Course Syllabus

Instructor Information

- **Instructor:** John Michael Muraski, PMP, DBA
- **Email:** **muraskij@uwosh.edu**
- **Twitter:** @johnmuraski
- **Availability / Office Hours:** Contact me via e-mail. I will respond within 24 hours (usually within a few minutes) or send an email to set up a mutually convenient time to talk via phone, Google Hangout, or Skype.

Introduction and Course Description

Managing Information Technology is the first in a series of courses you can take to develop your background in the use of technology in business. This course is introductory and therefore will deal with the basics in several areas of information systems and management. If, upon completion of this course, you want to extend your education in this area, you can look into college programs related to management information systems. This course is designed to provide the basic, introductory background knowledge necessary for MBA students to understand information technology—how information systems are identified, initiated, analyzed, designed, developed, and implemented; and how businesses and industries procure, use, and manage such systems. My belief is that we are all technologists.

Required Material

Turban, Volonino, & Wood. Information Technology for Management: On-Demand Strategies for Performance, Growth and Sustainability, 11th ed., Wiley, 2018. ISBN: 978-1-118-89079-0. You do not need any of the online access components.

Announcements

I will use the Announcements section of our course to post a weekly schedule and other related information. Early in the course, I will provide information on how to subscribe so these updates are pushed via email to you. I will NOT send an email with information that is posted in the Announcements section of the course. You can subscribe to notifications if you would like to receive an email. See the **Getting Started** page.

Assessments and Grading

In this course, we will assess your progress toward the learning goals in a variety of ways, including online discussions, individual assignments, as well as final application paper.

Participants are expected to complete individual assignments on the dates given in the course calendar and all of the course units must be completed within the eight week period. Because some of your participation will be done within discussion groups, it is imperative that you complete each units within the given time frame. The course will be most beneficial to you when you have an opportunity to engage in online discussion posts to explore the reading and share your experiences.

Your enrollment in this course requires:

- Access to a computer and internet connection that is capable of accessing D2L.
- Ongoing reading of the course materials.
- A willingness to ask questions of the instructor if you do not understand an assignment.

Grading Policy

The percentage contribution for each assessment component is shown below:

Assessment Components	Percentages	Comments
Weekly Assignments	25%	There are 7 individual assignments. Each will contribute equally to the grade.
Weekly Discussions	25%	There are 8 discussion activities (7 Modules plus the Introduction post). Each will contribute equally to the grade.
Weekly Chapter Quizzes	15%	During the first 6 weeks, you will have a weekly quiz based on the readings. You can take the quiz up to 3 times. Your highest score will be graded. Each quiz will include a random set of questions and include true-false, multiple choice, and fill in the blank.
Reflection Application Paper	15%	This final reflection application paper will have you both reflect on your learning and offer specific application of the course material to your career.
Final Exam	20%	This final exam will allow you to show your knowledge and understanding of the material by providing answers to approximately 10 long-answer questions.
Total	100%	

Your grade for this course will be calculated as a percentage of total points. Rounding will not be used in calculating course grades. The grade scale is:

Percentage	UWEC / Consortium	UW-Oshkosh	UW-LaCrosse	UW-Parkside
93-100%	A	A	A	A
90-92.9%	A-	A-	AB	A-
87-89.9%	B+	B+	AB	B+
83-86.9%	B	B	B	B
80-82.9%	B-	B-	BC	B-
77-79.9%	C+	C+	BC	C+
73-76.9%	C	C	C	C
70-72.9%	C-	C	C	C-
67-69.9%	D+	F	D	F
63-66.9%	D	F	D	F
60-62.9%	D-	F	D	F
0-59.9%	F	F	F	F

Consortium's Excused Absence Policy

An absence will be considered excused or authorized according to the following institutional policies:

1. The student's home campus policy on excused absences will apply.

- **UW – La Crosse**
- **UW – Oshkosh**

- **UW – Parkside**

2. UW MBA Consortium students will follow the **UW – Eau Claire Authorized Absence Policy** .

If your absence falls into the excused absence category, please contact me as soon as possible. I may request that you provide documentation, and I may need time to make alternative assessments available to you.

Late Work Policy

All assessment activities must be completed and submitted by the due date, unless previously arranged with the instructor. Please plan your 7-week schedule appropriately.

Correspondence, Feedback, and Evaluation

- You are expected to complete all assigned activities and reading throughout the course. Assignments should use a formal business letter or business memo format. I don't want academic written papers. These are business-focused assignments.
- The grade book will be used to record all scores. Your instructor will be making notes within the dropbox and/or grade area.
- Casual Correspondence with classmates can be done through the **Hallway Conversations** discussion forum, through email (addresses available on People tab) or within chapter discussion forums.
- Please use the **Ask the Class** discussion form to ask questions about the course, reading, assignments, or other aspects of the course. You will receive an answer from a classmate or the instructor. On the other hand, if you know the solution to another question posted here, please help each other by answering it. In an online class, students can learn a lot by sharing.

Accommodation for Students with Disabilities

In order to ensure that all of our students have equitable access to our online course materials, we strive to meet the guidelines set by Section 508 of the Rehabilitation Act, which requires the public to provide reasonable accommodations to individuals with disabilities when posting web-based materials. Canvas is **compliant with W3C's Web Accessibility Initiative** and with **Section 508** guidelines. Additionally, Canvas was **certified as a substantially conformant LMS** by WebAIM, a third party authority in web accessibility. If you find that course materials are not posted in a format that meets your needs, or you need testing accommodations, please contact Online Course Support at 1-715-836-6020 or email **BIZHelp@uwec.edu**and we will work with you to find a reasonable accommodation.

Online Course Netiquette

The format and intended culture of this course includes considerable conversation and listening to the ideas of others. Our guideline throughout the course will be "Respect". Whether you agree or disagree with what is being said, please treat each other any myself with respect. This respect can be demonstrated through responding to discussions with tact and understanding. Humiliation, swearing and teasing or bullying someone is not appropriate in any class.

Academic Misconduct

Academic dishonesty is not acceptable. The UW-System subscribes to the definitions of academic dishonesty provided by the National Association of Student Personnel Administrators. These include:

- Cheating - Intentionally using or attempting to use unauthorized materials, information or study aids in any academic exercise.
- Fabrication - intentional and unauthorized falsification or invention of any information or citation in academic exercise.
- Plagiarism - intentionally or knowingly representing the words or ideas of another as your own in any academic exercise. Plagiarism is considered a form of theft and at the university is a serious violation. Penalties can range from a lowered grade to expulsion.
- Facilitating academic dishonesty - intentionally or knowingly helping or attempting to help another commit an act of academic fraud.

All quotes and direct references must include citations. Remember to use APA format for citations. See the **OWL website from Purdue** for APA citation guidelines.

Course Calendar

Access the course **Calendar** via the icon on the far left navigation bar. A static copy can also be found by clicking here: **Course Calendar at a Glance**.

Course Summary:

Date	Details	
Mon Sep 9, 2019	**Complete the Code of Conduct**	12am
Wed Sep 11, 2019	**Week 1 Video Introductions**	due by 11:59pm
Sun Sep 15, 2019	**Week 1 Assignment**	due by 11:59pm
	Week 1 Quiz	due by 11:59pm
	Week 1 Video Discussion Follow-Up Posts Due	to do: 11:59pm
Thu Sep 19, 2019	**Week 2 Discussion: Initial Posts**	due by 11:59pm
Sun Sep 22, 2019	**Week 2 Assignment**	due by 11:59pm
	Week 2 Quiz	due by 11:59pm
	Week 2 Discussion Follow-Up Posts Due	to do: 11:59pm
Thu Sep 26, 2019	**Week 3 Discussion: Initial Posts**	due by 11:59pm
	Week 3 Discussion on Cyber Security	to do: 11:59pm
Sun Sep 29, 2019	**Week 3 Assignment**	due by 11:59pm
	Week 3 Quiz	due by 11:59pm
	Week 3 Discussion Follow-Up Posts Due	to do: 11:59pm
Thu Oct 3, 2019	**Week 4 Discussion: Initial Posts**	due by 11:59pm
Fri Oct 4, 2019	**Midterm Course Evaluation**	to do: 11:59pm
Sun Oct 6, 2019	**Start planning for the Final Application Memo**	12am
	Week 4 Quiz	due by 11:59pm
	Week 4 Discussion Follow-Up Posts Due	to do: 11:59pm
	Week 4 Assignment	due by 11:59pm
Mon Oct 7, 2019	**Complete Midterm course evaluation**	11:59pm
Thu Oct 10, 2019	**Week 5 Discussion: Initial Posts**	due by 11:59pm
Sun Oct 13, 2019	**Start planning for the Final Application Memo**	12am
	Week 5 Assignment	due by 11:59pm
	Week 5 Quiz	due by 11:59pm
	Week 5 Discussion Follow-Up Posts Due	to do: 11:59pm
Thu Oct 17, 2019	**Week 6 Discussion: Initial Posts**	due by 11:59pm

Date	Details	
	Week 6 Assignment	due by 11:59pm
Sun Oct 20, 2019	**Week 6 Quiz**	due by 11:59pm
	Week 6 Discussion Follow-Up Posts Due	to do: 11:59pm
Wed Oct 23, 2019	**Week 7 Discussion: Initial Posts**	due by 11:59pm
	Final Application Memo	due by 5pm
Fri Oct 25, 2019	**Final Course Evaluation**	to do: 11:59pm
	Week 7 Discussion Follow-Up Posts Due	to do: 11:59pm
	Final Exam	due by 11:59pm
	FINAL GRADE	