CGS3853

Web Systems for Information Technology

CRN 91971, Section #001, 3 Credit Hours

Bellini College of Artificial Intelligence, Cybersecurity, and Computing

COURSE SYLLABUS
Last Updated: 8/24/2025

Semester: Fall 2025
Dates: 08/25/25- 12/11/25
Delivery method: CL – Face-to-face class
Location: CHE103
Instructor: Alessio Gaspar
Instructor Preferred Contact: Canvas Inbox
Instructor Website: Visit on external site - Instructor Website
Virtual Office Hours: Microsoft Teams, schedule on "Syllabus" Canvas section

Minimum Technical Skills & Requirements:

In order to take courses at USF, you will need to be able to demonstrate proficiency at basic computer skills, maintain reliable internet access, and meet the computer system requirements listed at:
https://www.usf.edu/it/remote/requirements-for-students.aspx

See the Course Policies: Technology & Media section of the syllabus below for more detailed information about specific technology requirements for this course.

I. **Welcome Message & How to Succeed in This Course**
I thought I would start the syllabus with something that should benefit many students. The following advice is based on the most common hindrances that previous fellow students have had to overcome to succeed. Feel free to drop me a Canvas message and meet to discuss how you're doing in the course. I'll always be glad to help you out with the non-technical stuff too, i.e., how to organize your learning strategy so as to be most efficient.
- A 3-credit course (over 16 weeks) at USF involves about 12 hours of work a week total (including lectures) for the average student. This study / practice time is part of the course, do not underestimate its importance in understanding the study material introduced during the lectures.
- Work on this course **several times over the week**, not just a bunch of hours in one shot

- **Practice hands-on**, a lot! Web programming is a skill, not just knowledge that may be memorized.
- **Do not feel bad for making mistakes during practice**. The point is for you to make them during practice, so you don't make them at the exams ☺
- Web programming is an iterative refinement process, making mistakes is part of it**, as long as you learn from your mistakes**. In other words, do not simply "get it to work" without understanding what you did wrong
- Ask **as many questions as you need** to improve your skills and knowledge, talk to your instructor early and often.

I hope all of you enjoy learning about Web Systems, it is an incredibly creative and dynamic part of computing that has a ubiquitous presence in our technology landscape. Welcome to Web Systems for Information Technology!

II. New Resources Available:

Counseling Center Embedded Hours Syllabus
The USF Counseling Center offers clinical services that are free, confidential, and available to all currently registered USF undergraduate and graduate students. For Bellini College of Artificial Intelligence, Cybersecurity, and Computing students, starting with the Fall 2024 semester, we are also offering individual counseling onsite BY APPOINTMENT ONLY on Wednesdays and Thursdays from 2-5pm at COE (Engineering Building II, Room ENB 201 (2nd Floor). View our website to complete new client forms, then call to make an appointment. Students can make an appointment at COE with embedded clinician, Michelle Morton LMHC, by calling the Counseling Center at 813-974-2831 during business hours (8am-5pm).

Success Coach
Stacey Sepulveda is the Academic Advisor/ Student Success Coach in the Bellini College of Artificial Intelligence, Cybersecurity, and Computing. As a success coach, she assists students with resolving issues and creating action plans to achieve their ultimate academic and career goals. Her success coaching model focuses on using a holistic approach that helps students learn how to maintain a healthy school/life balance. Success coaching sessions/topics can include:
- Connecting students with university resources.
- Discussing and addressing barriers or concerns.
- Creating realistic and timely goals.
- Learning better time management and study habits.

Ways to schedule an appointment with your success coach.
Email: sepulvedas@usf.edu
Teams: Stacey Sepulveda
Phone: 1 813-396-2883
Office: ENB 367

III. Prime Directive
Anything not explicitly allowed by the instructor in writing (announcement, Canvas message, forum post, syllabus, or slides) is implicitly forbidden.

IV. **University Course Description**
Examines how web sites are developed. Focus on client-side and server-side scripting including HTML, JavaScript, and CSS. A substantial project requiring the design and implementation of an online web site is required.

V. **Course Prerequisites**
CEN3722 – Human Computer Interfaces for IT

VI. **Instructor Contact Information and Communication**
To ensure a prompt response to your queries, make sure to only use Canvas messages (not emails, Microsoft Teams messages, or phone) to contact your instructor and teaching assistants.
If you don't hear back within 24 business hours, please re-send your Canvas message, or post a mention that you did not receive a response yet in the appropriate Canvas forum.

VII. **Instructor Office Hours**
- The instructor office hours will be **held online.** Details will be posted in the "syllabus" page of our course's Canvas site.
- They will be held online using Microsoft Teams.
- The office hours are "walk-in" and we work on problems encountered by all students in the room in parallel. One on one meetings are also possible, make sure to specify your preference in the canvas message.

VIII. **Teaching Assistant Office Hours**
- In addition to the instructor office hours, our TAs will also hold office hours every week. **The schedule and details will also be posted in the "Syllabus" section of our course's Canvas site.**
- These sessions are an opportunity for you to
  1. work on any of the practice with help from our TAs
  2. ask for details on any feedback they left on one of your grades

IX. **First Week Attendance Policy**
First day attendance will be taken using a **First Week Quiz**. The latter will be available on the Canvas site for this offering **until the Friday of the first week at 1pm**. By then, you will have to have not only taken it to completion, but also achieved 100% of the available points for this quiz. Failure to do so will result in you being marked "absent" on the first day attendance Canvas tool.

Important Remarks:
- The quiz only features questions which are meant to allow you to certify that you complied with all requirements for the first week. Therefore, **achieving 100% score is easy** if you start working early in the week.
- You can **take this quiz multiple times**, unlike the other graded quizzes we will be using this semester. So, you might take it, learn from your mistakes; take it again until you score the required 100% on it. Make sure you do this before the deadline

- You may verify whether you got this quiz right by looking at its gradebook entry and make sure you got all the available points
- If you decide to drop from the offering, you still need to work with the registrar on ensuring you are properly dropped. Simply not taking the quiz or scoring less than 100% of the available points does not wave other required procedures for you to drop.

X. **Student Learning Outcomes**
On successful completion of this course, you will be able to;
1. Describe the structure of the World Wide Web as interconnected hypertext documents.
2. Describe the importance of the HTTP protocol in web applications.
3. Build a simple website that organizes information effectively.
4. Use presentation technologies such as Cascading Style Sheets in a website.
5. Discuss data entry and validation techniques in client-side vs. server-side programming.
6. Argue for the advantages and disadvantages of development frameworks for web and mobile development.
7. Understand the purpose of the Document Object Model (DOM), and use JavaScript to access and manipulate those objects in a script.
8. Write JavaScript code to respond to user interface events on a web page.

XI. **Required Texts and/or Readings and Course Materials**

- CGS3853: Web Systems for IT (zyBook), ISBN: 979-8-203-06781-4
- zyBook code: USFCGS3853GasparFall2025 (not needed, see below)

Please note that you do not need to buy access to the ZyBook from the USF Bookstore nor from the zyBook website directly. Instead, you must click any zyBooks assignment link in the course's Canvas site and subscribe from there (without having to go to the ZyBook website directly in order to create an account).

XII. **Supplementary (Optional) Texts and Materials**
Unless otherwise indicated, all materials in Canvas are required.

XIII. **Grading Scale**
Grades will be on this scale
(no final rounding up, 69 IS 69 and not 70)

Grading Scale (%)		
90-100	A	4.0
80 - 89	B	3.0
70 - 79	C	2.0
60 - 69	D	1.0

XIV. **Grade Categories and Weights**

Assessment	Percent of Final Grade
ZyBook reading assignments (Including all Participation and Challenge Activities) and ZyLabs	20%
Course Project(s)	15%
Intermediary Exams (IEs)	45%
Final Exam	20%
Total Points Available	**100%**

XV. **Types of Assignments & Descriptions**
With anything that is graded in this course, any questions may only be addressed to your instructor by Canvas message, or when meeting with him.
- All material you submit for a grade will be assumed to be personal work only. If it is not, you will be penalized for cheating. See academic honesty policies for details.
- ***Please note that non-graded assignments are not optional if you intend to develop the skills necessary to pass this course.***

Course Project(s)
One or more comprehensive course project will be assigned over the course of the semester. It will entail writing a complete web application or web pages from scratch, using the software, tools, and techniques studied in the course. Details will be provided as part of the lecture sessions, along with exact deadlines and expectations. This work must be personal work only and reflect your skills only. Use of artificial intelligence tools, or help from others is prohibited. If you need help, contact the TA or instructor only.

ZyBook Reading Assignments & Zylabs
These will be assigned on your electronic textbook. You will not be allowed to submit work that you complete after the deadline for a grade, but the ZyBook will allow you to still complete it late and receive automated feedback (but no points).
Unlike Exams (see below), you are encouraged to work with the TAs, instructor, other students via Canvas Forums or study groups, on the Reading Activities and ZyLabs. Exchanging solutions is not allowed but discussing problems, bugs, and strategies to solve the different ZyBook exercises is encouraged.

Please note that you must access all ZyBook and ZyLabs activities using the links posted on Canvas. If you access them differently, you will not receive credit for your work.

Intermediary Exams (IEs)
We will have regular Intermediary Exams. Each of them will be open book, taken on your laptop via Canvas, time-limited, on campus (room to be announced closer to deadline), and proctored both physically and using online proctoring software.

Final Exam

We will also have a final exam that will be similar to the intermediary exams but with the following differences:

- All final exams are to be scheduled on campus in accordance with the University's final examination policy.
- The exact date of the final exam is available since the first day of class in the "Exam Matrix" accessible from the course's Canvas site.
- The exact location of the final exam on campus will be specified as we get closer to the deadline.
- The duration of USF final exams is standardized to 2 hours.
- Please note that the day and time will most likely differ from those of our regular class meetings.

Other Considerations about all exams (both Intermediary and Final):

- If you fail to upload the correct required files to answer a specific question and find yourself unable to re-upload the correct file, you should immediately attach the needed files to a Canvas message address to your instructor AND all TAs. You should also immediately notify the proctor in the room of the issue. Waiting to do so will be considered as an attempt to gain an unfair advantage (extra time) over your classmates and result in your submission not being graded.
- Any question about any aspect of any of the exams (Intermediary or Final) may only be addressed to your instructor by Canvas message, or when meeting with him.
- All material that you submit as part of any type of any exam will be assumed to be personal work only. If it is not, you will be penalized for cheating. See academic honesty policies for details. This also means that use of any search engine, communication with humans, or use of an artificial intelligence technology to gain help during an exam, is considered cheating and will be dealt with accordingly.
- During the exams, you will be only allowed to use your digital textbook, the PDF of the lecture slides, along with the software used in the course to develop web applications and web pages.
- The use of any electronic device, other than your personal laptop, is prohibited during exams (no cell phones, no tablets, no secondary computer, no external secondary monitor either...).
- Make sure that you bring a laptop that works with all the required software, is able to connect to the USF wireless network, has a fully charged battery when you start any exam, and that its battery will last at least 2.5 hours from the time of the start of the exam.
- If you show up late at any exam, you will still have to turn it in at the same time as everybody else (no extra time granted)
- Starting to take any of the exams means that you acknowledge being physically and mentally willing and able to take it. In other terms, you cannot get granted a make-up exam because you were sick, after you already tried to take the exam.
- Makeup exams will not be granted to anyone, barring real emergencies that are properly and officially documented, that were unexpected and beyond your control. The instructor will be sole judge of what constitutes a real emergency.
- If you encounter a technical problem during any of the exams, immediately notify the instructor or proctor who will verify the problem and let you know how to proceed next.
- Any complaint or request for clarification about any of the exams' grade must be submitted within 48 hours of the release of the grade in the Canvas gradebook. It must be submitted in

writing via a canvas message addressed to the instructor and providing the detailed reasons for the complaint or request.
- Bathroom breaks are not allowed during exams, take your precautions beforehand.

Other Considerations about Proctoring:

Intermediary Exams and the Final Exam will be taken on your personal laptop, using Canvas and the software introduced during the course. However, they will all be held on campus (room and time to be announced closer to the deadline). As such, your usage of your laptop will be proctored using online proctoring software while you will also be physically proctored in the classroom where you take the exam.

Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that students must ensure that any recordings do not invade any third party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Setup information will be provided prior to taking the proctored exam. For additional information about online proctoring, you can visit the online proctoring student FAQ.
http://www.usf.edu/innovative-education/resources/student-services/online-proctoring.aspx

To use Honorlock students are required to download and install the *Honorlock Google Chrome extension*. For additional information please visit the *USF online proctoring student FAQ* and *Honorlock student resources*."

Please refer to the full USF Policy on online proctoring for all details.

The specific online proctoring settings used in this course will require you to:
- Own a webcam and microphone compatible with the proctoring software – you will have an opportunity to test things using a non-graded exam in Canvas before the first real exam
- Be ready, at the beginning of each exam, to show to your webcam a valid ID, i.e., either driver license or USF Student ID
- Access Canvas using the Google Chrome web browser which is the only one compatible with the plugin that you will have to install to work along with the proctoring software.
- Work on a single monitor; disconnect any secondary monitor
- Do not communicate with anyone, physically or online, while taking the exam.
- Sound, video, network traffic and screen activities will be monitored in order to flag any suspicious behavior.
- Do not use any web resource besides the ones explicitly authorized in writing by your instructor or use any search engine or similar technology (e.g., Artificial Intelligence Tool, chatGPT…).
- Do not use any electronic device besides your laptop (e.g., no cell phones, no tablets, no secondary computer…).
- If the proctoring logs of the software are incomplete, therefore indicating that the student was not properly proctored during a portion of the exam, the student may be assigned a 0 for the exam. This applies no matter how short the interruption of proctoring is.

- In case of interruption of proctoring, the student must stop using their laptop and immediately call one of the proctors to inform them of the situation.
- There may not be any make-up available to students in such situations, except if it can be established that the interruption is due to a documentable technical issue falling under USF responsibility.

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All students must review the syllabus and the requirements including the online terms and video testing requirements to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

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Extra Points
- Extra points are *not* available.

XVI. Instructor Feedback Policy & Grade Dissemination

Feedback and grade on quizzes and intermediary exams will be available within a week of the last deadline of the quiz.

Canvas messages and Canvas Forums posts will be answered within 24 business hours. Do not use emails, Microsoft Teams messages, or Phone Calls to contact the instructor or TA. Grades and feedback will be communicated via the Canvas gradebook. *You can access your scores at any time using "Grades" in Canvas.*

XVII. Course Schedule

The following is a **VERY tentative** timeline; it will most likely be heavily modified during the semester, but an effort will be made to not alter the dates of the exams (Intermediary & Final). Refer to the course's Canvas syllabus page for actual dates and deadlines used this semester. *Please note that non-graded assignments are not optional if you intend to pass this course.*

Week	Day	Topic	Corresponding ZyBook Chapter	ZyBook Chapter Assignments Due on Monday	Exams
#1	M	Welcome, syllabus, history	1		
	W	Introduction to HTML, CSS, & JavaScript	1		
#2	M	Labor Day Holiday, no class or office hours, campus closed	2	1	
	W	HTML tags, lists, tables, images, links	2		
#3	MW	More HTML: Forms, widgets, multimedia	3	2	
#4	M	Review Q&A Session (as time permits)	1 to 3	3	
	W	Intermediary Exam #1	1 to 3		IE1

#5	MW	Basic CSS: Selectors, properties, box model	4		
#6	MW	Advanced CSS: Special effects, animation, page layout, forms	5	4	
#7	MW	Mobile Web Development: Mobile development tools; Bootstrap	6	5	
#8	M	Review Q&A Session (as time permits)	1 to 6	6	IE2
	W	Intermediary Exam #2	1 to 6		
#9	MW	Web Accessibility Tools	7		
#10	MW	Basic JavaScript: Conditions, loops, functions, arrays, objects	8	7	
#11	MW	JavaScript Events: DOM, events	9	8	
#12	M	Review Q&A Session (as time permits)	1 to 9	9	
	W	Intermediary Exam #3	1 to 9		IE3
#13	MW	More JavaScript: Form validation, timers	10		
#14	MW	Advanced JavaScript: Using APIs, web storage, async and await, canvas drawing	11	10 due on Monday 11 due on Friday (reading week)	
#15	MW	Reading Week, Final Exam Preparation	1 to 11		
#16	TBD	Final Exam, Time and Location TBD			

XVIII. **Important Dates to Remember**

All the dates and assignments are tentative and can be changed at the discretion of the professor. For important USF dates, see the Academic Calendar at
http://www.usf.edu/registrar/calendars/

XIX. **Standard University Policies**

While advisors, directors, department chairs and administration are available to assist students in meeting academic regulations, policies and procedures, it is ultimately the student's responsibility to be acquainted with all academic regulations, policies and procedures, and to meet all requirements.

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be

accessed on the [USF Core Syllabus Policy Statements page](https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx) at https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx.
We provide, in the remainder of the policy sections, additional notes supplementing the above resources. The other sections of this syllabus also supplement these resources with additional instructor- and course-specifics policies.

XX. Student Code of Conduct

The University of South Florida values a community based on the principles of integrity, civility, and respect. As such, the USFP community expects students to behave in a manner that supports these principles. The Student Code of Conduct is a document which describes behavior that is counteractive to these principles and how the university will hold students accountable to those inappropriate behaviors.

XXI. Validation of Medical Excuses

It is solely the responsibility of the student to obtain a 'verification of care' **letter** from their medical provider. Even if such a letter is provided, it is at the discretion of the instructor as to whether they will excuse an absence. For more information, see:
https://www.usf.edu/student-affairs/student-health-services/services/medical-excuse.aspx

Please note that the procedure for documenting medical excuses has changed. The faculty no longer review doctors' notes or other medical documentation. Instead, you must contact USF Student Health Services and have them review your documentation in order to issue a verification of care letter that you will then submit to your faculty.
Details below:

*Students should not attend class if they are ill, particularly if they have fever and/or gastrointestinal symptoms and/or respiratory symptoms such as a sneezing, runny nose, sore throat or coughing. Students experiencing any of these symptoms should contact immediately the Student Health Services (813-974-2331) on the Sarasota-Mantatee and Tampa campus or the Wellness Center (727-873-4422) on the St. Petersburg campus for appropriate medical guidance and to obtain a verification of care **letter** (not just a verification of care **form**). Students may turn to other health providers as well. To be approved for missed classes, late assignments or missed examinations a verification of care letter must be presented by the student to the faculty member upon return to class.*

Example of an acceptable verification of care letter:
"<Full Name> is excused from class due to medical reasons from <DATE> to <DATE>"

Example of an inacceptable verification of care letter:
"<Full Name> was seen on <DATE> at <Health Provider>"

XXII. Course Policies: Grades

Grading Criteria and Policies

- All inquiries about graded assignments or exams must be submitted to the instructor via canvas messages no later than 48 hours after the corresponding grade has been released on Canvas. This includes requests regarding grading mistakes.
- No late assignments will be accepted. You are responsible for attempting your submissions ahead of time enough to allow you to seek help should a technical issue occur.
- No credit nor make-up for missed exams, quizzes, or assignments
- Serious situations will be considered as exceptions to the above only with justifications (e.g., police, medical reports, etc.) which will be investigated.
- There will be no "pre-grading" nor "proof-reading" of work you are expected to submit later as part of a graded learning activity. You will have opportunities to get feedback on practice assignments.
- If there is a conflict with my final examination and another course exam you have, please let me know as soon as possible so that we can schedule a make-up exam for you.

Academic Dishonesty
For full details, please refer to USF regulation 3.027 on ethics and academic integrity policies:
https://www.usf.edu/undergrad/students/ethics-integrity.aspx
https://www.usf.edu/graduate-studies/students/academic-integrity-of-students/
- You are expected to work independently on **all** graded activities. **Every** graded work is required to be personal work only. Using material authored by others (e.g., found on the web, other students, knowledgeable friends, generated by artificial intelligence tools…) or seeking other peoples' advice besides the instructor is considered cheating.
- **Any question about graded assignments or exams can be only asked to your instructor or the teaching assistants.**
- Any form of cheating or plagiarism will be sanctioned by a 'FF' grade for all party involved.
- Being unable to explain any aspect of the material you submitted to be graded as your own work will be considered the result of cheating and will be sanctioned the same way.
- The instructor reserves every right to use any possible mean to assert if a given student cheated or not. This may include, but is not limited to, (automatic) comparisons to other sources, questioning student(s), etc.
- All work submitted must be original work of the student. Cheating will result in up to an "FF" for the course. Students that submit code that matches that of another student will be asked to explain how this occurred and validate the work submitted. Failure to explain and validate this work (or dishonesty) will result in a '0' for that assignment. Similarly, code that is generated by Artificial Intelligence and not the result of individual work will be considered plagiarism. A repeat offender will receive an "FF" in the course. Any student who is caught cheating or engaging in plagiarism on any assessment, Midterm or Final Exam will receive an "FF" for the course instantly.

Grades of "Incomplete"

The current university policy concerning incomplete grades will be followed in this course. An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students have already completed most of the graded work in the courses, have obtained a passing grade on that work, and are unable to complete course requirements due to illness or other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed two semesters for undergraduate courses and one semester for graduate courses from the original date grades were due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

Grading Errors

Errors in grading are considered errors when the student is able to provide irrefutable evidence that his or her solution is [1] working in the context expected by the course and [2] in line with the requirements.
- Subjective considerations will not be taken into consideration nor will errors from the student in interpreting the requirements. Being able to interpret instructions correctly is an ability which is also measured as part of a learner or an IT Professional's evaluation.
- Errors in grading must be reported in detail to the instructor, by email within 48 hours. However, the instructor's subsequent decision on the matter will be final. Further communications on that issue will be ignored. Grading is *not* a negotiation, any more than your future boss' judgment of your work's quality is.

Gradebook Usage
- Students are expected to monitor their gradebook daily.
- Students are expected to read the feedback on every grade as they are released. Questions regarding any grade must be sent to your instructor via Canvas message within 48 hours of their release in order to be taken into consideration.

XXIII. **Course Policies: Technology and Media**

The following are not suggestions but **requirements** which you need to meet by the time you certify meeting them in our first week quiz.
- Failure to meeting the requirements, or certifying that you meet them in the first week quiz, will result in you being marked as "absent" for first day attendance purposes
- If at any point during the semester, the instructor establishes that you failed to meet these requirements and did not disclose it or drop the course, you will be asked to drop the course without further support.
- You are responsible to ensure you meet all these requirements – see technical support below for available resources

Technical Support:
If you encounter technology-related problems, immediately contact the USF IT helpdesk by browsing to https://itchat.usf.edu/. Alternatively, you may open a ticket by emailing help@usf.edu but the above is generally a faster way to obtain support.

Laptop Requirements
You must own a laptop to work in this course;
- It must allow you to access the USF Tampa Campus wireless network
- It must run a recent version of Windows and the complete Microsoft suite of office software.
- It must have a battery capacity allowing you to take a two hours long exam on campus without having to plug in
- It must allow you to run efficiently the course software that you will be required to install and test during the first week; refer to instructor announcements and other material made available to you during the first week.
- In order to be able to take proctored examinations, you will also need a webcam and microphone
- In order to be able to engage in online live sessions, you will also be required to use a microphone and headset

Internet Access
In order to participate in this course, you will also need the following.
- Reliable internet connection preventing you from being dropped during online activities, and receive zero points for them if they are graded
- Fast internet connection allowing you to meet your instructor, teaching assistants, or other students using web conferencing
- Internet browser and plugins necessary to run web conferencing, Canvas, and other software used in this course

Software Requirements
This course will be using specific software tailored to the needs of this offering
- Details on where to download the software and how to install it will be provided during the first week
- Usage of this specific software in the course is mandatory for all course activities. A grade of 0 will be assigned to any submission developed using another environment
- You must ensure that your software is working properly by the end of the first week or drop this offering
- The instructor is *not* responsible for adapting the software to the specifics of your personal computer. Requests to do so will be ignored and won't constitute a substitute to the above

USF NetID & USF Email

You must have a USF Student ID in order to sign up for your USF NetID that is required for access to the Learning Management System.

E-mail: Every enrolled USF student receives an official USF e-mail account that ends with "@usf.edu." Every official USF correspondence to students is sent to that account. Students should go to the USF Information Technology website for "New User" information at http://www.it.usf.edu

Technical Issues
Technology is not 100% reliable. Do not wait the last minute to submit and take assignments. Make sure you schedule your work to be able to recover from last minute technical difficulties. Failing to do so puts the responsibility in your camp, not the instructor's, not the LMS team's, not the "internet".
- Make sure you verify the contents of the files you're about to upload for an assignment BEFORE to upload them.
- Make sure that you know how to submit assignment via the LMS before to take this offering.
- You will not be granted extra delays to resubmit if you encounter a technical problem which cannot be documented, e.g.
  - ISP "phantom" outage / Mysterious PC failure / Lost emails
  - "I submitted it in Canvas but you didn't get it"

It is therefore recommended that you submit early and carefully. Emails should be used only for personal inquiries, and you should follow up if you do not get a response within 24 business hours. Backup your files at home and, if you have to do any work online, do not wait to do it at the last minute during unfavorable weather.

Canvas
- Students are expected to already know how to use the Learning Management System deployed at USF before to enroll in this offering.
- If you are unsure as to what this entails, contact immediately the USF help desk at help@usf.edu to receive training.
- Last minute technical issues due to a lack of preparedness won't constitute a valid excuse.

XXIV. **Course Policies: Student Expectations**

Course Hero / Chegg Policy
The USF Policy on Academic Integrity specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and CourseHero.com – any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

End of Semester Student Evaluations

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

Netiquette Guidelines
1. Act professionally in the way you communicate. Treat your instructors and peers with respect. Respect other people's ideas and be constructive when disagreeing.
2. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
3. Proofread and check spelling before sending a Canvas message or posting to a discussion board. This will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
5. Be clear with your message. Avoid using sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

Email and Discussion Board Guidelines
- Use your USF official email address to send emails (remember that canvas messages are the preferred communication method though)
- Make sure you refer the offering you are enrolled in along with the context of your question, e.g. "I am taking COP3515 IT Program Design, and I have problems with quiz 302-Q, question #4". Messages which fail to provide this information might take much longer before they are processed
- Be polite and respectful to your interlocutor at all times, regardless of their rank, e.g. student, TA, tutor, instructor…
- Insults, sarcasm, excessive punctuation marks / uppercase letters, or other violations of netiquette will not be tolerated. Students sending such messages will be subject to USF policies on Academic Disruption and reported to the office of student conduct.
- At the very minimum, the student will be added to the instructor's spam filter and removed from the course's Canvas site thus preventing him or her from further disrupting the teaching process.

Other Student Expectations
- Staying registered beyond the first week implies acceptance of this syllabus' terms.
- Anything not explicitly authorized in writing by the instructor, i.e., syllabus / announcements / emails / instructions, is considered disruptive or unethical behavior from students. If in doubt, you are expected to email your instructor to verify the appropriateness of a given behavior prior to engage in it.

- If a given communication from your instructor contradicts another, it is your responsibility to contact your instructor to verify which policy is appropriate.
- Please make sure that you turn off your cellular phone during scheduled class meetings and do not use your computer for non-course related purposes when engaged in live online sessions.
- Any recording, and distribution thereof, of lectures or communications with TAs and instructor is prohibited.

XXV. **Learning Support and Campus Offices**

Academic Accommodations
Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.
SAS website for the Tampa and Sarasota-Manatee campuses.
SAS website for the St. Pete campus.

Academic Support Services
The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the Office of Student Success website.
Office of Student Success website for the Tampa campus.
Office of Student Success website for the St. Pete campus.
Office of Student Success website for the Sarasota-Manatee campus.

Canvas Technical Support
If you have technical difficulties in Canvas, you can find access to the Canvas guides and video resources in the "Canvas Help" page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing help@usf.edu.
IT website for the Tampa campus.
IT website for the St. Pete campus.
IT website for the Sarasota-Manatee campus.

Center for Victim Advocacy
The Center for Victim Advocacy empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.
Center for Victim Advocacy website for the Tampa campus.
Center for Victim Advocacy website for the St. Pete campus.
Center for Victim Advocacy website for the Sarasota-Manatee campus.

Counseling Center

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.
Counseling Center website for the Tampa campus.
Counseling Center website for the St. Pete campus.
Counseling Center website for the Sarasota-Manatee campus.

Writing Studio
The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email writingstudio@usf.edu.
Writing studio website for the Tampa campus.
Writing studio website for the St. Pete campus.
Writing studio website for the Sarasota-Manatee campus.

XXVI. **Advice to Students**

Engage in Learning
- Make sure you use the gradebook to review your grades and feedback on the various items every week so you may monitor your progress.
- Check the course's sites for updates or announcements on a daily basis.
- Do not simply "do the minimum". A learning activity might not be graded, e.g., posting on forums to ask / answer questions, but yet it may be essential to your academic experience.
- Depriving yourself of such opportunity has generally a very negative impact on both grade and quality of the skills you develop during your degree.
- A 3-credit course at USF generally require students to devote 12 hours of work every week during spring and fall semesters.
- Do not wait for the last minute to work on your assignments. The most effective way to work is to have multiple work sessions over the week.
- This allows you to have time to ask questions, and get responses, before deadlines. If you do not give yourself the time to work like so, you might implicitly forfeit any opportunity to actually get help.

Get Help Early and Often
- As a student, it is your responsibility to work on both graded and non-graded assignments / quizzes / exercises regularly with the intent to develop your understanding of the material being taught.
- However, you should also seize opportunities to get help with this task. This offering has many such opportunities readily available to support your learning; meeting with

the instructor, using forums to ask questions, working on non-graded practice assignments with other students…

- Establish, early in the semester, a regular dialog with your instructor and teaching assistants. I am always happy to discuss your experience in the course. Do not hesitate to reach out to me regarding any problems that you might have, e.g., technology, learning activities, difficulties with the material, questions about the BSIT program, how to make the most out of your study time…

XXVII. **Instructor Right to Modify Syllabus**
As the instructor of record for this course, I reserve the right to modify the course syllabus at any time during the semester to address changes needed in content, course resources, assignments, due dates, etc.