

Department of Information Systems
University of Maryland Baltimore County
Baltimore, Maryland 21250
Departmental Office: Room ITE 404 Phone: 410-455-3206

IS 601-01 (10785)

Management Information Systems

Fall 2021

Meets: In-Person: Monday 4:30-7:00 p.m. (EST), Engineering 027
Platform: Blackboard Learn (Original), <http://blackboard.umbc.edu/>
Instructor: Dr. Carlton Crabtree, Adjunct Instructor
Office Hours: [WebEx](#): Monday, 3:00 p.m. – 4:00 p.m.
E-mail: cac1@umbc.edu (best way to reach me)
Textbook: Required: Management Information Systems: Managing the Digital Firm, (16th edition), Laudon, Kenneth and Laudon, Jane, Pearson, 2020. IS 601 participates in the Course Materials Initiative (CMI). An electronic version of the textbook is accessible via the UMBC Blackboard.

Overview

COURSE DESCRIPTION

This course is an introduction to the role of information and information systems in organizations. Characteristics of organizations, e.g., structure, culture, decision making, are analyzed as to how they affect and are affected by information systems development and use. Strategic planning, information architecture design, competitive value, career paths, ethical issues, legal issues, and trends in information technology development and in information management practice are examined for both public and private organizations. Emerging technologies are also assessed for potential strategic value to an organization.

UMBC RETRIEVER READY COVID-19 RESPONSE

The University System of Maryland and UMBC are requiring a COVID-19 vaccination for all students, faculty, and staff who are on a Maryland campus. For UMBC, this includes all UMBC operated property, including but not limited to UMBC's campus, the Columbus Center, the Lions Brothers Building, Choice satellite offices, and bwtech@UMBC North and South. This also includes UMBC students, faculty, and staff at the Universities at Shady Grove. For additional information please visit <https://covid19.umbc.edu/vaccine/>.

IS 601 CLASSROOM SAFETY COVID-19 GUIDELINES

IS 601 has a significant number of newly admitted international graduate students to the United States and UMBC. Based upon guidance provided by the Dean of the College of Engineering and Technology and the Department of Information Systems, the first month of class will be held virtually through the UMBC Blackboard Collaborate so that international students can adhere to safety protocols and be fully vaccinated according to CDC guidelines before in-person lectures begin. See the detailed course schedule. Once in-person lectures begin, all students attending in-person are expected to be fully vaccinated unless otherwise approved by a UMBC [medical or religious exemption](#). Students that have a concern related to COVID exposure can attend the simultaneously broadcast live-online synchronous session. All online and in-person lectures are recorded through Blackboard Collaborate. To access the live-online session select “BB Collaborate link” on the Blackboard. Please do not contact the Instructor to discuss your vaccination status; the Instructor will not ask about your vaccination status. To respect the privacy of individuals, vaccination status is strictly confidential. The Instructor, all students and those in attendance are expected to be responsible members of the UMBC community and to comply with [UMBC health and safety guidelines](#) and [Safe On-Campus Behavior](#). My mask protects you; your mask protects me; our masks protect each other.

The following classroom safety message was provided by the UMBC Office of the Provost: *“UMBC has set clear expectations for masking while on campus that include the requirement that you must wear a face mask that covers your nose and mouth in all classrooms regardless of your vaccination status. This is to protect your health and safety as well as the health and safety of your classmates, instructor, and the university community. Anyone attending class without a mask or wearing one improperly will be asked by the instructor to put on a mask or fix their mask in the appropriate position. Any student that refuses to comply with this directive will be asked to leave the classroom immediately and failure to do so will result in the instructor requesting the assistance of the University Police. Students who refuse to wear masks may be referred to Student Conduct and Community Standards and may face disciplinary action for violations of the Code of Student Conduct, specifically, Rule 2: Behavior Which Jeopardizes the Health or Safety of Self or Others and Rule 16: Failure to Comply with the Request of a University Official. UMBC’s on-campus safety protocols, including masking requirements, are subject to change in response to the evolving situation with Covid-19.”*

IS 601 COVID-19 CLASSROOM PROCEDURES

When arriving to the lecture hall please find a seat to maintain at least 3 feet of physical distancing from others. Individuals in the classroom are not permitted to share laptops, equipment, devices or other objects etc. To comply with physical distancing, please do not approach the podium to speak with the Instructor. Instead, we will hold Q&A discussions from where you are seated. This step also practically ensures that all students can benefit from the questions raised. We will always allocate time at the end of lecture for Q&A. If a matter is personal in nature, please contact the Instructor directly via email. Distribution and/or collection of paper exams will be done in a manner that does not require person to person contact.

COURSE FORMAT AND ORGANIZATION

This class adheres the official UMBC academic calendar published by the Office of the Registrar. Instructional methods include traditional lecture and scholarly article review. A significant emphasis of this course is the analysis of theoretical and applied constructs in the IS discipline. Topics are balanced between fundamental concepts, theories, and case studies from industrial practice. Additional literature may be provided to achieve different learning objectives.

COURSE ACADEMIC OBJECTIVES

The primary emphasis of this course is managing information systems to execute corporate strategy and achieve strategic business goals. Students will accomplish the following objectives:

1. Understand how information systems transform business, electronic markets, and why they are essential for managing the operations of a digital firm.
2. Apply information technology to redesign business processes, improve products and services, enhance inter-organizational agility, and utilize metrics for efficiency and effectiveness.
3. Explain the role of information systems to capture and distribute organizational knowledge, enhance managerial decision making, and business intelligence in competitive environments.
4. Identify offensive and defensive cyber security controls for remediating threats internal and external to the organization.
5. Promote individual graduate level achievement through an independent semester-long graduate research project.

ACADEMIC INTEGRITY

Academic integrity is an important value at UMBC. By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. These principles and policies apply in both face-to-face and online classes. Resources for students about academic integrity at UMBC are available at <https://academicconduct.umbc.edu/resources-for-students/>. Review the detailed "Statement of Values for Student Academic Integrity at UMBC" included later in this syllabus.

ACCESSIBILITY AND DISABILITY ACCOMMODATIONS, GUIDANCE AND RESOURCES

Accommodations for students with disabilities are provided for all students with a qualified disability under the Americans with Disabilities Act (ADA & ADAAA) and Section 504 of the Rehabilitation Act who request and are eligible for accommodations. The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that would create equal access for students when barriers to participation exist in University courses, programs, or activities. If you have a documented disability and need to request academic accommodations in your courses, please refer to the SDS website at sds.umbc.edu for registration information and office procedures. If you will be using SDS approved accommodations in this class, please contact me (instructor) to discuss implementation of the accommodations. SDS email: disAbility@umbc.edu. SDS phone: (410) 455-2459

Course Policies

GRADING STANDARDS

UMBC's Graduate Catalog states that, "A, indicates superior achievement; B, good performance; C, adequate performance; D, minimal performance; F, failure." There is specifically no mention of numerical boundaries that determine these final letter grades. These can only be defined at the end of the semester after all scores have been earned (usually using a "curve"). Historical data suggests the following: "A (90-100), indicates superior achievement; B (80-89), good performance; C (70-79), adequate performance; D (60-69), minimal performance; F (59 and below) failure." It is important to understand that final letter grades reflect academic achievement and not effort. Grades will not be rounded and +/- grades are not applicable for IS 601. I will always correct mistakes in grade computation; however, in all other circumstances grades are not negotiable.

EVALUATION METHOD

Each assessment shall be graded in accordance with how well it conforms to criteria specified in this syllabus and on the UMBC blackboard with rubrics.

OFFICE HOURS

For authentication and security reasons, I do not respond to student emails from non-UMBC email addresses. To request an appointment through [WebEx](#) please send me an email briefly stating the purpose of our visit and the time you prefer. It is important to focus our conversation on ideas pertaining to this course during office hours. Please use your UMBC email address when sending correspondence to me. Include "IS 601" in your subject line.

TEXTBOOK & BLACKBOARD

The textbook is required and will be used extensively. This course participates in UMBC's Course Materials Initiative (CMI). The charge for digital access to the textbook is billed through your tuition and fees statement at UMBC. For more information and/or questions about CMI please refer to the CMI Student Handbook on the Blackboard or contact the UMBC Bookstore. It is important to note that your participation in CMI is completely optional; however, this course will follow the edition of the textbook specified in this syllabus which is approved by the Department of Information Systems at UMBC and available on the UMBC Blackboard. The blackboard system will also be used for posting announcements, lecture notes, and distributing assignments. Students should check their email and the Blackboard daily. Scholarly readings beyond the textbook will be posted to in advance.

COMMUNICATIONS

At the beginning of the semester, the Instructor will train the entire class on how to use [Blackboard Collaborate](#), so that if it becomes necessary to communicate online, students will be well-informed. As part of UMBC's response to COVID-19, students are required to be technologically "self-sufficient." The ability to speak using a microphone on your computer is important if you wish to ask a question during lecture. In lieu of a mic, students may communicate through written text or post questions in the "Ask the Professor" discussion forum. Please ensure your microphone is set to mute if you are attending live-online. Use the "raise-hand" feature in BB Collaborate and the Instructor will call upon you.

1. Students may temporarily un-mute their microphone or type questions in the chat interface. For typed questions, the Instructor will read back to the audience the question raised.
2. Although these guidelines are not stated explicitly elsewhere within the online course, they remain in effect for all live online sessions.

COURSE ASSESSMENTS

In this course, each student can earn a maximum of 350 points by completing the required assessments. The final letter grade will be weighted according to distribution of percentages in the table below. All submitted assignments must constitute your own original written material and you may not copy or borrow from coursework or other written submissions. Everything you need to know about assignments is specified in this syllabus and on blackboard with rubrics. There is no extra credit.

Assessments	Points	Percentage Weight
Scholarly Article Reviews	40	15%
Competitive Strategy Assignment	50	15%
Term Research Paper	60	20%
Exam 1	100	25%
Exam 2	100	25%
Total	350	<u>100%</u>

COURSE REGISTRATION & DUE DATES

Students are expected to prioritize their registration in this course according to the current published UMBC academic calendar. All assignments and deliverables must be submitted to the Blackboard by 2:00 p.m. EST on the due dates specified in the course schedule. If the student does not have access to complete the work and/or cannot otherwise complete an assessment due to illness or other personal matters, the grade will be initially entered as a zero (0). An email must be sent directly to the Instructor to initiate an extension request and to establish a formal make-up date. Do not attach a note from a physician, proof, and/or any other personal information. Extensions may or may not be granted at the Instructor's discretion. Please keep in mind that the course schedule will not be adjusted beyond the Office of the Registrar deadlines. Students should review the [University Registrar](#) for further guidance on [policies](#) for incomplete grades; how to request an Incomplete grade, and/or how to withdrawal due to medical reasons. An incomplete grade (I) is not commonly issued but nevertheless can be requested by the student when there is a sufficiently small portion of the curriculum which remains outstanding. Should such circumstances arise the outstanding work shall be determined by the Instructor and at the convenience of the Instructor's schedule.

EXAMS

There are two exams to be held in-person. Exam questions may include true/false, multiple choice, fill-in-the-blank, and/or essay questions. Exam #1 is a mid-term exam. Exam #2 shall only cover a specific portion of course material delivered after the mid-term exam (scope to be announced in advance).

SCOPE OF EXAMS

Questions will be based upon concepts covered in the presentation slides (including annotations, videos, and recordings) and the digital textbook available on the UMBC Blackboard. Refer to the Blackboard for instructions and the chapter(s)/readings covered for each test. Not all material in the textbook is covered; only those specific chapters indicated in the course schedule including content emphasized in lecture is eligible for examination.

ATTENDANCE, WEEKLY AGENDA & STUDENT SUCCESS

IS 601 is a graduate level course. A good rule of thumb is that for every hour of lecture, 3 hours should be spent reading and studying course material. Prior to the add/drop date, each student should carefully evaluate whether staying enrolled is appropriate. Consider dropping this course if you cannot commit to all sessions according to the academic calendar published by the [UMBC Office of the Registrar](#). If you miss a session due to illness, the lecture recording can be accessed on Blackboard. See Course Registration & Due Dates (Page 4).

SCHOLARLY ARTICLE REVIEWS

Some weeks in the course schedule scholarly articles are required to enhance or offer an additional perspective on the textbook chapter readings. Based upon those readings, the Instructor will pose specific questions to be answered. Refer to the blackboard for instructions and the required format of answer responses.

COMPETITIVE STRATEGY ASSIGNMENT

Current events in business and technology offer important evidence to understand competitive strategy. Identify a single article of interest about a company within the last two years from a reputable internet source (e.g. CNET, Wired, Forbes, Fortune, HBR.org, BusinessInsider.com etc.). Write a technical essay addressing the following criteria. It is highly suggested to organize your paper into an outline before beginning this assignment. Refer to the rubric on the Blackboard.

1. State the full APA citation for the article which is the basis for your essay at the top of your paper. Reference the citation style guide posted on the Blackboard to ensure proper formatting. Next, summarize the article in 250 words or less. In addition to presenting an overview of the article, the summary should also clearly state the business problem and/or opportunity faced by the company. Afterwards, visit the organization's website and conduct internet research to answer the following questions.
 - a. Describe the firm's general business environment from the perspective of each of the five components of Porter's competitive forces model. Make sure to clearly define each competitive force and concepts used to support your analysis.
 - b. Discuss examples of company business processes and/or proprietary technologies used that support primary activities according to Porter's value chain.
2. How is the company making an impact in practice? What are your recommendations for how the firm can realize the full potential of their product and/or service technology? Are they making the right decisions to remain competitive? Why or why not?

Style & Content: The essay should be your original work, free of misspellings, and grammatical errors. Avoid first person language (e.g. "I", "We", "Me"), excessive spacing, and bullets. The essay should have a conceptual beginning (introduction), middle (body), and end (conclusion); be logically organized into sections, with section titles and section numbering. The essay should include your interpretations and recommendations which reinforce course material.

Professional Format: Format: PDF submission. Single-spaced 2-3 pages, cover page, table of contents, section titles with numbering, page numbers. In-text citations must be included in the paper for all work that is not your own (e.g. Author, Year) and a final references page which includes all internet sources cited in the proper APA format. Refer to the rubric and APA quick guide on blackboard.

TERM RESEARCH PAPER

In this semester long assignment, graduate students conduct individual research on an information systems topic of interest. The paper should not just be a summary of a technology or an overview of a topic but have a well-developed thesis and build a clear set of arguments from a minimum of 15 scholarly sources. A good mix of references are recommended for this assignment including sources such as: peer-reviewed academic journals, conference proceeding articles, and/or technical white papers available in pdf format available for download from corporate websites. Website references or other Internet sources are not acceptable.

The outcome of this research will be a convincing professional paper based upon evidence from literature, case studies, and real-world industry applications. Each student will submit a proposal for Instructor approval and have significant flexibility to shape the overall scope, style, and direction of the research; however, at minimum the following must be addressed:

1. Introduction (i.e. thesis, arguments and scope of paper)
2. Literature review (e.g. history, related work, origins of research)
3. Technical details (e.g. protocols, standards, algorithms, methodology)
4. Risks, limitations, and strategies/solutions
5. Implications for society and industry
6. Suggested course of action (i.e. what should be done and why)
7. Conclusion
8. Annotated bibliography

Research Milestones: These are formal checkpoints and points may be deducted from the final project grade for not adhering to them. Refer to course schedule. The overall quality of each submission and conformance to deadlines will count towards the final project grade. Milestones allow the Instructor to provide guidance as necessary. Style: See first assignment. Format: PDF submission. The format or template for the term paper should be developed from scratch according to the following criteria. The cover page should include a title which is representative of the research. Single-spaced 8-10 pages, excluding cover page, table of contents, and annotated bibliography in APA format. Minimum of 15 bibliographic references from peer-reviewed academic journals. Arial or Times New Roman 10/12 point font. One-inch margins.

Professional format: cover page, table of contents, section titles with numbering, figure and/or table captions with numbering, page numbers. Do not use graphics unless they are fully explained and directly contribute to the content of the paper. No binders, etc. In-text citations must be included in the paper for all work that is not your own (e.g. Author, Year) and a detailed annotated bibliography. Refer to rubrics on the blackboard.

Course Schedule

The following is the schedule of lecture topics, readings, and due dates. It is unlikely the schedule will be adjusted. All assignments must be submitted to the Blackboard by 2 p.m. on the date they are due. The 2 p.m. deadline is required for advance preparation and so that the Instructor may preview all submitted work before class begins.

Online lectures will be held the following dates: 9/13, 9/20, 9/27 & 10/4.

Date	Topic / Agenda	Reading	Assessment Due
9/13	<u>Online Lecture:</u> Introduction to Management Information Systems (MIS) & Blackboard Collaborate Tutorial	Syllabus	Test on Syllabus
9/20	<u>Online Lecture:</u> "Writing a Graduate Level Research Paper", Information Systems in Business Today & Supply Chain Logistics	Ch. 1 & 9 (SCM)	
9/27	<u>Online Lecture:</u> Information Systems, Organizations & Corporate Strategy	Ch. 3	Term Research Paper Topic Selection Due
10/4	<u>Online Lecture:</u> IT Infrastructure & Cloud Architecture	Ch 5	
10/11	In-Person Lectures Begin: Intellectual Property Protection & Class Discussion	Deloitte White Paper	Article Review Due
10/18	Foundations of Business Intelligence: Databases and Data Warehousing & Exam 1 Review	Ch. 6	Competitive Strategy Assignment Due
10/25	Exam 1		
11/1	Securing Information Systems	Ch. 8	Draft Annotated Bibliography Due
11/8	E-commerce: Digital Markets, Digital Goods	Ch. 9 (CRM) & 10	
11/15	Managing Knowledge	Ch. 11 & Oracle Article	Article Review Due
11/22	Enhancing Decision Making	Ch. 12	
11/29	Building Information Systems & Managing Projects, Part I	Royce	Article Review Due
12/6	Building Information Systems & Managing Projects, Part II	Ch. 13 & 14	Term Research Paper Due
12/13	Exam 2		

Statement of Values for Student Academic Integrity at UMBC

In February 2001, the Faculty Senate affirmed the importance of our values and practices by adopting the Statement of Values for Student Academic Integrity that is placed on most course syllabi:

Academic integrity is an important value at UMBC. By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal.

The purposes of higher education are the learning students and faculty undertake, the knowledge and thinking skills developed, and the enhancement of personal qualities that enable students to be strong contributing members of society. In a competitive world, it is essential that all members of the UMBC community uphold a standard that places integrity of each student's honestly earned achievements above higher grades or easier work dishonestly sought.

All members of the UMBC community are expected to make a commitment to academic honesty in their own actions and with others. Academic misconduct can result in disciplinary action that may include suspension or dismissal. The following are examples of academic misconduct that are not tolerated at UMBC:

- **Cheating:** Using or attempting to use unauthorized material, information, study aids, or another person's work in any academic exercise.
- **Fabrication:** Falsification or invention of any information or citation in an academic exercise.
- **Facilitating academic misconduct:** Helping or attempting to help another student commit an act of academic misconduct.
- **Plagiarism:** Knowingly, or by carelessness or negligence, representing as one's own, in any academic exercise, the intellectual or creative work of someone else.
- **Dishonesty:** Lack of truthfulness or sincerity when interacting with the faculty member regarding an academic exercise

To this end, UMBC undergraduate students also adopted the following Undergraduate Honor Statement as it describes the high standards to which everyone in the community will be held:

I hereby assume the responsibilities of an engaged member in a scholarly and civic community in which academic work and behavior are held to the highest standards of honesty. It is my active participation that affirms these principles and gives them true meaning as well as value in my education. I realize that by committing acts of dishonesty I hurt myself and place an indelible mark on the reputation of UMBC. Therefore, I will not cheat, fabricate materials, plagiarize, or help another to undertake such acts of academic dishonesty, nor will I protect those who engage in acts of academic dishonesty. More information on the topic of Academic Integrity, visit: <https://academicconduct.umbc.edu/>

At a Glance: UMBC Policies and Resources for Students during COVID-19.

Bookmarks

- [UMBC Vision Statement](#)
- [Student Safety](#)
- [Technology: Access, Requirements, Resources, Support](#)
- [COVID-19: Safety Expectations and Guidelines](#)
- [Academic integrity in the Online Instruction Environment](#)
- [Resources to Help you Succeed in Online Courses](#)
- [Enrollment Dates and Deadlines](#)
- [Accessibility and Disability Accommodations, Guidance and Resources](#)
- [Religious Observances](#)
- [Hate, Bias, Discrimination and Harassment](#)
- [Sex and Gender Based Violence, Harassment and Discrimination](#)
- [Pregnancy](#)

UMBC'S VISION STATEMENT

Our UMBC community redefines excellence in higher education through an inclusive culture that connects innovative teaching and learning, research across disciplines, and civic engagement. We will advance knowledge, economic prosperity, and social justice by welcoming and inspiring inquisitive minds from all backgrounds.

STUDENT SAFETY

In response to the COVID-19 pandemic, it is understood that some students who are enrolled in classes that have an in-person component may have or develop COVID-19 related health concerns coming to campus to attend those classes this semester. No student shall be compelled to attend class or attend an assessment if they have COVID-19 related health concerns. However, for students enrolled in courses having a physical presence component who anticipate not being able to attend the in-person class sessions due to COVID-19 related health concerns, it is advisable to provide notice to the course instructor at the beginning of the term so that alternate arrangements can be made. Students enrolled in courses with an in-person component who develop COVID-19 related health concerns during the semester should immediately contact the course instructor to discuss alternative instructional arrangements.

TECHNOLOGY: ACCESS, REQUIREMENTS, RESOURCES, SUPPORT

To help ensure that UMBC students are equipped for academic success, the Division of Information Technology (DoIT) provides a wealth of resources and support, including tips for getting online and minimum specifications to consider when purchasing a computer (doit.umbc.edu/students). UMBC does require all students to be technologically self-sufficient, which entails having a reliable personal computer (preferably a laptop with webcam) and Internet access. Since UMBC requires all students to have a computer and Internet access, financial aid may be used to meet this requirement. To learn more, students should contact their financial aid counselor at financialaid.umbc.edu/contact.

COVID19: SAFETY EXPECTATIONS AND GUIDELINES

Students enrolled in this course are expected to adhere to all UMBC policies, rules, and regulations, including COVID-19 emergency health and safety rules, policies, guidelines, and signage enacted for the UMBC community. For students attending in-person classes, signage, policies, rules, and/or guidelines may include but are not limited to specific requirements for face coverings, physical distancing, and sanitization, in addition to efforts to reduce density efforts that involve reductions in seating and room capacity. Please be aware that UMBC's COVID-19 emergency health and safety rules, regulations, policies, guidelines, and/or signage are subject to change as our public health crisis evolves. Any violation will be subject to disciplinary action and may include but not limited to immediate dismissal from the classroom, removal from the classroom and/or campus, a requirement to work remotely, and/or sanctions and conditions enumerated in the [UMBC Code of Student Conduct](#) that may entail suspension or expulsion from UMBC.

ACADEMIC INTEGRITY IN THE ONLINE INSTRUCTION ENVIRONMENT

Academic integrity is an important value at UMBC. By enrolling in this course, each student assumes the responsibilities of an active participant in UMBC's scholarly community in which everyone's academic work and behavior are held to the highest standards of honesty. Cheating, fabrication, plagiarism, and helping others to commit these acts are all forms of academic dishonesty, and they are wrong. Academic misconduct could result in disciplinary action that may include, but is not limited to, suspension or dismissal. These principles and policies apply in both face-to-face and online classes. Resources for students about academic integrity at UMBC are available at <https://academicconduct.umbc.edu/resources-for-students/>.

RESOURCES TO HELP YOU SUCCEED IN ONLINE COURSES

Many students need additional support to succeed in online courses. Click on the following links for helpful resources:

[UMBC's Academic Success Center \(ASC\)](#) provides a range of resources to support students as they progress toward degree completion. They will continue to offer all of their services online.

The ASC has created a specialized set of [Online Learning Resources](#), including videos and guides to help students succeed while learning online.

In addition, check out the following resources:

- [Academic Success Center Resources](#) include: Online tutoring and writing support, supplemental instruction/peer-assisted study sessions ([SI PASS](#)), placement testing, FYI academic alerts, success courses, academic advocacy, academic policy and academic success meetings.
- [Tutoring and Writing Center Appointments](#) will be online; students can make appointments using this [link](#).
- [SI PASS](#) Supplemental Instruction (SI)/ *Peer Assisted Study Sessions* (PASS). The SI PASS program targets traditionally difficult academic courses, providing regularly scheduled, out-of-class review sessions, happening in Blackboard Collaborate inside your existing Blackboard course.
- [Academic Advocates](#): Advocates work one-on-one with students who need support navigating academic and institutional challenges, no matter how complex the concerns (i.e., personal, academic, or financial).
- [Academic Success Meetings](#) - Schedule a one-to-one virtual meeting with an Academic Success Center Professional who can help you with time management, study skills, and accessing campus resources.

If you have a question, please contact the ASC at academicsuccess@umbc.edu

ENROLLMENT DATES AND DEADLINES

Students must be familiar with the academic policies and enrollment dates and deadlines as published in the [Undergraduate Catalog](#) and the [Academic Calendar](#). They are also responsible for managing their course enrollment(s) accordingly.

ACCESSIBILITY AND DISABILITY ACCOMMODATIONS, GUIDANCE AND RESOURCES

Accommodations for students with disabilities are provided for all students with a qualified disability under the Americans with Disabilities Act (ADA & ADAAA) and Section 504 of the Rehabilitation Act who request and are eligible for accommodations. The Office of Student Disability Services (SDS) is the UMBC department designated to coordinate accommodations that would create equal access for students when barriers to participation exist in University courses, programs, or activities. If you have a documented disability and need to request academic accommodations in your courses, please refer to the SDS website at sds.umbc.edu for registration information and office procedures.

SDS email: disAbility@umbc.edu

SDS phone: (410) 455-2459

If you will be using SDS approved accommodations in this class, please contact me (instructor) to discuss implementation of the accommodations. During remote instruction requirements due to COVID, communication and flexibility will be essential for success.

RELIGIOUS OBSERVANCES & ACCOMMODATIONS

UMBC [Policy](#) provides that students should not be penalized because of observances of their religious beliefs, students shall be given an opportunity, whenever feasible, to make up within a reasonable time any academic assignment that is missed due to individual participation in religious observances. It is the responsibility of the student to inform the instructor of any intended absences for religious observances in advance, and as early as possible. For questions or guidance or to request an accommodation, please contact the [Office of Equity and Inclusion](#) at oei@umbc.edu.

HATE, BIAS, DISCRIMINATION AND HARASSMENT

UMBC values safety, cultural and ethnic diversity, social responsibility, lifelong learning, equity, and civic engagement. Consistent with these principles, [UMBC Policy](#) prohibits discrimination and harassment in its educational programs and activities or with respect to employment terms and conditions based on race, creed, color, religion, sex, gender, pregnancy, ancestry, age, gender identity or expression, national origin, veterans status, marital status, sexual orientation, physical or mental disability, or genetic information. Students (and faculty and staff) who experience discrimination, harassment, hate or bias or who have such matters reported to them should use the [online reporting form](#) to report discrimination, hate or bias incidents; reporting may be *anonymous*.

SEXUAL ASSAULT, SEXUAL HARASSMENT, GENDER BASED VIOLENCE AND DISCRIMINATION

UMBC's [Policy on Sexual Misconduct, Sexual Harassment and Gender Discrimination](#) and Federal Title IX law prohibit discrimination and harassment on the basis of sex in University programs and activities. Any student who is impacted by sexual harassment, sexual assault, domestic violence, dating violence, stalking, sexual exploitation, gender discrimination, pregnancy discrimination, gender-based harassment or retaliation should contact the University's Title IX Coordinator to make a report and/or access support and resources:

Mikhel A. Kushner, Title IX Coordinator (she/her/hers)
410-455-1250 (direct line), kushner@umbc.edu

You can access support and resources even if you do not want to take any further action. You will not be forced to file a formal complaint or police report. Please be aware that the University may take action on its own if essential to protect the safety of the community. If you are interested in or thinking about making a report, please see the [Online Reporting Form](#). Please note that, while University options to respond may be limited, there is an anonymous reporting option via the online form and every effort will be made to address concerns reported anonymously.

Notice that Faculty are Responsible Employees with Mandatory Reporting Obligations:

All faculty members are considered *Responsible Employees*, per [UMBC's Policy on Sexual Misconduct, Sexual Harassment, and Gender Discrimination](#). Faculty are therefore required to report possible violations of the [Policy](#) to the Title IX Coordinator, even if a student discloses something they experienced before attending UMBC. While faculty members want you to be able to share information related to your life experiences through discussion and written work, students should understand that faculty are required to report Sexual Misconduct to the Title IX Coordinator so that the University can inform students of their [rights, resources and support](#). If you need to speak with someone in confidence, who does not have an obligation to report to the Title IX Coordinator, UMBC has a number of [Confidential Resources](#) available to support you:

- The [Counseling Center](#): 410-455-2742 / After-Hours 410-455-3230
- [University Health Services](#): 410-455-2542
- Pastoral Counseling via [Interfaith Center](#): 410-455-3657; interfaith@umbc.edu

Other Resources:

- [Women's Center](#) (for students of all genders): 410-455-2714; womenscenter@umbc.edu.
- [Shady Grove Student Resources](#), [Maryland Resources](#), [National Resources](#).

Child Abuse and Neglect: Please note that Maryland law and [UMBC policy](#) require that I report all disclosures or suspicions of child abuse or neglect to the Department of Social Services and/or the police.

PREGNANCY

UMBC's [Policy on Sexual Misconduct, Sexual Harassment and Gender Discrimination](#) expressly prohibits all forms of Discrimination and Harassment on the basis of sex, including pregnancy. [Resources for pregnant students](#) are available through the University's Office of Equity and Inclusion. Pregnant and parenting students are encouraged to contact the Title IX Coordinator to discuss plans and assure ongoing access to their academic program with respect to a leave of absence or return following leave related to pregnancy, delivery, or the early months of parenting. In addition, students who are pregnant may be entitled to accommodations under the ADA through the [Student Disability Service Office](#), and/or under Title IX through the [Office of Equity and Inclusion](#).

UMBC COUNSELING CENTER

Diminished mental health can interfere with optimal academic performance. UMBC provides cost-free and confidential mental health services through the Counseling Center to help you manage personal challenges that threaten your personal or academic well-being. For more resources get the [Just in Case mental health resources Mobile and Web App](#). The UMBC Counseling Center is in the Student Development & Success Center (between Chesapeake and Susquehanna Halls). Phone: 410-455-2472. Hours: Monday-Friday 8:30am-5:00pm.