

**Syllabus for CIS150-01**  
**Fundamentals of Information Systems**  
**Spring Semester 2010**

**Instructor:**           **Prof. Steve Kendra**                           Executive-in-Residence  
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**Class Sessions:**    Tue and Thu    4:00pm - 5:15pm    CoB 003 (classroom) / DA 304 (computer lab)  
Reference the **Course Schedule** for specific information on class or lab dates and locations.

**Office Hours:**       Tue and Thu    11:00am - 1:00pm   Wed only           4:00pm - 5:30pm           CoB 271  
All other hours are by appointment only - contact professor via email to make arrangements.

**Tutoring:**           Free tutoring is available to all students on an individual basis or in small groups through REACH / CRC located in Ekstrom Library. Reference the following URL for details:

<http://www.reach.louisville.edu/tutoring/computer/>                           **REACH**

Note that no specialized tutoring sessions have been established specifically for CIS150.

**Course Description**

This course examines the social, economic, ethical, and legal issues generated by the use of computers and computer networks, including the Internet. Topics covered include: business value of information technology (IT), systems design and development, information privacy, freedom of expression, IT safety and reliability, intellectual property rights, IT and work, computer crime and security, and computers and social justice. Also considered are ethical questions concerning professional codes of conduct and issues of moral responsibility for computer professionals. Upon completing this course, students should have a clearer understanding of certain social and ethical issues in IT.

**Value of this Course**

As information technology (IT) continues to permeate nearly all aspects of our lives, you will be called upon to both understand and effectively use computer resources and information systems, regardless of your personal situation or chosen career path. In fact, **IT literacy**, which is the understanding of technology and its consequences for society as a whole, including ethical implications, will determine your ability to utilize and manage IT in your professional and personal life.

In CIS150, you will achieve the following objectives through attendance and participation in all lectures, analysis of course readings, and completion of various assignments:

- Understand what an information system is and what its key components are
- Understand how information systems are used in organizations to create competitive advantage
- Understand career opportunities in information systems
- Understand the social, economic, ethical, and legal issues generated by the use of computers and computer networks, including the Internet
- Able to see, express, and discuss different perspectives of controversial and complex issues related to information technology
- Understand different frameworks for ethical analysis, including teleology and deontology
- Understand the [Paul-Elder Framework](#) of critical thinking (adopted by the University of Louisville)
- Able to apply critical thinking skills and ethical frameworks to case analysis

To succeed in this course, you must engage early and demonstrate initiative. In addition, you must work efficiently and make the best use of your time in managing the challenging expectations of the CIS150 course. Participation in all class sessions as well as effective management of course material and assignments is strongly encouraged.

### Prerequisites

None

### Course Materials

1. Required Textbook:

- ***Case Studies in Information Technology Ethics, 2th Edition*** by Richard Spinello © 2003 (Publisher: Prentice-Hall ISBN-10: 0130991503 | ISBN-13: 978-0130991508)

Textbooks may be purchased as new (or used, if available) at any of the three local Campus Bookstores. Also consider using reputable Web-based retailers such as [AbeBooks](#), [Alibris](#), [Amazon](#), [Bookbyte](#), or [Half](#).

2. A **USB thumb drive** (flash storage device - 512Mb minimum) for file transfer, storage, and back-up purposes.
3. Access to a personal computer with the **Microsoft® Office 2007 Suite** (PowerPoint and Word) as well as Internet access (for email and Web browsing - the latter using MS Internet Explorer, Mozilla Firefox, etc.). If you do not have any of these hardware or software components available at your home, you can use a desktop PC installed in any College of Business (CoB) lab or in Ekstrom Library. **If you want to use the Microsoft® Office 2003 suite, you should be aware that there are significant differences in form, fit, and function from MS Office 2007.**
4. Pencil and paper for taking notes in class as well as on all Tests, including the Final Exam.

### Software Purchases from UofL

You can purchase copies of Microsoft® Office 2007 Suite, Microsoft® Windows® XP Professional (or Windows Vista), Symantec AntiVirus Corporate Edition, and other software products at a deeply discounted price for students from the IT Store at the University of Louisville. Click the following link for additional details about these and other software:

<http://louisville.edu/it/services/software/>

An even better deal on Microsoft Office (along with a couple of other very useful PC software products) is available directly from Microsoft® for under \$60 at the following Uniform Resource Locator (URL, aka Web site):

<http://www.microsoft.com/student/discounts/theultimatesteal-us/default.aspx/>

### Course Web Site

The most current information about the CIS150 course may be found on **Blackboard**, including digital versions of this **Course Syllabus** and the accompanying **Course Schedule**, presentation material, videos, assignments, solutions, notes, problem-solving examples, scores and feedback, and many other useful resources. Check **Blackboard** and your email account **frequently** (especially if you miss a class). Only students registered for the class will have access to this Web site. The most direct means of accessing Blackboard is by using the following Uniform Resource Locator (URL):

<https://blackboard.louisville.edu/webapps/login>

You may want to Bookmark useful Web sites such as those above or add them to your list of Favorites in your browser.

### **Course Expectations**

As a core requirement for graduation from both the College of Business and the College of Arts and Sciences, most of the students find that the workload in the CIS150 course is not only **quite challenging, but demands a good deal of time and attention**. You are expected to invest **at least** 5 to 10 hours each week reading, studying, and working on assignments in addition to the time spent in the classroom and lab. Please schedule your other obligations accordingly.

### **Professor's Expectations of You:**

1. Read assigned material **prior** to when it is scheduled to be discussed. Lectures assume you have done so.
2. Attend all class sessions and participate fully in discussions. You are responsible for all lecture material covered, whether you are present or not in the classroom and/or computer lab.
3. Ask questions when you don't understand the assigned reading, in-class presentations, or assigned work.
4. Respect the opinions of other students and feel free to present your own.
5. Collaborate with other students (when appropriate) to enhance understanding of the material.
6. **Do not plagiarize or otherwise misrepresent your work.** Cases of plagiarism will be reported to the Dean's office and students will face the consequences of such actions.
7. Demonstrate professionalism in the classroom and computer labs and while working on Assignments, as well as other learning activities.
8. Do not procrastinate! Keep up with the flow of all course-related activities. Plan your time wisely - get course work done ahead of Schedule and submit all Assignments in Blackboard well before the due date and time.
9. Work hard. Play harder. And, have a whole bunch of **fun** while learning about information technology!

### **Other Important Notes:**

1. Please make every effort to make it to class **on time**. It is disruptive to the class to have students arriving late or leaving class early.
2. The professor will usually be to class **on time**. However, if the professor is more than 15 minutes late to class or a computer lab, that class session will stand as canceled. You should then make best use of the balance of this class time to review planned lecture material, or perhaps work on any Assignments.
3. You contribute to the class by offering new insights, or otherwise adding value to a discussion, not by merely showing up to class or just talking. Class participation is an important part of the learning process, and your willingness to add to class discussions enriches the learning experience. Be prepared to contribute to class.
4. **Turn off cell phones, pagers, audio electronics, and other handheld devices** while in the classroom or lab.
5. Food and beverages (with the exception of bottled water) are **not** permitted in classrooms or computer labs.
6. Personal computers provided by UofL in labs, classrooms, libraries, and other facilities are **strictly** intended for educational purposes. Do not install any software, modify settings, or update configurations on desktop PCs unless specifically directed by your professor, another instructor, computer lab assistant, REACH tutor, or any other University staff member to do so.
7. The professor will **not** accept Assignments as "late" or permit "make-up" Tests unless a notable extenuating circumstance occurs and sufficient **documented proof** of the extenuating circumstance is provided within one week to the professor. Documented proof includes an Athletic Department Excused Absence memo, note on letterhead paper from a Louisville-area physician, hospital discharge paperwork, obituary notice for a family member, etc. Written documentation must include the phone number of a person who can verify the situation and reason for an absence. Prior notification is expected, except in the case of an emergency - please email your professor as soon as you are aware of an extenuating circumstance developing. ***Note: It is now official University policy that students should not be required to bring doctor's excuses if they are absent from class due to influenza. Be advised that Campus Health Services will NOT provide such excuses. Moreover, UofL stated in the Fall Semester of 2009 that it does not want doctor's offices to be overwhelmed with non-priority requests when they are likely to be treating their patients for symptoms of the H1N1 strain (swine flu), other serious illnesses, or injuries. Therefore, if you are sick with flu-like symptoms, please stay home and consult your physician for treatment - a doctor's note will not be necessary, but please notify professor in advance.***

## Grade Basis

<b>Tests</b> – Two given during the semester, valued at 150 points each – Tests will be given via Blackboard in the computer lab	30%
<b>Final Exam</b> – Will be given via Blackboard and is worth 150 points – Reference Course Schedule for date, time, and location	15%
<b>Case Reports</b> (individual or possibly <u>small</u> teams) – Total of three are required, valued at 100 points each – Must be submitted digitally for grading via Blackboard	30%
<b>Assignments</b> (individual contribution) – A handful of homework activities worth 150 points in all – Must be submitted digitally for grading via Blackboard	15%
<b>In-Class Activities</b> (individual or possibly <u>small</u> teams) – Periodic quizzes or exercises worth 100 points in all – Not very likely to be announced in advance – Will be given either on paper or via Blackboard	10%

There will be 2-3 “Extra Credit” opportunities (such as Course Feedback Surveys) available in Blackboard. You should not expect any other opportunities, however, there may be a few Extra Credit questions added to each Test and the Final Exam. These will be limited. Your final letter grade will be based upon a plus/minus policy, using the following scale:

<b>A+</b>	970 - 1,000 points	97.0 - 100%
<b>A</b>	920 - 969 points	92.0 - 96.9%
<b>A-</b>	900 - 919 points	90.0 - 91.9%
<b>B+</b>	870 - 899 points	87.0 - 89.9%
<b>B</b>	820 - 869 points	82.0 - 86.9%
<b>B-</b>	800 - 819 points	80.0 - 81.9%
<b>C+</b>	770 - 799 points	77.0 - 79.9%
<b>C</b>	720 - 769 points	72.0 - 76.9%
<b>C-</b>	700 - 719 points	70.0 - 71.9%
<b>D+</b>	670 - 699 points	67.0 - 69.9%
<b>D</b>	620 - 669 points	62.0 - 66.9%
<b>D-</b>	600 - 619 points	60.0 - 61.9%
<b>F</b>	below 600 points	0.00 - 60.0%
	<b>EF (Earned Failure)</b>	<b>UF (Unearned Failure)</b>

**Note:** While scores in My Grades will be accurate, Blackboard currently does not properly calculate weighted scores.

## Grading Policies and Procedures

**NOTE:** Everything submitted for grading must reflect your own work, unless explicitly specified as a collaborative, team-based work effort, such as the Case Reports.

- 1) All Assignments are due on the dates noted in the **Course Schedule** posted in Blackboard **by the due date and time**, unless otherwise notified by the professor. Assignments not submitted by the due date and time specified in the **Course Schedule** **will not be accepted unless proof of an extenuating circumstance (as previously noted) is provided**. Technology-related issues are **NOT** considered a sufficient justification for submitting Assignments late. Also note that students are expected to keep a digital back-up of all completed or work in progress. It is highly recommended that a USB thumb drive be used for such purposes.
- 2) Grading is, to a large extent, a subjective process. Professor’s discretion will be used in grading especially for subjective work including written material submitted with any In-Class Activity or Assignments, or brief essay responses on the Tests and Final Exam. Please **do not** ask your professor to justify their grading in such cases.

- 3) All grading will be done by your professor. No grading assistants will be used for any Assignments or Tests.
- 4) **Disputes involving recorded grades:** If you have an issue with the score received on an Assignment or Test, you must send the professor an email within one week after the score has been posted into Blackboard. If you want to make a case for re-grading work based on another student's score on the same Assignment or Test, the professor will review and then re-grade your work, as well as the other student's work, entirely from scratch.

*Students may **NOT** dispute any Assignment or Test score that has been formally posted in "My Grades" (within Blackboard) for more than one week.*

- 5) Test dates are noted on the **Course Schedule**. If you cannot take a Test for a valid reason, you must notify the professor **PRIOR** to the date of the Test. A make-up Test will only be available for unusual and extenuating circumstances and must be arranged **PRIOR** to the scheduled Test date; otherwise there will be **NO** alternate Test dates. Any student with a qualifying disability may arrange for a Test to be taken over in the **Disability Resource Center** (see "Request for Accommodations" below). Failure to appear for any Test will result in a grade of **zero** being given for that Test unless the student has received **PRIOR** permission from the professor.
- 6) The semester grade can be calculated by adding all points earned and dividing that figure by the total number of points allocated, respectively, and is based on the percentage of the total points. An Excel template will be provided to help students figure their estimated final grade based upon work completed at any given point.
- 7) The professor reserves the right to "curve" the final letter grade that students will receive. Any curve for the final course letter grades will be based on general University guidelines, historical course trends, and overall performance of the class. Any such curve will not be detrimental to the final grade that a student earns in the class; however, you should not expect any such curve to make a substantial improvement in your final grade.

### **Request for Accommodations**

The University of Louisville is committed to providing access to programs and services for qualified students with a disability. If you are a student with a disability and require accommodation to participate and complete requirements for this class, notify me immediately and contact the Disability Resource Center (<http://louisville.edu/disability>, phone number 852-6938, or visit Robbins Hall) for verification of eligibility and determination of specific accommodations. You must provide the professor with the required formal accommodation letter from the Disability Resource Center.

### **Instructional Methods**

This class will be taught through a combination of student discussions, in-class lectures, and some in-class activities. For the discussion-based portion of the course, students must take an active role. This means students must not only read the chapter material before class, but also must keep up-to-date on current trends in information technology and be willing to participate during class. Each class meeting, you may be called upon to expound upon the material with which you should have already familiarized yourself prior to a given class session. An explanation of each assessment item follows:

- **Tests and Final Exam:** There will be two (2) Tests during the term as well as a Final Exam. Each one will likely take nearly the entire class session to complete and includes multiple-choice, true / false, and brief essay questions taken largely from the textbook and in-class discussions. It is anticipated that both Tests as well as the Final Exam will be administered via Blackboard, although your professor may opt to use a paper form.

Tests will be relatively equally spaced throughout the semester. Each of the planned Tests is valued at 15%, resulting in a combined weight of 30% of the final letter grade in CIS150. The Final Exam is worth 15% of the final grade and will be given on the date formally specified by the University - you should check for details in the Course Schedule, which is accessible via Blackboard. The Final Exam will consist of several dozen questions and will require nearly the entire time allotment to complete. Much of the material included is expected to be cumulative in nature. Details will be provided towards the end of the semester.

All Tests will be **closed book and closed notes**. Some questions will be derived from In-Class Exercises as well as Assignments. Tests are **NOT** collaborative! **Note:** Test and Final Exam questions are considered to be property of UofL College of Business.

- **Case Reports:** You will be required to turn in three Case Reports (4-5 pages each) during the semester in which you will present your opinions and thoughts on a set of assigned readings from the course textbook. Detailed instructions, associated point values, and respective due dates will be posted as the semester progresses in the *Assignments* folder in Blackboard. Be sure to read the specific Case Report instructions each Case before you begin to work on it. You must submit your Report in either Microsoft Word 2007 or 2003 document file format into Blackboard under the respective *Submit Work Here* assignment item for grading. Students may elect to work in small teams (3-4 students per team) or individually to complete each of the three assigned Case Studies. One opportunity for each individual student will also be provided to submit a fourth Case Report to replace the lowest score of any three previous Case Reports as graded.
- **Assignments:** Throughout the semester, you will be asked to do a handful of homework assignments in addition to the required reading and class preparations. All of them will require you to present your thoughts and opinions in the form of a written response (short essays or brief responses to related questions) on a set of assigned readings from the text or relevant articles. Detailed instructions, associated point values, and respective due dates will be posted as the semester progresses in the *Assignments* folder in Blackboard. You must submit all of your responses in either Microsoft Word 2007 or 2003 document format into Blackboard under the respective *Submit Work Here* assignment item for grading.
- **In-Class Activities:** You will be required to complete several exercises in the classroom or lab, some of which may be team-based. These are intended to reinforce the course textbook readings and supplemental articles as well as in-class discussions. These will be given to students on a periodic basis and will typically not be announced in advance. There will be no make-up opportunities for any of these In-Class Activities unless there are extenuating circumstances (as was noted above). That stated, your professor will drop the lowest score (possibly zero) that a student earns for any of these In-Class Activities before determining the final grade that a student earns in the CIS150 course. Additional details will be provided as the semester progresses.

### **Class Attendance and Participation**

Attendance and participation in each class session is expected. While attendance may not be taken by each of the professors who teach CIS150, it is essential to the learning process that you come to class, participate in discussions, and take good notes. This participation will help you better understand the material and definitely enhance your overall grade for this course. Past experience with CIS150 shows that students who miss class will find Assignments and Tests to be quite a bit more challenging. Students who choose not to come to class on a regular basis should expect their final grade for CIS150 to be lower due to lack of participation on In-Class Activities and relatively poor performance on required Assignments, Tests, and Final Exam.

If you miss a class or lab session, or any significant portion thereof, you are **expected** to obtain lecture notes from another student in your section of CIS150. The format and pace of this course preclude the review of missed material during class time or in office hours. Two class sessions have been set aside for each of the Tests as well as a separate day allocated for the Final Exam. These are considered as mandatory attendance and no make-up opportunity will be provided without the **PRIOR** consent of the professor for an extenuating circumstance as noted earlier in this document.

### **Submitting Assignments Checklist**

- 1) All Assignment solution set files must be submitted in digital form using the respective ***Submit Work Here*** assignment item in Blackboard using the specified document format and naming conventions as noted in the Assignments folder. Students should **not** use any special characters (other than dash signs) in their file names. You may use either MS Office 2003 or 2007 when working on Assignments. While the choice of a Web browser is largely a personal decision, students should be aware that downloads of large Microsoft® Office files using Internet Explorer typically take significantly longer than with Mozilla Firefox.
- 2) You must submit each of your Assignment files using Blackboard by the scheduled due date and time using Internet Explorer v7 or Mozilla Firefox v3, the latter of which is now compatible with the latest version of Blackboard (v8). Use of IE v8 or Safari is still **NOT** recommended due to known compatibility issues with some Blackboard features. Assignment files submitted for grading must include the following notations at the time they are posted using the **Assignment Materials - Comments** area for the respective ***Submit Work Here*** item in Blackboard. Failure to do so will result in a loss of points on each respective Assignment item.

Student name (last name, first name) or multiple names if working in a small team  
CIS150-xx (where “xx” is your designated section number)  
Assignment Number and Title  
Due Date (in MM/DD/YY format)

**Note:** *Be sure to properly save and close your file(s) prior to posting in Blackboard to avoid data corruption.*

- 3) All written material must be submitted into Blackboard in Word 2007 or 2003 document format (.docx or .doc). Students who have Microsoft Office 2003 installed on their PC can now open the newer MS Office 2007 files by downloading and installing the Microsoft Office® Compatibility Pack for Word, Excel®, and PowerPoint® 2007 File Formats from the MS Download Center:

<http://www.microsoft.com/downloads/details.aspx?displaylang=en&FamilyID=941b3470-3ae9-4aee-8f43-c6bb74cd1466>

- 4) **ALWAYS** keep a back-up copy of your work! Keep a separate back-up copy of all important class files on a USB thumb drive. **Technical issues will not be accepted as a valid excuse for submitting any assignment after the due date and time as published in the Course Schedule and posted in the Assignments folder!**
- 5) You must submit **YOUR OWN** work for grading, unless instructed otherwise. Always check to be sure that Blackboard has an **exclamation mark** (!) in the Gradebook for each assignment that you submit. If a **dash** (-) or “**key lock**” icon is showing, then Blackboard has not successfully stored the file and you must re-submit it.
- 6) If technical issues preclude you from posting your completed assignment into the **Submit Work Here** folder in Blackboard, you should log out, close your browser, and repeat the process again. If further efforts fail or the specific assignment is no longer available in Blackboard, **contact the UofL IT Help Desk at (502) 852-7997** to report the issue you are having. If the Help Desk is unable to assist you or resolve your issue in a timely manner, then you should email the Assignment file(s) with an appropriate explanation to the professor **PRIOR** to the time that it is due. Note that Access database files must be sent using a Zipped file format to avoid filtering. Do **NOT** use the Digital Dropbox feature in Blackboard or try to use a different assignment item to post a solution set into.
- 7) Do **NOT** wait until the last minute to submit solution file(s) into Blackboard, as Assignment items automatically close **shortly after** the due date and time. Be advised that Blackboard is unavailable during the following times:
  - Thursdays 3:30am to 4:00am for system recycling purposes
  - Fridays from 10:00pm until 2:00am on Saturday for scheduled maintenance
  - Sundays from 1:30am until 5:30am for additional maintenance activities

Additional planned outages will be announced via email and/or the **Announcements** area in Blackboard.

### **Some important notes about sending and receiving messages:**

- Do **not** use the Digital Dropbox or the Messages feature within Blackboard - use GroupWise email instead.

- Students should check their email in-box (and the Announcements section in Blackboard) every day or two as there may be important messages from the professor that requires more immediate attention. Failure to check your email on a regular basis should not be used as an excuse for missing an important announcement.
- Email, by its very nature, is not guaranteed deliverable. You should not simply assume the recipient has received a copy of it or any attachments without getting some sort of confirmation message back.
- Delivery of email is also not time-sensitive. Depending on server reliability, availability, performance, and several other factors, it may take several hours or even more than a day to deliver a given message via email.
- There is also no guarantee that recipient(s) will read your message within a specific period of time. If you do not receive a response from the professor after a reasonable period of time (2-3 days), then you should re-send the original email message.
- Email is not secure, so it should not be used for transmitting any confidential, proprietary, personal, or other sensitive information.
- Many email servers and some client software will not accept .exe, .dll, or Microsoft Access (mdb) file formats as attachments. Should you need to send such a file, you should compress the file and alter its file format using a utility program (PKZip, WinRAR, WinZip, etc.) prior to attaching an executable file to your email message. Alternatively, Access files may be renamed to another file format (such as .tmp) to temporarily thwart the file filtering process used in many email servers.
- Email attachments are a notorious means for transmitting malicious software (aka “malware”) such as computer viruses (especially a “worm” or “Trojan Horse”) as well as adware or spyware. Students are expected to adequately protect their PCs and email file attachments from computer hackers by actively using anti-virus software with current virus signature files. Further protection is offered from monthly critical security patches, firewall products, and anti-malware software – all are strongly encouraged.
- You should always include CIS150-xx (where “xx” is your section number) along with a meaningful text topic in the Subject line of each message. This will allow your professor to properly filter and prioritize your email.
- Always use the Spell Check feature of your email client software package or Web mail before sending it. Add words and even commonly-used acronyms to the custom dictionary for more thorough screening of email.
- Write clear and concise paragraphs - be direct (but courteous) and to the point. Review the contents of each email for clarity before pressing the “Send” button.
- Be especially careful in writing messages that contain critical comments or use words that may offend or potentially be misinterpreted by others. Call or visit the person if you think that there is a likelihood of a misunderstanding. Do not use CAPITAL letters – in 'netiquette' terms, this is akin to shouting.
- If someone asks you a lot of questions, it is acceptable to embed your responses into the sender's message.
- Always identify yourself at the end of any given message using your first and last name along with any contact information necessary. Since instructors receive numerous email messages daily and many students may have the same first name (and possibly last name as well), just a “Bill” or “Kathy” does not adequately identify you.
- If we are having an ongoing dialog via email, do not start a whole new message. Simply click the Reply button and be sure to **include** prior responses so the entire message thread is available for review.
- Resist the urge to use the “Reply All” feature in responding to email messages unless it is absolutely necessary.
- Make an attempt to respond to the sender within a reasonable time frame. This depends on the recipient’s expectations and the criticality or inherent nature of the subject being discussed.
- Attempt to use email as the primary means of contacting the professor rather than relying on voice mail, paper notes, faxes, or any other forms of communications media.



### **Code of Student Rights and Responsibilities**

“Every student is expected to be thoroughly familiar with the University's Code of Student Rights and Responsibilities and Student Conduct which can be found in the 'General Information' section of this catalog.

Every student is responsible for reading the academic policies in the Undergraduate Catalog and official announcements of the College of Business and for abiding by such regulations.

Specifically, every student is responsible for knowing the grade point averages and program requirements needed for graduation. Students are encouraged to see a CoB academic advisor to clarify any questions or concerns.

Along with preparing for and attending class, each student has the responsibility to promote high academic standards.

Students are expected to cooperate in all classes with faculty members to achieve an optimal learning environment. Inappropriate classroom behavior may result in the student being withdrawn from the course, and potentially assigned academic penalties. Inappropriate classroom behavior will be dealt with in the same manner as academic dishonesty.

The CoB will not tolerate academic dishonesty. The CoB has a strong policy of academic discipline for action against students who commit academic dishonesty or conduct themselves inappropriately in the classroom. A proven case of academic dishonesty will normally result in the student being denied admission to or dismissed from the CoB.

Academic dishonesty is defined by the Code of Student Conduct in the Undergraduate Catalog. Its definition pertains to but is not limited to cheating, fabrication, falsification, multiple submission, plagiarism, and complicity. It is the student's responsibility to maintain high standards of ethical conduct, and intellectual integrity and to be familiar with the definition of academic dishonesty.

As evidence of the seriousness with which the CoB regards these matters, academic dishonesty allegations are handled in accordance with CoB Procedures for Dealing with Academic Dishonesty.”

*(Excerpt from the University of Louisville Undergraduate Catalog, Summer 2009 through Spring 2010.)*

### **CIS Academic Dishonesty Statement**

The CIS faculty takes violations of the university policy on academic dishonesty seriously. Students are encouraged to review the policy and to understand the consequences of any action that is proven to be a violation of the policy.

Students are expected to do their own work when assignments and exams require individual work. For example, students may not copy the work of others, either manually or electronically, under these conditions. Further, students who allow their work to be copied by others risk violation of the academic dishonesty policy.

The CIS faculty will take full and complete action against any student who violates the academic dishonesty policy. In proven cases of violation of the policy, a student may be suspended from the College of Business as stipulated in the University of Louisville undergraduate and graduate catalogs. Cases of academic dishonesty will be processed in accordance with the College of Business procedures.

**Understanding Plagiarism:** Click the URL below to view an excellent write-up about plagiarism and read it thoroughly.

[https://my.hamilton.edu/academics/resource/wc/Using\\_Sources.PDF](https://my.hamilton.edu/academics/resource/wc/Using_Sources.PDF)

*(Compliments of the Writing Center at Hamilton College in Clinton, New York.)*

***In the case of proven academic dishonesty, your professor reserves the right to impose a significantly more severe penalty (such as giving each student involved a score of zero for a specific Assignment or Test, up to and including a final letter grade of “F” for a given CIS150 class) than is currently specified under UofL and/or College of Business policies.***

### **Americans with Disabilities Act**

“The University of Louisville is committed to providing equal opportunity for persons with disabilities. This commitment includes complying with the Americans with Disabilities Act of 1990 (ADA), and Sections 504 and 508 of the Rehabilitation Act of 1973. In addition, all of the University’s websites and online courses will comply with the web page design standards established by the World Wide Web Consortium (W3C). The University of Louisville strives to maintain a barrier-free, welcoming environment for everybody.

The ADA Coordinator, located in the Affirmative Action Office (502 852-6688), will monitor compliance and assist all unit heads in meeting equal opportunity obligations. The University Disability Resource Center staff (502 852-6938) will assist the University community by serving as an information resource center and coordinating support services for students with disabilities. No otherwise qualified individual with a disability shall, solely by reason of such disability, be excluded from participation in, be denied benefits of, or be subjected to discrimination in University programs. The President, Board of Trustees, Student Government, Faculty and Staff Senates affirm the University’s long standing and continuing commitment to Equal Opportunities for persons with disabilities.”

*(Excerpt from the University of Louisville Undergraduate Catalog, Summer 2009 through Spring 2010.)*

### **Observance of Religious Days**

Federal law prohibits discrimination on the basis of religious belief. It is the policy of the University of Louisville to accommodate students, faculty, and staff who observe religious work-restricted holy days. Students who choose to observe work-restricted religious holy days must be allowed to do so without jeopardizing their academic standing in any course. Faculty are obliged to accommodate student requests for adjustments in course work on the grounds of religious observance, provide that a student makes such a request **in writing** during the first two weeks of the term.

### **Course Schedule**

Please see the associated CIS150 **Course Schedule** for additional details on class and Test schedules, other material related to the textbooks, assignments, respective due dates, etc. The major sources of information presented will be the course textbook, Blackboard intranet site, supplemental Web-based references, and especially in-class lectures and discussions. Your **proactive** participation in classes and **commitment** to completing Assignments in a timely manner is **REQUIRED** in order for you to do well in CIS150. As you read the assigned textbook material, pay particular attention to concepts, terminology, and case studies illustrated in the assigned readings.

<p><b>This Syllabus is subject to change as instructional needs dictate. Any significant changes will be communicated to students verbally in class, in writing (via email), and then posted in a timely manner into the Announcements or Course Information areas in Blackboard.</b></p>
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