | --- | | COLLEGE OF COMPUTING AND SOFTWARE ENGINEERING  Department of Information Technology | **IT4333 Network Configuration and Administration** | | Fall 2020 Section 01 | |

# Meeting Times/Location

**Time:** Tuesday 5:00pm-6:15pm

**Location**: J260

# Contact Information

**Name: Dr. Hossain Shahriar**

**Preferred Method of Contact:** **D2L Email**

**Email:** hshahria@kennesaw.edu \* Please use this for emergency only

**Phone:** 470-578-3866

**Office Location:** J-336

**Email:** Please contact using D2L email. You can expect a response within 48 hours during business hours.

**Office Hours:** M, W 11am-1pm (virtual in Team), R 5pm -6pm (Team), other time by appointments.

**Email and Classroom Response Time**:

Please contact me using **D2L Email** for all course related questions. I will check my D2L Email at least once a day, not including weekends or holidays. During the week, I generally respond to emails within 24 hours. Over the weekend (starting Friday at 4 p.m.) I will respond to emails the next following business day.

# Description

This course continues the study of networks. Topics include design and implementation of networks including synchronization, scheduling, exception and deadlock resolution, client server and web based collaborative systems. Network security will also be covered. Cost estimates and speed are examined from a management perspective.

**Credit Hours:** 3

**Prerequisites:** IT4323 or ECET 3400 or CS 4622

# Objectives

## Students who complete this course successfully will be able to:

1. Demonstrate how to manage network systems;
2. Apply the various management strategies to managing networks;
3. Describe concepts of network configuration management;
4. Demonstrate skills in configuring specialized network security software

# Materials/Textbooks

## Course Website

D2L Brightspace: <https://kennesaw.view.usg.edu>

* It’s important to know how to use this learning management system for: following learning modules, submitting assignments, checking grades and feedback, downloading files, participating discussion boards, etc.
* Please check the course site regularly for important announcements and other issues.

## Learning Materials

* **Required Textbook**: **None**.
* Required readings (from different sources) will be assigned in each learning module.
* Optional textbook: Network Management Fundamentals; Author: Alexander Clemm, Cisco Press, 2007, ISBN-13: 978-1-58720-137-0

## Required Software/Hardware

* Code editor:
  + Visual Studio Code <https://code.visualstudio.com> (Recommended), or
  + Notepad++: <http://notepad-plus-plus.org/>
* Other software:
  + Software that can open and/or edit Word, PowerPoint, Excel, PDF, and ZIP files.

# Evaluation

Weighted by Percentage:

|  |  |
| --- | --- |
| **Category** | **Weight** |
| Assignments (9) | 65% |
| Discussion (2) | 5% |
| Research paper | 30% |
| **Total** | **100%** |

## Grade Conversion

A: (90-100), B: (80-89), C: (70-79), D: (60-69), F: (0-59)

\*\*\* Detailed grading criteria are available in D2L for how Discussions and Projects will be graded. \*\*\*

# Course Outline

Below is an outline of the course content. Please refer to the D2L calendar for the due dates of assignments.

|  |  |  |
| --- | --- | --- |
| **Week** | **Topic** | **Assessment** |
| 1 | M1: Network management: benefit and architecture | Disc#1 |
| 2 | M2: Network management protocol, SNMP | Asg1 |
| 3 | M3: Network management tool  M13: Research paper – topic, group formation | Asg2 |
| 4 | M4: Network traffic monitoring and analysis | Asg3 |
| 5 | M5: Network packet analysis | Asg4, Research paper: initial report |
| 6 | M6: Network management and routing | Asg5 |
| 7 | M7: Introduction to Netlab and Mininet | Asg6 (Netlab-network mgt), Asg6b (Mininet) |
| 8 | M8: Edge network management | Disc#2 |
| 9 | M9: Network attack and detection | Asg7 (Netlab-firewall sec) |
| 10 | M10: SCADA, DNS | Asg8 (Netlab-DNS) |
| 11 | M11: SNMP and router | Research paper: intermediate report |
| 12 | M12: Service management | Asg9 |
| 13 | Research paper- presentation |  |
| 14 | Research paper- presentation | Research paper: final report |
| 15 | Review |  |

# Course Policies

## Announcement

Important announcements will be made to the class electronically through the D2L Announcements tool. It is important that you check your D2L account regularly for announcements, assignments, and course updates.

## Assignments, Quizzes, & Exams Policy

* All assignments MUST be submitted through D2L (https://kennesaw.view.usg.edu/) by the deadline. Email submissions are **NOT** accepted. Any assignment that is less than 24 hours late is subject to 10% penalty. Any assignment that is more than 24 hours late will **NOT** be accepted.
* All quizzes and/or exams MUST be completed on D2L website by the deadline. The quizzes and/or exams can’t be opened/submitted after the deadline.
* If you must miss an exam due to illness, you must e-mail or call the instructor before the scheduled time. Failure to notify the instructor prior the scheduled time will produce an automatic zero for the exam. NO makeup test except for emergencies with proof (e.g. doctor’s slip).

## Discussions

People learn through interactions, to facilitate interactive learning this course will use the Discussions feature in D2L. Discussions will take place in an **asynchronous** manner.

## Grading

Grades will be posted in D2L, generally within one week from the due date or submission date whichever is later. Significant assignments such as projects may take longer to grade. If you think there is an error, please make a re-grading request by e-mail within one week of grade posting. A request for reassessment will not be granted if more than two weeks have passed since the grade in question was posted. Please check your grades in D2L regularly.

**No “extra credit”** work will be given to improve one’s grade. Copies of your class work and test will be kept for record.

## Assignment Submission Guidelines

All work turned in for this class must meet the submission guidelines presented in the Start Here module. Work that does not meet the submission criteria will not be graded. Scoring rubric will be provided for each assignment.

## Attendance

Attendance in classes, laboratories and lectures is important. All students are expected to attend these activities in accordance with their schedule of courses. The instructor determines the attendance policy for each course. All instructors will provide the students, at the beginning of each semester, a clear statement regarding their policies in handling absences. Instructors will also be responsible for advising their students regarding the academic consequences of absences. To view the complete student attendance policy, please visit <http://catalog.kennesaw.edu/content.php?catoid=38&navoid=3019#attendancepolicy>**.**

**Enrollment Status Statement - Students are solely responsible for managing their enrollment status in a course; nonattendance does not constitute a withdrawal**.

# Institutional Policies

## Federal, BOR, & KSU Course Syllabus Policies

Information contained in the links below constitutes the Federal, BOR, and KSU course syllabus policies and procedures. These policies are updated on the Academic Affairs Website annually.

Academic Affairs - Federal, BOR, & KSU Policies (<http://curriculum.kennesaw.edu/resources/federal_bor_ksu_student_policies.php>)

Academic Affairs - KSU Student Resources (<http://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php>)

## Academic Integrity Statement

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section 5c of the Student Code of Conduct addresses the university’s policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to university materials, misrepresentation/falsification of university records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the Department of Student Conduct and Academic Integrity (SCAI), which includes either an “informal” resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct’s minimum one semester suspension requirement. See also KSU Student Code of Conduct (https://web.kennesaw.edu/scai/content/ksu student-code-conduct).

**Confidentiality and Privacy Statement (FERPA)**

Kennesaw State University adheres to the Family Educational Rights & Privacy Act of 1974 – FERPA. See the following link for more information:

<http://www.usg.edu/information_technology_handbook/section9/tech/9.5_privacy_and_security>

**University – Student Rights & Responsibilities**

Students of Kennesaw State University are entitled to an environment that is conducive to learning and individual growth. To this end, students enrolling at Kennesaw State University assume a responsibility to abide by the policies and regulations expressed in this section. By doing so, students may fulfill their responsibilities and enjoy the exercise of their own rights while also respecting the rights of others.

See <http://catalog.kennesaw.edu/content.php?catoid=27&navoid=2263>

**Ethics Statement**

All students are responsible for knowing the information, policies and procedures outlined in the Kennesaw State University Codes of Conduct. The KSU Codes of Conduct include: the general Student Code of Conduct, the Residential Code of Conduct, and the Code of Academic Integrity. Kennesaw State University reserves the right to make changes to this code as necessary and once those changes are posted online, they are in effect. Students are encouraged to check online for the updated versions of all policies.

See <https://scai.kennesaw.edu/codes.php>

**Sexual Misconduct Policy**

Kennesaw State University is committed to providing programs, activities, and educational environment free from all forms of sex discrimination. For more information click here. KSU issues this statement of policy to inform the community of the University's comprehensive plan addressing sexual misconduct, educational programs, and procedures that address sexual assault, domestic violence, dating violence, and stalking, whether the incident occurs on or off campus. This policy generally covers faculty, students, and staff of the University, as well as third-parties. Third parties include but are not limited to guests, vendors, contractors, retirees, and alumni.

Further information associated with this university policy can be found under sexual misconduct on the

Policy Portal website located at: https://policy.kennesaw.edu/

## Course Accessibility Statement (ADA statement)

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990 as amended. Students who require accommodation in facilities, services, programs or activities should contact the Assistant Director for Disabled Student Services to arrange an individual assistance plan. Accommodations may include classroom accessibility, modified computer equipment, disability-accessible parking, assistance with note-taking sign language interpreting or captioning services, class materials in alternate format, library and laboratory assistance, and other accommodations. Determination of appropriate accommodations to be provided will be based upon documentation of the disability. Members of the public who require specific accommodations in facilities, services, programs or activities should contact the office sponsoring the service, program or activity at least five days in advance to arrange individual accommodations. Eligible students deliver certification letters to faculty at the beginning of each semester identifying the accommodations approved for that student. Faculty members are also instructed that they must provide students with special needs appropriate accommodations in a timely manner. The Assistant Director for disAbled Student Support Services will work with faculty members to ensure that students receive appropriate accommodations. A student should notify Disabled Student Support Services in writing within two (2) days of any disagreement between the student and the faculty member if agreed upon academic adjustments are not provided in order to seek a resolution. A student who alleges discrimination on the basis of disability may file a grievance through the University's established grievance procedures. The following have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should a student require assistance or have further questions about the ADA, please contact either the ADA Compliance Officer for Students at 770-423-6443; the ADA Compliance Officer for Facilities at 470-578-6224; or the Director of Human Resources, ADA Compliance Officer for staff and faculty at 470-578-6030. For more information, go to kennesaw.edu/stu\_dev/dsss.

## Electronic Communication

The University provides all KSU students with an "official" email account with the address "students.kennesaw.edu" or "kennesaw.view.usg.edu" (in D2L). As a result of federal laws protecting educational information and other data, this is the sole email account you should use to communicate with your instructor or other University officials.

## Web Accessibility

Kennesaw State University follows the guidelines of the Universal Design for Learning standard of web accessibility. Faculty use Word, PDF, and HTML formats when communicating electronic information to students whenever possible and appropriate in light of the goals of the course. Faculty are trained to use Web Accessibility Evaluation tools, e.g., WAVE (www.wave.webaim.org), and make adjustments as possible and appropriate in light of the goals of the course.

For free resources available to students on web accessibility, please visit the Web Accessibility Resources page at the Distance Learning Center: [http://www.kennesaw.edu/dlc/facultyresources/index.php#](http://www.kennesaw.edu/dlc/facultyresources/index.php)

## Copyright Law

Kennesaw State University adheres to USG’s policy to respect the right of copyright. Holders and comply with copyright laws as set forth in the United States Copyright act. For more information, see the following link to USG’s policy: <http://www.usg.edu/copyright/>

## Electronic Recording and Social Media

Electronic recording performed without the consent of the people being recorded chills the free exchange of ideas. Academic freedom, free inquiry, and freedom of expression should not be limited by the fear that one’s brainstorming, polemic discourse, speculative inquiry, or any other kind of expressed curiosity made within the space of a university classroom will be made public without one’s consent. This fear is unacceptable regardless of whether one is in an online, hybrid, or face-to-face classroom setting. Accordingly, no person shall make public any electronically recorded class discussion without the written permission of the instructor. This policy is not intended to discourage electronic recording in the classroom or the use of social media when such actions are performed with the written consent of the instructor, and others as appropriate. Note: Faculty accommodate all reasonable requests to electronically record a class discussion; these requests must be documented by the Disabled Student Support Services available at: <http://www.kennesaw.edu/stu_dev/dsss/prospect.shtml>

# Additional Items

## Minimum Technology Requirements

* This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php>
* Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You can also computer labs on campus to complete the coursework.

## Minimum Technical Skills Required

Students entering this course are expected to have following technical skills:

* General computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, Excel, PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). A list of primers on many of these technologies is available at <https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/>
* A working knowledge of the D2L learning management system is required for participation in online courses.

## Important Dates

* First Day of Classes:
* Breaks / Holidays:
* Last Day to Withdraw:
* Proctored Exam:
* Last Day of Classes:
* Graduation:

Link to materials for IT 4333:

<http://ksuweb.kennesaw.edu/~hshahria/ALG-R15/IT4333/IT4333.html>

IT 4673 Virtual IT Systems  
Fall 2020 Section W01

**(See the separate schedule for assignment due dates and recommended activities)**

## Contact Information

**Instructor:**

Meng Han, Ph.D., Atrium - J 302, [mhan9@kennesaw.edu](mailto:mhan9@kennesaw.edu)

Zhigang Li, Ph.D., Atrium – J 378A,[zli8@kennesaw.edu](mailto:zli8@kennesaw.edu)

**Phone:**IT Department: 470-578-3803

Instructor: Dr. Han 470-578-3801, Dr. Li 470-578-4481

Note: Best method of communication is via discussion posts for questions that others may have an interest in, or by email if personal or confidential. I will communicate with the class via the course D2L discussion forum.  
I will do my best to respond to emails and discussion posts within 2 business days.  
Official communications should be conducted between KSU email accounts in accordance with KSU Policy.

1. Please use your D2L email account ([yourlogin@students.kennesaw.edu](mailto:yourlogin@students.kennesaw.edu)) to contact me;
2. Use D2L Discussion Forums to interact with your classmates.
3. Sensitive information (e.g., grades) can only be sent to D2L or KSU email account
4. The subject line should have course number “IT 4673”
5. I will respond to your email asap (within 48 hours), unless I am out of town having limited internet availability, when it may be delayed. (with possible delays during weekends & school holidays/breaks)

**Office Hours:***Virtual and by Email*- face to face appointments are scheduled only after all other attempts to resolve the issue have been exhausted.

**Advising:**All advising questions should be directed to the [BSIT/BASIT Advising office](http://cyberinstitute.kennesaw.edu/academics/Advising.php).

## Description

This course explores the design, implementation and use of virtualization, including desktop and server aspects such as deployment, clustering, storage and security. A high-level overview of the various certifications available will be discussed. A project will be completed as part of the course.

**Credit Hours: 3**

### Prerequisites

IT 3423, IT 4323, CSE 3153.

**Course Objectives**

Students who complete this course successfully will be able to

* Identify important aspects of virtual systems, their architecture and discuss how they are used within larger, networked computing systems
* Distinguish the unique characteristics, constraints, and opportunities of implementing virtual platforms into information technology systems.
* Apply knowledge and skills for virtualization design and implementation in IT

**Class Design**

This course is 100% online.

This section (section W01) is delivered through Brightspace D2L. You are expected to read all the course materials in the module, including the videos, articles, slides. Labs, homework assignments, lecture slides, and other materials will be posted on D2L.

**Materials**

**Required Textbook:** NONE. This course is supported by ALG without any textbook required to reduce the burden of students.

**Recommended Textbook:**

Virtualization Essentials, Matthew Portnoy, Wiley 2nd Edition ISBN:978-1119267720

Mastering VMware vSphere 6 by Nick Marshall ISBN: 978-1118925157

**Course Coordinator*:***

Dr. Meng Han ([mhan9@kennesaw.edu](mailto:mhan9@kennesaw.edu)) and Dr. Zhigang Li ([zli8@kennesaw.edu](mailto:zli8@kennesaw.edu))

**BS-IT Program Contact:**

Dr. Hossain Shahriar ([hshahria@kennesaw.edu](mailto:hshahria@kennesaw.edu))

**Grading**

Grading Policy

|  |  |
| --- | --- |
| Assignment (7) | 42% |
| Discussions (7) | 21% |
| Midterm Exam | 14% |
| Final Exam | 14% |
| Final Project | 9% |
| Total | 100% |

A: [90, 100]; B: [80, 89]; C: [70, 79]; D: [60, 69]; F: [0, 59];

* All assignments will be posted on D2L: https://kennesaw.view.usg.edu
* All assignments must be submitted through D2L by the deadline.
* Please double-check your submission; whatever your submission by deadline will be graded.
* No late submission will be accepted; late submission means no submission.
* We do not accommodate any makeup for quiz, midterm, and final exams.

**General Expectations for Coursework in CCSE IT Programs**

This course syllabus *is a general “plan” for the course and not a contract* - please know that the course instructor is permitted to make updates to it. If you have questions regarding this, please contact the Chair of the IT Department.

1. *Intellectual Property Issues*. You may not misappropriate the intellectual property of a member of the Faculty, another student, an online resource or other source even if you paid for them to do your work.

Ideas and course content are the intellectual property of the author irrespective of whether they are written in a book, course online content, course lectures or a paper. Kennesaw State University prohibits the misappropriation of intellectual property (which is a form of theft), which can result in discipline for a student, up to and including dismissal from the University. If the student is also a member of a profession with an applied code of ethics, it may additionally result in professional discipline, as well as subjecting the student to any civil legal remedies protecting intellectual property.

1. *Copyright Law.* It is the responsibility of KSU faculty and students to respect the rights of copyright holders and comply with copyright law. Students, faculty, and staff must comply with limited exclusive rights of copyright holders as set forth in 17 U.S.C. § 106, the application of the four fair use factors in 17 U.S.C. § 107, and other copyright exceptions.
2. *Electronic Recording.* You may not record or disseminate any electronically recorded class discussion unless given explicit permission by the instructor in writing. If a student needs to electronically record a course as a result of a recognized disability or other exceptionality, the student should contact the University’s DisAbled Student Support Services to develop an appropriate reasonable accommodation.

[http://www.kennesaw.edu/stu\_dev/dsss/prospect.shtml](http://www.kennesaw.edu/col_hhs/wellness/)

**Course Outline**

**Course Organization**

This course will be organized as weekly units. Each week starts on Monday and ends on Sunday. All homework, quizzes, and lab assignments belonging to a particular weekly unit are due on Sunday of that week at 11:59PM.

Important Dates:

Aug 17: First day of class

Sept 7: Labor holiday

October 7: Last day to withdraw without academic penalty

November 23-December 29: Fall break

Dec 7: Last day of class

**Tips for Effective Online Learning**

For an online class, students can really enjoy the benefits of learning at your own pace and in whatever environment that you choose. Below are some tips for effective online learning:

*Check the D2L course website regularly.* Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the News Tool, sign up for text message alerts, or subscribe to your posts within the Discussion Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.

*Work closely with your instructor.* If you have any questions, please contact me immediately. The best way to contact me if via email.

*Begin your work early.* If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never wait until the last minute to begin an assignment! You'll have no turnaround time if you need help or something happens.

**What is Plagiarism?**

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism. Cooperation and exchange of ideas with other students are encouraged; however, you are responsible for your own work. It is OK to talk with someone about ways to approach an assignment or discussing a particular problem that you are having. It is NOT OK to take someone else's assignment and modifying it or examining someone's solution in detail.

If you have questions on how to cite your work, please contact me immediately! For more information, please refer to the "Plagiarism Policy" under the Policies section of this syllabus.

**Home and Lab Assignments and Discussions**All Assignments should be submitted to D2L at <https://kennesaw.view.usg.edu/>. If for some reason you have not been able to submit assignment by deadline (due to unavoidable circumstance such as downtime of D2L website system, power failure, etc.), then you have 24 hours to submit your work with no penalty (quizzes cannot be submitted later). No reports will be accepted after that.

**Attendance Policy**

There is no in-class attendance, but students are required to access to D2L course each week to confirm their attendance. If you fail to log into at least one during a week or fail to complete course activities within a two-week period at any time during the semester, the instructor will consider your lack of activity as an indication of your intention not to continue in the course. Failure to participate without officially withdrawing from the course will result in a grade of F. Be sure to submit all assigned work on time. If you are not able to participate in assigned activities online, contact your instructor immediately.

**Email Communication and Announcements**

To communicate with you through e-mail I will use D2L e-mail and I will try my best to answer your email in 24-48 hours (exception when I am out of town for attending conference). You must periodically check news section of D2L course web page, D2L account, and KSU e-mail account for messages to ensure that messages can be received timely. Be sure that your mailbox is not full. Any changes of dates and announcements will be publicized on news notice board and/or email.

**Instructor turn-around time on student submitted materials/assessments:**

You submitted materials will be evaluated within 7 days of submission. In most cases, you will know your grade immediately upon completion of an assessment item such as quiz. I will post your grade for specific items in D2L gradebook and notify you on any error/correction in a timely manner. Please also check announcement frequently for any updates.

## Course Policies

### CRITICAL POLICIES:

1. **LATE WORK WILL NOT BE ACCEPTED**
2. **DO NOT EMAIL ANY ASSIGNMENT TO THE INSTRUCTOR**
3. **ALL ASSIGNMENTS MUST BE UPLOADED TO D2L, IF D2L WON'T ACCEPT THE ASSIGNMENT, NEITHER WILL THE INSTRUCTOR**
4. **DO NOT USE KSU EMAIL, ONLY D2L EMAIL, WHEN EMAILING THE INSTRUCTOR**
5. **POST CLASS QUESTIONS TO D2L DISCUSSION BOARDS, ONLY EMAIL PERSONAL OR CONFIDENTIAL QUESTIONS TO THE INSTRUCTOR**

Violations of these Critical Policies MAY negatively affect your overall course grade. Read and follow them carefully!

### Other Course Policies:

#### Resources:

* [KSU Center for InfoSec Education Resource Page](http://infosec.kennesaw.edu/resources.html)
* [The Computer Security Resource Center at the National Institute of Standards and Technology](http://www.csrc.nist.gov/)
* [The SANS Institute](http://www.sans.org) (System and Network Security), [Information Security Magazine](http://www.infosecuritymag.com/)
* [Carnegie Mellon SEI CERT/CC](http://www.cert.org) at http://www.cert.org
* [ACM Special Interest Group on Security, Audit and Control](http://www.acm.org/sigsac/)

**Accessibility Compliance Statements:** Where available, ADA policies are provided.  Where not specified or available, I will gladly work with the Department of Student Disability Services to provide reasonable accommodation for students with documented issues

* [University System of Georgia: Higher Education, the American s with Disabilities Act and Section 508](http://www.usg.edu/siteinfo/higher_education_the_americans_with_disabilities_act_and_section_508).
* [USG Web Accessibility](http://www.usg.edu/siteinfo/accessibility)
* [KSU Accessibility Policy](http://accessibility.kennesaw.edu/)
* [Microsoft accessibility Statement](https://www.microsoft.com/en-us/accessibility/accessibility-conformance-reports) (including Office)
* [Desire 2 Learn Accessibility Statement](https://www.d2l.com/accessibility/) (D2L):
* [Kaltura](https://corp.kaltura.com/products/core-platform/video-accessibility) (a.k.a. MediaSpace - KSU's video server platform
* [Adobe Acrobat Accessibility Statement](http://www.adobe.com/accessibility.html) (PDF Reader)
* Accessibility Policies for Clearwater have been requested and will be added once available.

Privacy Compliance Statements: Where available, privacy policies are provided.  Where not specified or available, I will gladly work with the student and appropriate university agency to ensure appropriate protections.

* [USG Web Privacy Policy](http://www.usg.edu/siteinfo/web_privacy_policy)
* [Microsoft Privacy Policy](https://privacy.microsoft.com/en-us/privacystatement)
* [Desire 2 Learn Privacy Policy](https://www.d2l.com/legal/privacy/)
* Kaltura Privacy Policy (a.k.a. MediaSpace - KSU's video server platform): https://corp.kaltura.com/privacy-policy
* Adobe Acrobat (PDF Reader): http://www.adobe.com/privacy.html Compliance Shield: https://informationshield.com/privacy-policy
* Clearwater Compliance: https://clearwatercompliance.com/privacy-policy/

Additional supplemental resources will be provided by the instructor.

## Schedule:

Refer to the Schedule in D2L for the course calendar and assignment key dates.

### Online Learning:

Student attending this class should realize the nature of the course they are enrolled in. This is a completely online class. There will be NO face-to-face interactions expected of between the students and the instructor. Students are always encouraged to interact with the instructor via discussion posts for topics of interest to the entire class or email for items that are personal or confidential. Students will also interact with each other virtually, through online discussions in D2L, and through assignments. In order to ensure the student does not fall behind it is STRONGLY encouraged that students keep to the schedule suggested in this syllabus in the Schedule section below. Some classes have periodic reporting requirements, while others do not. If this class does not, the student should make a concerted effort to maintain currency and not wait until the last minute to complete assignments. Every reasonable effort is being made to facilitate quality learning in this online format.

In the absence of face-to-face direct interaction, Student - Instructor interaction will be enhanced by a number of mechanisms:

* Students are listening to recorded lectures by the instructor.
* Students can listen to recorded course introductions by the instructor
* Students can listen to a recorded self-introduction by the instructor - under Course Overview and Introductions - About Dr. Whitman.
* Students should post actual photos of themselves into D2L (not avatar photos) to allow facial recognition of peers and by faculty members.
* Students and the instructor will interact by email as needed - feel free to email - I will respond as quickly as possible - typically next business day, sometime within a few hours.
* The instructor will interact with students in discussion postings as needed as student post questions or concerns, the instructor will respond and interact as appropriate.
* The instructor will grade assignment inserting written comments as appropriate.
* If (and only if) the instructor is unable to answer student questions by email, students may schedule physical appointments. However, this should only be done when other communications fail to resolve the student's issue. Pleading one's case in public does not improve the chances the instructor will change his mind on an issue.
* Student to Student interaction is highly encouraged and will be accomplished through the discussion postings, email, and ad-hoc chat interactions.
* Students should post general class questions in the appropriate discussion area of D2L, and only email personal/confidential questions to the instructor.

KSU has a variety of support services to facilitate student learning and engagement.  These resources will include descriptions of student services and resources, including how learners can use them to succeed and how learners can obtain them:

* [Student Success Services department](http://studentsuccess.kennesaw.edu/)
* [Department of Student Engagement](http://studentengagement.kennesaw.edu/)
* [Department of Student Life](http://studentlife.kennesaw.edu/)
* [Writing center](http://writingcenter.kennesaw.edu/)
* [KSU Library](http://library.kennesaw.edu/)
* [Distance Learning Center](http://distancelearning.kennesaw.edu/a%3e)
* [UITS Student Training](http://uits.kennesaw.edu/support/training.php) (OwlTrain)
* [College Undergraduate Advising Services](http://coles.kennesaw.edu/programs/undergraduate/academic-advising.php)
* [Graduate University Student Services](http://graduate.kennesaw.edu/students/)
* [Undergraduate Student Government](http://sga.kennesaw.edu/)
* [Graduate Student Association](http://graduate.kennesaw.edu/students/gsa.php)

Technology Expectations: Students enrolled in this class are expected to have a highly functional level of technology literacy. You are after all enrolled in a technology course. Students should be able to upload, download, and modify files, including office documents, spreadsheets, PDFs, and presentation technologies as presented in this class. You may be expected to create a computer-based presentation (slides plus your recorded voice) during this course. While free software is suggested, you may use alternate applications. You are expected to become VERY familiar with Desire2Learn (D2L), especially the posting on and reading the discussion forums, and uploading assignments.

Technology support for KSU systems including D2L is available by emailing [studenthelpdesk@kennesaw.edu](mailto:studenthelpdesk@kennesaw.edu) or calling 770-499-3555. Please do not email D2L problems to your instructor. There are periods of scheduled maintenance for this system, as well as the possibility of periodic 'unscheduled outages'. It is up to the student to plan their schedules to provide sufficient time to deal with these outages.

The preferred mode of communications with the instructor is via discussion postings in D2L for all topics suitable for public discussion (anything you would typically feel comfortable raising your hand and asking in a physical class) and email for personal or confidential issues. While other email access may be available, only emails from your kennesaw.edu accounts, with the course number in the subject are guaranteed responses. The instructor will endeavor to respond to email questions within 2 business days, sooner if at all possible.

### Minimum Technology Requirements:

In order to complete this course, the student must have access to the following technologies:

* A computing device - desktop, laptop, tablet or smart phone capable of:
  + accessing Internet-based content
  + displaying recorded video
  + playing recorded audio - with speakers or headphones
  + recording audio - with microphone or headset
  + capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
* Internet access of sufficient speed to download/display recorded lectures
* Free or trial software capable of creating slide + audio presentations
* Standard office productivity applications similar to MS Word, Excel & PowerPoint, and Adobe Reader
* A printer (for printing course calendar, etc.)

### Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards.

Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member - resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

***Students caught violating the KSU policy on Academic Integrity in this courses will be subject to the following:***

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation.  if the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a default admission of guilt of any alleged violations, and the case referred to SCAI for a hearing.

***For a first offense (in this course) a 0 (zero) on the assignment in question, and up to an "F" for the course, at the discretion of the instructor.  
For a second offence (in this course) an “F” will be assigned for the course, at the discretion of the instructor.  
All documented Academic Integrity violations WILL BE reported to the KSU Student Conduct and Academic Integrity Office for filing.***

Students accepting the informal resolution MUST remain in the course for the duration of the term. Students charged with SCAI violations who subsequently drop the course will automatically be referred to the SCAI office, without further discussion, even if the student has accepted the informal resolution.   Any student referred to the SCAI office for formal review will be subject to SCAI hearings and possibly a mandatory 1-semester suspension on 1st offense or 1-year suspension on 2nd offense.

All assignments, exams, projects, papers, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source. At all times, students are expected to comply with the department's accepted citation practice and policy. The University and its faculty are committed to maintaining high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as the TurnItIn module in D2L) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, or remediation.

***In accordance with KSU Policy:***

“Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).”

This request MUST be in writing (KSU email is acceptable).  This also includes work performed in a previous semester for the same course (e.g. retake of an IS/ISA class).

See the complete [SCAI policy](https://web.kennesaw.edu/scai/content/ksu-student-code-conduct), from which this information was copied and/or adapted.

### Interaction Expectations and Response Requirements:

Students are expected to monitor the class discussion forums as the primary means of communication with the instructor.  It is expected that students will visit these forums at least twice weekly, and more frequently in the summer. It is highly recommended for students to configure their D2L sessions to notify them by email when a new message is posted.  This is accomplished by forwarding D2L mail to an external (preferably KSU) email address, and "subscribing" to the entire forum (use the pull down menu beside the forum title).

It is strongly encouraged that students engage their peers through the forums and through direct email.  Increased student-to-student interaction has been shown to enhance learning.  As per the course policies, students are expected to post questions of a non-personal/confidential nature on the D2L forum site, and email the instructor with personal/confidential questions as needed. The instructor strongly encourages students to ask questions when faced with challenges, but only after the student has attempted to resolve the issue on their own.  See the D2L News posting on "Method behind my Madness" for additional information on the expectation of problem solving and critical thinking of students in academic work.  The instructor WILL answer your questions to the best of their ability, but EXPECTS that you will have made a reasonable effort to find the answer on your own, before contacting them.

Students are expected to respond to emails sent to their KSU email accounts within 2 business days, the same response standard students should expect when emailing the instructor.

The instructor is expected to grade and respond to exams within 1 week, and other assignments within 2 weeks, excluding holidays.

See the section on SCAI for communications requirements when a SCAI violation is suspected.

### End of Term Instructor Assessment:

At the end of the term, students will receive an email inviting you to complete a survey of your perception of the online learning experience. This survey is anonymous and students are strongly encouraged to complete it.  The instructor will post a notice in the discussion area when the survey is available.

### Diversity and Disability Statement:

All courses offered by the Information Systems department will adhere to the KSU policy that prohibits discrimination on the basis of race, religion, color, sex, age, disability, national origin, or sexual orientation.

NOTE: IF YOU HAVE AN ADA ISSUE THAT RESULTS IN DIFFICULTY IN VIEWING OR LISTENING TO MATERIAL IN THIS COURSE, PLEASE NOTIFY YOUR INSTRUCTOR IMMEDIATELY. ALTERNATE DELIVERY MECHANISMS CAN BE ARRANGED IF COORDINATED THROUGH THE STUDENT DISABILITY SERVICES OFFICE. Phone: (470) 578-2666 Email:  [sds@kennesaw.edu](mailto:sds@kennesaw.edu).

### Withdrawal Policy:

The last day to withdraw without academic penalty is listed in the schedule of activities. Ceasing to attend class or oral or email notice thereof DOES NOT constitute official withdrawal from the course. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. Students wishing to withdraw after the scheduled change period (add/drop) must obtain and complete a withdrawal form from the Academic Services Department in the Registrar's Office.

### Enrollment Policy:

Only those students who are enrolled in the class may attend lectures, receive assignments, take quizzes and exams, and receive a grade in the class. If a student is administratively withdrawn from this course, they will not be permitted to attend class nor will they receive any grade for the class.

### Email Policy:

The instructor only guarantees replies to emails received from your Kennesaw email account (netid@students.kennesaw.edu). Emails sent from other email domains may not reach the instructor's mailbox. In order to ensure receipt/responses to your email be sure that you communicate with the instructor via your Kennesaw email account or via D2L, and include the course number in the subject.

### Acquiring Final Grades:

The final grades for this course will be posted to the student's permanent record using the KSU OwlExpress System.  Students may acquire their final grades by accessing their account online through Owl Express. All grades reflected are those submitted by the faculty members at the time of posting. Students needing verification of grades or enrollment should request either an official transcript or enrollment verification through the Office of the Registrar.

## Syllabus Modification

***The instructor reserves the right to modify the syllabus or course schedule at any time during the semester, in order to best meet the objectives of the course. Any changes in assignments or due dates will be announced in a posting in the D2L Discussion area.***