

CIS 250 Course Syllabus

Instructor	Steve Suehring
Office Location	Virtual Office via Zoom is the primary office location for Spring 2021. My on-campus office is SCI B233 but I will not normally be there due to COVID-19.
Telephone	715-346-4337
Office Hours	See "Office Hours" below for further details.
E-mail	steve.suehring@uwsp.edu
Textbook (Required)	<u>CCNA 200-301 Official Cert Guide, Volume 1</u> by Wendell Odom, ISBN: 0-13-579273-8
	The text should be available from text rental.
Other Material (Recommended)	It is strongly recommended that you backup all of your work to a flash drive or other appropriate medium. All material should fit in well under 1GB.

Course Information

CIS 250 is a largely self-paced online course that enables the student to learn about networking, with a specific focus on creation of enterprise networks using routers, switches, and other devices.

Learning Objectives

- Examine core concepts in designing and managing a network infrastructure.
- Configure and administer network equipment.
- Gain experience with network equipment and/or simulation tools.

Office Hours:

Student Government has requested that UWSP faculty create traditional scheduled office hours rather than flexible/by appointment. Office hours are as follows:

Monday and Tuesday 8a-9a (By Appointment)
Monday and Tuesday 9a-10a

Appointments should be made by contacting the instructor via email at the address noted above. Depending on the nature of the appointment, the meeting may occur via telephone, videoconference, or another mutually agreeable form of communication.

Canvas will contain a page with the URL for normal office hours, as it may change throughout the semester.

Communication with the Instructor:

Email is the official means of communicating. You should not use messaging in Canvas or any other form of electronic messaging for communication with the instructor because these will not be checked on a regular basis, if at all. Emails are generally responded to quickly. However, due to the requested mode for office hours, emails sent outside of the scheduled office hours may be delayed.

Assignments, Due Dates, and Late Assignments

There will be regular assignments, labs, quizzes, exams, and other points-based material throughout the course. Coursework will be posted on the course web site.

Coursework, if eligible to be submitted late, will typically receive a 50% points reduction if received up to 36 hours after its due date. Coursework submitted beyond 36 hours after the due date is not eligible for points. Additionally, certain coursework will have a strict due date after which late submissions are not accepted.

Do not rely solely on the "Coming Up"/"Upcoming" due date in Canvas. Due to the limitations of the platform, due dates shown by Canvas may not reflect the actual assignment due date. For example, the due date in Canvas may only be for a portion of the assignment or may reflect other circumstances. The assignment itself will contain the official due date but if you have questions, please ask.

Remember: The Due Date is merely the last time when the work can be submitted. You can submit your completed work any time after it has been assigned.

In all cases, true emergencies do happen that can prevent you from completing your work on time. Please contact the instructor as soon as possible to discuss any available options.

Grading (Approximate Weights)

Quizzes and Exams: 35%

Assignments, Labs, Presentations, Peer Review, etc.: 65%

Grading Scale

Final grades are determined according to the following scale and I reserve the right to lower the grading scale (it may require less than 93% to earn an A, for example).

A 100.00% - 93.00%	A- 92.99% - 90.00%	
B+ 89.99% - 87.00%	B 86.99% - 83.00%	B- 82.99% - 80.00%
C+ 79.99% - 77.00%	C 76.99% - 73.00%	C- 72.99% - 70.00%
D+ 69.99% - 67.00%	D 66.99% - 63.00%	D- 62.99% - 60.00%
F Less than 60.00%		

Attendance

Your continued and timely submission of coursework is considered attending. If you begin to miss due dates for coursework and have not made prior arrangements with the instructor, you may be considered as non-attending.

Academic Standards

The University of Wisconsin – Stevens Point is an academic community of individuals committed to the pursuit of learning, the acquisition of knowledge, and the education of all who seek it. This course expects that all work turned in for a grade is your own, or that of your group. A description of your rights and responsibilities as a member of the UWSP community along with accompanying procedures can be found at <https://www.uwsp.edu/dos/Pages/default.aspx>

Face Coverings:

- At all UW-Stevens Point campus locations, the wearing of face coverings is mandatory in all buildings, including classrooms, laboratories, studios, and other instructional spaces. Any student with a condition that impacts their use of a face covering should contact the [Disability and Assistive Technology Center](#) to discuss accommodations in classes. Please note that unless everyone is wearing a face covering, in-person classes cannot take place. This is university policy and not up to the discretion of individual instructors. Failure to adhere to this requirement could result in formal withdrawal from the course.

Other Guidance:

- Please monitor your own health each day using [this screening tool](#). If you are not feeling well or believe you have been exposed to COVID-19, do not come to class; email your instructor and contact Student Health Service (715-346-4646).
 - As with any type of absence, students are expected to communicate their need to be absent and complete the course requirements as outlined in the syllabus.
- Maintain a minimum of 6 feet of physical distance from others whenever possible.
- Do not congregate in groups before or after class; stagger your arrival and departure from the classroom, lab, or meeting room.
- Wash your hands or use appropriate hand sanitizer regularly and avoid touching your face.
- Please maintain these same healthy practices outside the classroom.