A close-up of a logo

AI-generated content may be incorrect.

**CSCI 1100/1150: BUCS Academy Syllabus**

Summer 2025

We, the Using Information Technology leadership, reserve the right to change this syllabus and/or course at any time for any reason.

Welcome to Using Information Technology! Please carefully review this document.

# Course Information

## Course Description

Navigate the digital age confidently and creatively in our course, designed to arm you with essential tech skills to make you an informed and enlightened digital citizen. By the end, you'll know how to participate safely and ethically online, evaluate information sources, create tech solutions for real-world problems, and communicate effectively about digital technologies. Dive into Digital Literacy, Programming, Data Literacy, Cyber Security, and more, including AI and Emerging Technologies, to boost productivity and innovation. This course offers a concise yet thorough exploration of today's digital landscape, preparing you for a future where technology is in constant evolution.

## Learning Outcomes

* Engage securely and responsibly in digital communities, demonstrating an understanding of digital citizenship principles, including ethical behavior, digital rights, privacy, and online safety, along with the ability to navigate and contribute to the digital world ethically and effectively.
* Assess information sources critically for credibility, ethical use, and security risks, using data literacy skills to make informed decisions.
* Design and implement a technology-based solution to solve a real-world problem using appropriate computing principles and other relevant disciplines.
* Communicate effectively on general topics related to computing technology and the digital landscape.
* Apply modern software tools and platforms to streamline workflows, enhance collaboration, and drive innovation in digital solutions.
* Explore and use Artificial Intelligence and other Emerging Technologies to enhance productivity.

## Major Topics

|  |  |
| --- | --- |
| * Digital Literacy * Tech Product Literacy * Introduction to Programming * The Connected World (Networking) * Web Literacy * Data Literacy * Digital Content Creation and Usage * AI and Machine Learning * Cybersecurity and Privacy | **Email with solid fill Email Correspondence**   * ALL email correspondence related to CSCI 1100 to Dr. Dubay at [dubayc@etsu.edu](mailto:dubayc@etsu.edu) * Please include your course section and topic in the subject line. * Subject example: *CSCI-1100 - Data lab question* |

## Class Meetings

July 14 – August 1, 2025; Monday-Friday, 9am – 12pm

## Instructors

|  |  |
| --- | --- |
| **Dr. Chelsie Dubay** | **Director of Instructional Design & Assistant Professor**  Department of Computing College of Business and Technology |

# Course Materials

## Textbooks and Readings

There are no required textbooks for this course. If a textbook is required, we will use free, open-source collaborations to reduce the burden on students. Materials will be provided throughout the semester through D2L.

## Technology Resources

For students on main campus, the department's computer labs have all the hardware and software needed to complete this course successfully. If you need to work on your personal computer, however, please install the necessary applications; they are available for Microsoft Windows and macOS computers. You will also need consistent and reliable access to the Internet.

### Microsoft Office Software Requirement

* **Microsoft Office** is required to complete some labs and may be used throughout the class for writing reflections, processing data, or presenting findings.
  + The **online** and **mobile** app versions of Microsoft Excel, PowerPoint, and Word may not be compatible with some lab activities. Additionally, the versions provided through the App Store on macOS computers may differ from the Office version available for installation through your student account.
  + **Installing Office using your student license**: Visit portal.office.com à Login with your ETSU credentials à Find the installer in the “Install and more” dropdown menu on the top righthand corner.

**Caution**: If you have a pre-installed version of Microsoft Office, it is best practice to *uninstall* it before attempting to install the version provided through your student account. The [ITS Help Desk](https://www.etsu.edu/helpdesk/contact-us.php) can assist.

Other software may be used to support topics. All software will be free and widely available. The software will help with the major topics, giving hands-on tools to complement understanding of each topic.

# Course Expectations

## Expectations from the Instructor

* Be on time and prepared for class.
* Be attentive to students and their questions.
* Be available to answer questions and provide help related to the course.
* Make a genuine effort to help students achieve course objectives.
* Make suitable arrangements if unable to attend class.
* Devote considerable time and effort to the course.

## Expectations from Students

* Be on time and prepared for class.
* Be attentive and participate in class discussions and activities.
* Complete assignments on time.
* Meet the course objectives sincerely.
* Devote considerable time and effort to the course.

## Encouraged Student Behaviors

* Ask appropriate questions when unclear about course content.
* Participate actively in class discussions and activities.
* Understand that peers can also be a source of learning alongside the instructor.

# Course Format and Structure

## Accelerated Summer Format

This is an accelerated, intensive three-week version of CSCI 1100 specifically designed for BUCS Academy participants. Each day combines both lecture and lab components within the 9:30 AM - 12:00 PM timeframe.

## Integrated Lecture/Lab Format

For the BUCS Academy summer session, the lecture (CSCI 1100) and lab (CSCI 1150) components are integrated into one session. This modified format allows for both theoretical instruction and hands-on practice within each class meeting.

## Course Materials

Course materials and assignments will be available through the course website: <https://elearn.etsu.edu>.

# Evaluation Policies

## Personal Learning Labs (performed during class)

Personal learning labs aren't just any assignments; they're unique assignments customized to match what you're studying and what sparks your curiosity. Whether you're diving into how to protect online privacy, creating your own website, understanding the magic behind AI, or exploring how computers talk to each other across the globe, these labs are here to make learning these complex topics easier and more fun. Personal learning labs offer you choices that help you become a pro in navigating the digital world, no matter what your major is. It's all about giving you the tools and space to explore, create, and learn in a way that's tailored just for you.

Each week, you will work on a personal learning lab that corresponds to the previous week’s lecture topic (see course schedule). In working on lab exercises, you can consult your course materials, discuss with a classmate, talk to your instructor/graduate assistant, use the Center for Academic Achievement, or get assistance, however, the end result must reflect your own effort. You should complete all assignments individually and without generative AI unless otherwise specified.

If assistance is received to complete the assignment, credit must be attributed on the deliverable in the following format:

**Resource**: <Person’s name, position> or <Website link>

**Assistance Received**: < A statement of the assistance you received.>

**Individual Contribution**: <What you, as the individual completing the assignment, did with the help received to ensure the integrity of the work submitted>

## In-Class Activities

In-class activities are designed to reinforce the topics we discuss during lecture and lab sessions. These may include games, challenges, collaborative tasks, quick writes, or hands-on digital tasks using tools introduced that day. Most activities will be completed during class time to support immediate practice and feedback. While some elements may vary from session to session, your participation and engagement are key to mastering the material and building confidence with digital tools. Missed activities cannot be made up unless you have an approved absence.

## Exit Tickets

An Exit Ticket is used to summarize or assess the learning and understanding you have at the end of a virtual class meeting and to gauge whether you enjoyed the material.

Your feedback helps the instructors and lab facilitators gauge how well the class understood the material and lets you reflect on your learning to ensure you are on the right track!

**Your lecturer will give you an Exit Ticket during your on-site lecture sessions. Exit tickets cannot be made up and are only available during your on-site lecture session.**

## Digital Citizenship Audit (final project)

Your Digital Citizenship Audit (DCA) will be a culmination of the various literacies you’ve acquired or grown throughout the semester. The project requires you to perform a comprehensive digital citizenship audit on yourself, allowing you to reflect on your ability to participate fully in your communities and to make smart choices online and offline.

The goal is to reflect on and assess your own digital behaviors, practices, and presence using the literacy competencies you’ve acquired throughout the course. This audit will help you gauge your ability to act as enlightened digital citizens and identify areas for improvement.

### DCA Format and Delivery

This assignment's format and delivery can be in any format: written work, a graphical representation, a video presentation, or any other format that you prefer. We require no minimum length, but it is expected that the submissions be thoughtful and thorough.

The following areas should be represented in your audit:

**Part 1: Literacy Evaluations:**

* **Information Literacy**: Evaluate your ability to find, evaluate, and use information online. Provide examples of how you verify the credibility of online sources and avoid misinformation.
* **Communication and Collaboration**: Analyze how you communicate and collaborate in digital spaces. Consider your use of appropriate digital tools, tone, and etiquette in online interactions.
* **Privacy and Security**: Assess your understanding and practices related to digital privacy and security. Discuss how you protect your personal information and manage your digital footprint.
* **Digital Etiquette**: Reflect on your adherence to digital etiquette. How do you ensure respectful and constructive communication in online environments?
* **Critical Thinking and Problem-Solving**: Examine how you apply critical thinking skills to navigate digital challenges. Discuss instances where you've had to solve problems or make decisions in a digital context.
* **Cultural and Social Understanding**: Reflect on your awareness and sensitivity to diverse perspectives and cultures in digital spaces. How do you ensure inclusivity and respect in your digital interactions?

**Part 2: Audit Findings and Reflection:**

* **Strengths**: Identify and discuss areas where you excel as a digital citizen. Provide specific examples that demonstrate your strengths in the competencies outlined above.
* **Areas for Improvement**: Highlight areas where you need to improve. Discuss any gaps or weaknesses in your digital literacy skills and how these might affect your ability to be a responsible digital citizen.
* **Action Plan**: Develop a plan to enhance your digital citizenship. Outline specific steps you will take to address the areas for improvement identified in your audit. Consider setting short-term and long-term goals, as well as strategies to achieve them.

## Final Grade

The final grade in the course is based on the following breakdown:

|  |  |
| --- | --- |
| Item | Overall Grade |
| Personal Learning Labs | 10 pts/each, 25% |
| In-Class Activities | 10 pts/each, 25% |
| Reflections & Exit Tickets | 10 pts/each, 10% |
| Digital Citizenship Audit | 100 pts, 40% |

The course will use the following grading distribution:

|  |  |
| --- | --- |
| Letter Grade | Percentage Range |
| A+ | 97% - 100% |
| A | 93% - 96.99% |
| A- | 90% - 92.99% |
| B+ | 87% - 89.99% |
| B | 83% - 86.99% |
| B- | 80% - 82.99% |
| C+ | 77% - 79.99% |
| C | 73% - 76.99% |
| C- | 70% - 72.99% |
| D+ | 67% - 69.99% |
| D | 63% - 66.99% |
| D- | 60% - 62.99% |
| F | 0% - 59.99% |

All grades will be entered and available in your lab section (CSCI 1150) on D2L. Please **check your grade often** to ensure that you are on track for successful course completion.

# Course Policies

## Attendance and Participation

Attendance is mandatory for all BUCS Academy activities, including this course. As part of the BUCS Academy program requirements, you must attend and be actively engaged in all scheduled events.

Remember, Exit Tickets are only available in class, and lab assignments will be completed during the class sessions. To ensure your success in this course, we recommend the following participation and attendance strategies:

* Attend each class meeting and be an active participant during class.
* Engage in discussions with your classmates and instructors.
* Ask questions, be curious, be positive, be supportive.
* Access each piece of content in the course. Content includes documents we've posted, videos we've posted, links we've shared, and anything else posted to the D2L course website.

Please note that it is tough to catch up in any course once you have fallen behind, especially in this accelerated format. The course materials are essential since they form the foundation of your computing knowledge. Please do everything you can to attend class.

When you do have to be absent, **you are still responsible** for material, assignments, finding out what you missed, making sure that any work due that day gets to the instructor, and getting any assignments or materials handed out during your absence so that you can prepare for the next class.

## Late Work and Make-Up Work

Due to the accelerated nature of this course as part of the BUCS Academy program, all assignments must be submitted on time. However, we recognize that extenuating circumstances may arise. If you face such circumstances, contact us immediately.

**Examples of extenuating circumstances:**

1. **Medical Emergencies or Illness:** This would be deemed an extenuating circumstance if you suffer a severe illness or injury requiring hospitalization or substantial recovery time. For instance, if you are involved in an accident and need surgery, thus overlapping with assignment deadlines, promptly reach out with documentation, like a medical certificate. We will work together to adjust your deadlines accordingly.
2. **Family Emergencies:** Situations such as a close family member's sudden death or severe illness necessitating your immediate attention and presence also qualify. If you must travel unexpectedly due to a family emergency, causing you to miss classes and deadlines, please explain your situation, and we will arrange for extensions on your assignments.
3. **Natural Disasters:** If natural disasters disrupt your ability to complete assignments, this is considered beyond your control. If such disasters affect your living conditions or access to utilities, communicate your circumstances to us. Once things stabilize, we will provide you with the necessary time extension to submit your work.
4. **Unforeseen Mental Health Challenges:** If you encounter significant mental health concerns diagnosed by a professional affecting your academic performance, this, too, is recognized as an extenuating circumstance. Should you find yourself struggling with mental health challenges, please consult with a professional and inform us. We can discuss a modified submission timeline with appropriate documentation and offer additional support where possible. Learn more about the BucsCARE services at <https://www.etsu.edu/bucscare/default.php>.

In all these scenarios, the most crucial steps are to communicate your situation to us early, provide any necessary documentation, and work together to develop a plan that allows you to complete your assignments within a revised timeframe.

Given the compressed format of the course, there will be limited opportunities for make-up work. Please communicate with your instructor promptly if issues arise.

## Email

Your ETSU email is how you communicate with us outside of class and during office hours. **Please allow up to 48 hours for a response.** We will likely respond well before then, but we will always respond within 48 hours. We did not get your email if you do not receive a response within 48 hours. Please let us know. If you have questions about an assignment, send an email. However, **questions sent less than 12 hours before the deadline will not receive a response**. It is your responsibility to make sure assignments are submitted on time. Waiting for us to respond to an email within 48 hours of the assignment's due date will not excuse a late assignment.

Please follow the following guidelines when emailing us to ensure we can respond to you most efficiently:

* Always include an **informative subject line** that includes the course number and section, followed by a brief explanation of the concern, e.g.,
  + CSCI-1100 – Questions About Lab 3 Grade
  + CSCI-1100 – Scheduling Office Hours with You
* If you are emailing regarding needing help on an assignment, do your best to include the following:
  + An explanation of what the problem you are having is.
  + An explanation of what you have tried so far and the outcomes of those trials.
  + Screenshots of the relevant work and/or a copy of your zipped work, noting where the issue is in the work.
* If you are emailing regarding scheduling a meeting with one of the instructors or graduate assistants, do your best to include the following:
  + What would you like to cover during the meeting?
  + Your preference for meeting in person or via Zoom.
  + A list of dates and times you are available for the meeting.
    - Please email a request to meet at least 48 hours before the time you suggest we meet. More than likely, if you email us an hour before the intended meeting time, we won’t be able to figure out the details in time.

## Use of Devices During Class

* Be respectful of your classmates.
* If you use a laptop or other device during class, please use it strictly for classwork, e.g., taking notes or following along with an example.
* If you use your device for something non-class related, especially if it may distract your classmates, e.g., playing a game, please leave the classroom to do so.

**Please be on time and attentive; distracting behavior will require you to leave.**

## Grade Appeals

As a student, it is your right to appeal a grade that you feel is unjust or incorrect. You may appeal an assignment grade or the final grade in the course. In either instance, this appeal should be made in writing to the faculty instructors within 3-weeks of receiving the grade. This appeal should contain the following:

* Written justification for the appeal.
* Any evidence to support the appeal.
* A proposed resolution.

The instructors of the course will meet to discuss the appeal and provide a response within one week. Note that submitting an appeal does not guarantee a grade change. If the result of the appeal is not satisfactory, you can appeal to the department chair.

## Academic Honesty and Misconduct

### Academic Integrity Policy

You are expected to abide by the ETSU Honor Code and act with honor, integrity, and civility. The course instructor has the primary responsibility for the maintenance of academic integrity. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the course instructor. Any form of academic misconduct (plagiarism, cheating, etc.) is subject to disciplinary action. Sanctions for a violation may vary with the severity of the offense. The instructor may reduce a grade up to and including the assignment of an “F” or a zero (“0”) for the exercise/examination or an “F” in the course. If a sanction is imposed, the instructor must begin the academic misconduct procedures and notify the student and the Dean/Designee. Students may appeal a grade assignment associated with a finding of academic misconduct, as distinct from a student disciplinary or grade appeals process, through the University’s Academic Misconduct Procedures. The student will not be subjected to any form of pressure to coerce admission of guilt or information about his/her conduct or that of others.

Detailed information regarding the procedures supporting the academic honesty and honor code policies can be found at <https://www.etsu.edu/policies/student/aca.integrity.misconduct.php>.

### Plagiarism

Plagiarism is the adoption or reproduction of ideas, words, statements, images, or works of another person as one’s own without proper attribution. Henry Campbell Black defines plagiarism as “The act of appropriating the literary composition of another, or parts of passages of his writing, or the ideas or language of the same, and passing them off as the product of one’s own mind” (Black’s Law Dictionary, West Publishing Company, St. Paul, Minnesota, 1968, p. 1308). In other words, plagiarism involves using someone else’s words or ideas without giving proper credit to the original author. Even if one does not copy the words exactly or even if one copies only a tiny part of someone else’s work, one must cite the name of the original author and provide a reference to that person’s work (e.g., title of work, year of publication, and name of publisher) using a format based on the publication manual of a nationally recognized scholarly association, such as the American Psychological Association or the Modern Language Association. These standards apply to print and non-print media, including the Internet. This may include self-plagiarism or the student recycling their previous work for submission in another assignment without the student gaining express written and advanced approval from the instructor to re-use/re-appropriate their work.

### Academic Integrity in This Course

All work **must** be your **own**. This applies to quizzes, exit tickets, lab exercises, and the final project. Although learning from outside sources such as the web is encouraged to understand a topic better, plagiarism is not permitted in this class **and is considered academic misconduct**.

### A.I. Policy

The goal of this course is to grow your own literacies related to computing and technology concepts and topics. Artificial Intelligence will be one of the topics we explore. However, using a generative AI platform to complete your assignments is considered a violation of the honor code. Further, this practice only cheats yourself. **You are capable of completing this work**. We want to encourage you to grow in your competency and familiarity with these topics. You may use various AI platforms as a copilot or tutor, but never submit AI-generated work as your own.

# Other Resources

## Disability Services

It is the policy of ETSU to accommodate students with disabilities, pursuant to federal law, state law and the University’s commitment to equal educational access. Any student with a disability who needs accommodations, for example, arrangements for examinations or seating placement, should inform the instructor at the beginning of the course. Faculty accommodation forms are provided to you through Disability Services in the D.P. Culp Center, Suite 390, telephone 423-439-8346.

Visit the Disability Services webpage for more information at <https://www.etsu.edu/students/ds/>

## Academic Support and Mental Health Services

The BucsCARE website is meant to be a resource for students and student referrals. BucsCARE includes the most referenced offices and campus resources in various categories. This page includes a link to ETSU’s “Need Help ?” site, which comprehensively lists other resources by topic area.

Learn more about the BucsCARE services at <https://www.etsu.edu/bucscare/default.php>.

## Library Resources

The Sherrod Library extends access and services to all currently enrolled ETSU students. These services include traditional library patronage via Research and Instructional Services, Technology, and Content Services.

Learn more about the Sherrod Library by visiting [https://libraries.etsu.edu](https://libraries.etsu.edu/home).

## Lending Technology and Personal Librarian Programs

With many in our region lacking internet services and/or access to a computer, the ETSU Libraries, Dean of Students, Information Technology Services (ITS), and Student Life and Enrollment (SLE) began a collaboration to solve this enormous problem many of our students faced in completing course work and the possibility of dropping out. <https://libraries.etsu.edu/tech/ltp>

## ITS Help Desk

The Information Technology Services (ITS) Help Desk is the best resource for most technical problems. Find answers to common questions on the [Help Desk website](http://www.etsu.edu/helpdesk/), call, email, or stop in to see them on the first floor of the Sherrod Library. (423) 439-4648 [itshelp@etsu.edu](mailto:itshelp@etsu.edu)

## Desire2Learn (D2L) Online Help

The D2L Help Student Home has many answers to D2L-related questions. Additionally, this [link](https://www.etsu.edu/d2l/students/atoz.php) has a knowledge base explaining essential D2L components and their use. If you still have trouble finding what you need, contact the Help Desk.

## Turnitin Plagiarism Detection

Turnitin is a plagiarism detection service available to ETSU students and faculty. This tool compares student-written work against a comprehensive database of other work and various internet sources. Faculty may employ this service for some or all written assignments to help you learn to cite sources accurately and ensure academic integrity. Learn more on the [Turnitin home page](https://www.etsu.edu/helpdesk/teaching/turnitin-plagiarism-detection.php).

## ETSU Technical Resources

Many other technical resources can be found on the [Online Help webpage](https://www.etsu.edu/onlinehelp/student_help/tech_resources.php).

# ETSU Syllabus Attachment



**URL**: <https://www.etsu.edu/curriculum-innovation/syllabusattachment.php>

# Disclaimers

## Syllabus Changes

The instructor reserves the right to make changes to this syllabus as necessary. If changes are necessitated during the course term, the instructor will immediately notify you by email and on the course site, posting both the notification and the nature of the change (s).

## Schedule Changes

The instructor reserves the right to change the course schedule as necessary. If changes are necessitated during the course's term, the instructor will immediately notify you by posting both the notification and the nature of the change(s) on the course site.

# Appendix

## Course Schedule

| **Date** | **Day** | **Topic** | **Lab Assignment** |
| --- | --- | --- | --- |
| **Week 1** |  |  |  |
| July 14 | Monday | Course Intro & Web Literacy | Web Literacy Lab |
| July 15 | Tuesday | Tech Product Literacy | Technology Product Literacy Lab |
| July 16 | Wednesday | IT Tools, Pt 1: MS Word | MS Word Lab |
| July 17 | Thursday | IT Tools, Pt 2: MS Excel | MS Excel Lab |
| July 18 | Friday | Fishbowl & Catch-Up | DCA Additions |
| **Week 2** |  |  |  |
| July 21 | Monday | Digital Literacy | Digital Literacy Lab |
| July 22 | Tuesday | IT Tools, Pt 3: MS PowerPoint | MS PowerPoint Lab |
| July 23 | Wednesday | Data Literacy | Data Literacy Lab |
| July 24 | Thursday | Digital Content Creation | Digital Content Creation Lab |
| July 25 | Friday | Fishbowl & Catch-Up | DCA Additions |
| **Week 3** |  |  |  |
| July 28 | Monday | AI and Machine Learning | AI Literacy Lab |
| July 29 | Tuesday | Introduction to Programming | Intro to Programming Lab |
| July 30 | Wednesday | Cybersecurity and Privacy | Digital Footprint Audit |
| July 31 | Thursday | The Connected World | DCA Additions |
| August 1 | Friday | Digital Citizenship | DCA Final Presentations |

*This schedule is tentative and subject to change based on class progress and needs. Any changes will be announced in class and posted on D2L.*