3423 Operating System Concepts and Admin   
Fall 2020

## Contact Information

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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 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.