SYLLABUS

LIS 4063/5063 – Information and Communication Technology – Spring 2013
Online Delivered Course

Instructor:
John T. Snead, Assistant Professor
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Phone: 405-325-3921
Email: jsnead@ou.edu
Office Hours: Monday 1-3 p.m., Wednesday 1-4 p.m., and by appointment
Class Web Site: http://learn.ou.edu

I. Course Description: Introduction to the theory and application of information and communication technologies including hardware, software, systems, systems analysis and the nature and functionality of networks; social, technical and organizational influences on the use and users of information technology

II. Course Objectives: On completion of this course students will be able to:
- Outline the history and current developments in information technology, including hardware, software, and Internet-based technologies.
- Outline the fundamentals of computer networks and the Internet.
- Identify functions of and utilize current online information tools.
- Discuss security, privacy, and other social issues inherent in information technology.
- Identify critical issues involved in managing and implementing information systems including technology, human, social, and organizational issues.
- Design and implement information technology solutions in networked environments.

III. Teaching/Learning Methods:
- Online lectures, research, and exploration
- Group/team work, both general discussion and group completed projects
- Individual assignments covering systems analysis, design, and implementation
- All assignments focus on both practical application and analysis of concepts and issues.

IV. Course Evaluation:
- Topic Introduction/lectures - Graduate and Undergraduate Students
  Written Introductions are designed to set the stage for each week's topic and readings. The introductions address aspects of the weekly content and additional resources.
  - When visiting assigned Web sites, students should focus on:
    - Understanding the purpose and nature of the site and its author;
    - Looking for connections to the text, introductions and assignments; and
    - Gathering tools for assignment use and for the future as an information user and professional
- RSS Journal – Graduate and Undergraduate Students
In this course, you will make five journal entries as you explore new information technologies. Each student will subscribe to multiple RSS feeds (see specific assignment) and then create a periodic report on the information you gather.

- **Logistics; Graduate and Undergraduate**
  - The RSS journal instructions will be available on learn.ou.edu in the Content Section. For the first two entries, you will create a response in MSWord, Notepad or Pages/TextEdit (Macintosh) and post in the dropbox for selected weeks.
  - Average completion time = 2 hours
  - Points per iteration = 10
  - Due – **Thursdays by 11:00 p.m.** of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **Group Discussions - Graduate and Undergraduate Students**
  You will have a discussion within your group for selected weeks. Three assignments for this semester will be based upon your group work/discussions (see the content area of D2L for specifics).
  - **Logistics – Graduates and Undergraduates**
    - Each individual in the group will be responsible for making at least 3 discussion board posts, either as responses to other group member’s comments or to add your own ideas. At least 1 post must be made by **noon on Tuesday**. (See specific assignments for additional instructions)
    - Note: As the instructor I monitor the discussions; however, I will rarely contribute unless the group has veered off topic or becomes dysfunctional. The discussion board is a place for you to have a professional exchange of information - to convey your thoughts as well as listen to others. I constantly monitor the discussion board, but as with all professional interactions, the quality of that interaction and of your contribution is determined by you and your colleagues.
  - Average completion time = 2 hours throughout the week.
  - Points per Discussion = 20
  - Due – **Fridays by 11:00 p.m.** of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

- **Weekly Graduate Article Readings Discussion – Graduate Students ONLY**
  - **Logistics:**
    - For selected weeks, you will have discussions on prior week’s reading assignments
    - Average reading completion time = 2-4 hours, will vary based on amount of reading.
    - **Graduate** students read additional articles covering the weekly topic and participate in a discussion with fellow graduate students over the articles.
    - **Logistics –** You will participate throughout the week in a discussion of the articles and must make at least 3 discussion board posts, either as responses to other group member’s comments or to add your own ideas.
You must post an initial comment/article summary by Wednesday at noon. Your other posts are due by Sunday at 11:00 p.m. More specifics in the discussion areas

- Points per discussion = 20
- Due - **Sunday, at 11:00 p.m.** of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

**Weekly Reading Quizzes - Undergraduate Students ONLY**

- **Logistics:**
  - Each week you will have reading assignments to complete
  - Average reading completion time = 2-4 hours, will vary based on amount of reading.
  - For selected weeks, you will have a brief quiz - 15 to 25 questions – covering the readings for that week. These quizzes are open book and are designed to help you identify some of the important information in the weekly readings.
  - **Logistics** - Quizzes will be available at learn.ou.edu. You may take each quiz a total of 3 times and your grade will be determined by the score of your best attempt
  - Average completion time for quiz = 2 hours
  - Points per Quiz = 30
  - Due – by **Saturday at 11:00 p.m.** of the week assigned unless otherwise specified (see weekly schedules in the course content area of learn.ou.edu).

**Course Assignments - Graduate and Undergraduate Students**

Throughout the semester, there will be multiple assignments to complete –

- Some will be group assignments structured around the discussion board in preparation for completing individual assignments (below)
- 4 will be individual assignments (Hardware/Software analysis, Database creation, Website/HTML, Request for Proposal)
- Points – Individual assignments = 50 points for the HW/SW analysis, 150 points for Database and Website/HTML assignments, and 100 points for the request for proposal assignment.
- See specific assignment guidelines in the course content area for logistics

**Graduate Research Paper:**

Each graduate student will be responsible for a formal, documented paper (1200-1400 words plus references – Chicago author/date style) exploring a significant issue or problem in information technology use and/or implementation. Each student will select and research a topic from an organizational application perspective (how could this technology or management approach help your organization). The paper will address the following questions at a minimum:

- What is the technology?
- What are the alternatives, or other options?
- Who are the developers/leaders, who are the main players in this field?
- When will the technology mature?
- What is the future of the technology or topic?
How might your organization use the technology?

How does this technology affect your organization?

Points = 100

V. Grading Criteria: For each assignment, you will be graded based on your fulfillment of that assignment, as well as your critical thinking and additional perspectives and information you bring to the assignment. In general:

- **A: exceeded** expectations, assignment work above what is required, **superior** effort, organization, presentation, and critical thinking/assimilation of information into overall course goals
- **B: met all expectations** as specified for the assignment in a **professional** manner, exhibits some additional effort and critical thinking
- **C: met minimum** assignment requirements, simply completing all of the steps w/out additional critical thinking and assimilation into overall course goals
- **D: did not meet** minimum requirements but shows **evidence** of being able to complete the assignment
- **F: did not meet** minimum requirements for the assignment.

### Grade Distribution Undergraduates

<table>
<thead>
<tr>
<th>Item</th>
<th>Points</th>
<th>Iterations</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>RSS Journal</td>
<td>10</td>
<td>5</td>
<td>50</td>
</tr>
<tr>
<td>Reading Quiz</td>
<td>30</td>
<td>10</td>
<td>300</td>
</tr>
<tr>
<td>Group Discussions</td>
<td>20</td>
<td>10</td>
<td>200</td>
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<tr>
<td><strong>Individual Assignments:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>- HW/SW</td>
<td>50</td>
<td>1</td>
<td>50</td>
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<tr>
<td>- Database creation</td>
<td>150</td>
<td>1</td>
<td>150</td>
</tr>
<tr>
<td>- Website/HTML</td>
<td>150</td>
<td>1</td>
<td>150</td>
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<tr>
<td>- Request for proposal</td>
<td>100</td>
<td>1</td>
<td>100</td>
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<tr>
<td><strong>Class Total</strong></td>
<td></td>
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<td><strong>1000</strong></td>
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### Grade Distribution Graduates:

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<thead>
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<th>Item</th>
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<tbody>
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<td>RSS Journal</td>
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<td>5</td>
<td>50</td>
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<tr>
<td>Group Discussions</td>
<td>20</td>
<td>10</td>
<td>200</td>
</tr>
<tr>
<td>Article Discussions</td>
<td>20</td>
<td>10</td>
<td>200</td>
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<td><strong>Individual Assignments:</strong></td>
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<td>- HW/SW</td>
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<td>- Request for proposal</td>
<td>100</td>
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<td>100</td>
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<tr>
<td>Graduate Research Paper</td>
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<tr>
<td><strong>Class Total</strong></td>
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<td><strong>1000</strong></td>
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VI. Late Assignments: Will NOT be accepted after one week late w/out prior approval of the instructor. All late work is subject to a 5% reduction of the grade per day the work is late.

VII. Syllabus Changes – this syllabus is subject to change. Any changes will be posted in the News section and/or the general discussion area of learn.ou.edu.

VIII. Weekly Topics,

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Topics</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Jan 14 - 19</td>
<td>Introduction</td>
</tr>
<tr>
<td>2</td>
<td>Jan 20 - 26</td>
<td>History of Computing</td>
</tr>
<tr>
<td>3</td>
<td>Jan 27 – Feb 2</td>
<td>Computer Hardware</td>
</tr>
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<td>4</td>
<td>Feb 3 – 9</td>
<td>Computer Software</td>
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<tr>
<td>5</td>
<td>Feb 10 - 16</td>
<td>Data as a resource, creation and use</td>
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<td>6</td>
<td>Feb 17 – 23</td>
<td>Data Storage and Retrieval</td>
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<tr>
<td>7</td>
<td>Feb 24 – Mar 2</td>
<td>Database Design</td>
</tr>
<tr>
<td>8</td>
<td>Mar 3 – 9</td>
<td>Network Basics</td>
</tr>
<tr>
<td>9</td>
<td>Mar 10 - 16</td>
<td>Internet – History, Technology, and Structure</td>
</tr>
<tr>
<td>10</td>
<td>Mar 17-23</td>
<td>SPRING BREAK</td>
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<tr>
<td>11</td>
<td>Mar 24 - 30</td>
<td>Immerging Web-based Technologies</td>
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<td>12</td>
<td>Mar 31 – Apr 6</td>
<td>Website Creation</td>
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<tr>
<td>13</td>
<td>Apr 7 – 13</td>
<td>Information Systems Analysis and Design</td>
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<tr>
<td>14</td>
<td>Apr 14 – 20</td>
<td>Information Systems Implementation</td>
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<tr>
<td>15</td>
<td>Apr 21 – 27</td>
<td>Social Issues in IT</td>
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<tr>
<td>16</td>
<td>Apr 28 – May 4</td>
<td>IT Theory and Implementation</td>
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<tr>
<td>17</td>
<td>May 5 - 11</td>
<td>Finals Week</td>
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IX. RELATED POLICIES

- **Style Manual**
  The required style manual is the Chicago Manual of Style, 15th Ed. Papers must be double-spaced with the first line of each paragraph indented. A standard 12-point font must be used. Margins must be one inch on all sides. Pages must be numbered consecutively. Resources used in preparing the paper must be appropriately, accurately, and completely attributed. Assignments that do not adequately conform to the principles of style stated in the course syllabus will be returned for correction and will be docked one letter grade.

- **Attendance - University Policy 4.19.1 Class Attendance - Students**
  "Students are responsible for the content of courses in which they are enrolled. Specific policy concerning attendance requirements and announced and unannounced examinations is the responsibility of the individual instructor. Students have a responsibility to inform faculty prior to absences whenever possible. Faculty should make every effort to find a reasonable accommodation for students who miss class as a result of participation in Provost-approved University-sponsored activities or legally required activities such as emergency military service. Students missing class on account of jury duty must receive such an accommodation.

  When absences seriously affect a student's class work, the instructor will report this fact to the Admissions and Records Office, where the information will be directed to the dean concerned."

  Students are expected to complete all scheduled activities, including participating in group work. All late work must be pre-approved by the instructor.

- **Grades of Incomplete (I)**
  The University has strict conditions under which a student is given an incomplete in a regularly scheduled, letter-graded course. A grade of Incomplete (I) will be given only for a justifiable reason (due to unavoidable circumstances, not lack of planning on the student’s part) and only if the student is passing the course. Incompletes are designed for students who cannot complete the LAST 10% to 30% of the required assignments, generally only the final exam or a last written assignment.

  It is the responsibility of the student to request a grade of Incomplete (I) and to meet with the instructor as early as possible to determine and document the requirements for completing the course. Prior to requesting an Incomplete (I), students are urged to consult with their academic advisors.

  Any incomplete granted must be removed by the deadline specified by the instructor. The time limit set for removal of an incomplete will take into account the circumstances of the situation but cannot exceed one (1) calendar year.
Check the current OU Academic Calendar for Spring 06, available at http://www.ou.edu/admrec/spring2006calendar.htm, for deadlines for dropping/withdrawing from classes.

- **Academic Calendar.**
  The University academic calendar is available at http://www.ou.edu/enrollment/home/academic_calendar.html

- **Academic Integrity:** (the following statement is extracted from http://www.ou.edu/provost/integrity -- all students are encouraged to review the OU policy and to discuss any issues or questions with me)

  Academic integrity means honesty and responsibility in scholarship. Professors have to obey rules of honest scholarship, and so do students. Here are the basic assumptions about academic work at the University of Oklahoma:
  1. Students attend OU in order to learn and grow.
  2. Academic assignments exist for the sake of this goal.
  3. Grades exist to show how fully the goal is attained.
  4. Thus, all work and all grades should result from the student's own effort to learn and grow. Academic work completed any other way is pointless, and grades obtained any other way are fraudulent.

  Academic integrity means understanding and respecting these basic truths, without which no university can exist. Academic misconduct -- "cheating" – is not just "against the rules." It violates the assumptions at the heart of all learning. It destroys the mutual trust and respect that should exist between student and professor. Finally, it is unfair to students who earn their grades honestly.

- **Students with Disabilities**

  *Excerpt from University Policy 5.4 Reasonable Accommodation Policy*

  "Any student in this course who has a disability that may prevent him or her from fully demonstrating his or her abilities should contact me personally as soon as possible so we can discuss accommodations necessary to ensure full participation and facilitate your educational opportunities."

**Disclaimer**

This syllabus represents the plan for this course and will be followed to the extent that it is feasible to do so in meeting the instructional goals of the course and the needs of the class. However, it is not and should not be interpreted as a contract between the student and the instructor. If necessary, due either to unforeseen circumstances or to unanticipated variations in class progress, it may be changed or adjusted as needed.