SYLLABUS

ISM 4220 Spring 2023 | Section 020 | Course credit: 3

Room   : Online (CANVAS)
Meetings   **:** Online (CANVAS)
Instructor   **:** Zheyi Xu
Office   : CIS2046
E-mail   : zheyixu@usf.edu
Office Hours : Wednesday from 3:00 pm → 4:30 pm – Teams by appointment
Textbook   : Business Data Communications and IT Infrastructures (3rd Edition), Manish Agrawal and Clinton Daniel, eISBN: 978-1-943153-78-7, Paperback ISBN: 978-1-943153-79-4, https://www.prospectpressvt.com/textbooks/Agrawal-Data-Comm-3-0

Course objectives

The exchange of information between computer applications is called Business Data Communications (DataComm for short). Datacomm technologies provide the underlying plumbing that enable computer applications to access resources on remote computers. The primary goal of this course is to answer the question "How does the IT infrastructure work?". A big part of it is, "how do computers talk to each other?

The course is designed for students in all majors who are interested in computer networking. The course will focus on concepts in business data communications that are likely to stand the test of time. Upon completion of the course, students will have the foundation to evaluate and utilize most current data communication technologies.

Academic Honesty

Procedures defined in the USF Honor Code will be applied. Each individual is expected to earn his or her degree on the basis of personal effort. Any form of cheating on examinations or plagiarism on assigned papers cannot be tolerated in the University community. A first instance of academic dishonesty will result in a grade of zero for the deliverable involved. A second occurrence during the semester will result in a failing grade for the course. This code has been implemented in the past and will be strictly enforced. Please do not attempt to test level of enforcement.

Submission guidelines

During the semester, students will work on assignments to reinforce concepts. The following are general points to observe in all deliverables:

- Please know about instructor's Outlook filter, send emails accordingly for priority attention.

- Use the student manual to work on the assignments. Delete content not relevant to the assignment before submission.

- Student name(s), course title and deliverable identification must be clearly stated in all deliverables and any email correspondence. This is good etiquette

and saves my time in looking up relevant information. Violation is penalized.

- If there are assignment questions to which you would specifically like feedback, please point them at the beginning or end of the deliverable. If your attempt is serious, errors will not affect your grade.

- Assignments are based on end of chapter questions. Submissions must be made using Canvas by the end of the week (typically this means Sunday 11:59 pm). There is absolutely no quality of service assurance I can provide on the grading of assignments delivered through other channels (email etc.)

- Assignments will be graded in part on following the guidelines of professional communications. Sloppy submissions may be returned WITHOUT grading. This is in response to the consistent demands of all area employers.

- All grade works are individual works and to be submitted on Canvas by the end of the day on the due date. Late submissions or submissions in other forms (e.g. email attachments) **will be penalized 50% of the credit for the exercise**.

- Chapters have **three types of graded works – assignment, discussion, and quiz**. **Most hands-on exercises will require access to a computer with administrative privileges**. Please plan your time and resources accordingly. Students have become very frustrated when they tried completing the assignments on the day they were due.

  o **Assignment: this includes review questions, and hands-on exercise.**

  o **Discussion: this is associated with you grade of participation. Discussion includes design exercise and case study**

  o **Quiz**

  In addition to above chapter-based works, there will also be two exams, one lab, one final paper, and one project. More information will be provided as we progress.

Attendance Policy

This course will be conducted 100% online. All required materials and assignments will be delivered via CANVAS. Students are required to complete all assignments, quizzes, and exams based on deadlines documented within CANVAS.

Make-Up Policy

The instructor will accommodate students who have to miss quizzes, assignments or tests due to medical emergencies in the immediate family or job-related situations. These are the only conditions under which accommodation will be considered in real-time during the semester. Should such situations arise, the student must provide necessary documentation before the missed deliverable can be rescheduled. Specifically, Bulls games are no grounds for make-ups.

Academic accommodations for disabilities in consultation with the Office of Students with Disabilities Services will be provided following university procedures.

All late work will result in 50% reduction in the grade.

Standard Policies

1. Final Examinations Policy - all final examinations are to be scheduled in accordance with the University's final examination policy.

- o http://www.ugs.usf.edu/policy/FinalExams.pdf

2. General Attendance Policy
   - o http://www.ugs.usf.edu/policy/GeneralAttendance.pdf

3. Early Notification Requirement for Observed Religious Days - Students who anticipate the necessity of being absent from class due to the observation of a major religious observance must provide notice of the date(s) to the instructor, in writing, at the beginning of the term.
   - o http://www.ugs.usf.edu/policy/ReligiousDays.pdf

4. Academic Integrity of Students
   - o http://www.ugs.usf.edu/policy/AcademicIntegrityOfStudents.pdf

5. Disruption of the Academic Process
   - o http://www.ugs.usf.edu/policy/DisruptionOfAcademicProcess.pdf

6. Gender-Based Crimes - Educators must report incidents of gender-based crimes including sexual assault, sexual harassment, stalking, dating violence and domestic violence. If a student discloses in class, in papers, or to an instructor, the instructor is required by law to report the disclosure. The Center for Victim Advocacy and Violence Prevention (813-974-5757) is a confidential resource where you can talk about such situations and receive assistance in confidence. Additional confidential resources on campus are: the Counseling Center (813-974-2831) and Student Health Services(813-974-2331).

7. Student Academic Grievance Procedures
   - o http://www.ugs.usf.edu/policy/StudentAcademicGrievanceProcedures.pdf

8. Students with Disabilities - Students with disabilities are responsible for registering with Students with Disabilities Services (SDS) in order to receive academic accommodations. SDS encourages students to notify instructors of accommodation needs at least 5 business days prior to needing the accommodation. A letter from SDS must accompany this request.
   - o See student responsibilities: http://www.usf.edu/student-affairs/student-disabilities-services/documents/sds-staff-handbook.pdf
   - o See instructor responsibilities: http://www.usf.edu/student-affairs/student-disabilities-services/documents/sds-staff-handbook.pdf

9. Turnitin Privacy Policy
   - o *In order to comply with privacy laws, students are not required to include personal identifying information, such as name, in the body of the document. Turnitin provides an originality report letting the instructor know how much of the assignment is original. Please follow your instructor's instructions carefully regarding what identifying information to include.*
   - o How do I submit a Turnitin Assignment?

10. University Emergency Policy
    - o *In the event of an emergency, it may be necessary for USF to suspend normal operations. During this time, USF may opt to continue delivery of instruction through methods that include but are not limited to: Blackboard, Elluminate, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor Blackboard site for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.*

Miscellaneous

1. Students who enter USF under the most recent catalog are required to earn a grade of C, or better, in every core class and an overall GPA of 2.0 for all core classes.

2. Quizzes will be conducted using Canvas.

3. The main mode of communication between the instructor and students during off-class hours will be your official USF email address.

COVID-19 Procedures

The health and safety of students, faculty, staff and visitors on our campuses is our top priority. In response to the current COVID-19 pandemic, the USF community will be working together to support compliance with recommended health and safety standards to optimize the learning experience while minimizing health risks. The Conduct Expectations for all members of the community may be accessed at Conduct Expected to Support USF Health and Safety Standards with details provided below:

Students and faculty will be guided by established USF processes to ensure the safest possible non-disruptive environment including the:

(1) Academic Disruption Regulation which provides for an immediate removal or restriction from a classroom setting with academic sanctions and/or

(2) Student Conduct Regulation to address conduct that is inconsistent with the expectations as outlined below:

  Complete daily screening as requested. Anyone experiencing one or more COVID-19 symptoms should not be on campus or, if a resident, should not be outside their residence hall room and should contact a medical provider immediately and follow their guidance. Please inform your instructor prior to the beginning class if your screening indicates the need for further evaluation and you will not be in class.

  Wear face coverings. All members of the USF community are required to wear face coverings while in classrooms or any other shared space, including specified public or common-use areas where social distancing guidelines cannot be followed. See this link on How To Make A Face Mask. If you have to use a disposable face mask, please discard it in a trash receptacle immediately after use.

  Maintain social distancing. All students, faculty, staff and guests are required to maintain a safe distance from one another. Social distancing is maintained in all indoor and outdoor spaces which are owned or controlled by USF. Stay at least 6 feet (about 2 arms' length) from other people, do not gather in groups, stay out of crowded places and avoid mass gatherings. See the CDC for information on Social Distancing. Please sit in only designated areas in class and do not move chairs or desks in classrooms or common spaces.

  Practice good hand hygiene. Individuals should wash their hands with soap and water for at least 20 seconds as often as possible or use personal hand sanitizers containing at least 60% alcohol. Hand sanitizer stations are available throughout the campus. If you see one, use it! See the CDC recommendations on Hand Hygiene.

  Disinfect your classroom space. Students and faculty are responsible for disinfecting areas within their workspaces by cleaning these at the beginning and end of each class. This includes desk tops, seats, and equipment used during class. Disinfectant supplies will be provided. If paper towels are used to disinfect, they must be discarded in a trash receptable immediately after use.

Business continuity

In an emergency, USF may opt to continue delivery of instruction through methods including but not limited to: Canvas, Elluminate, Skype, and email messaging and/or an alternate schedule. Students should monitor Canvas for course specific communication, and the main USF and College websites, emails, and MoBull messages for general information.

Grading

Item	Count	Weight
Exams	2 (Exams)	35%
Assignments	10	10%
Participation	10	10%
Class Project	1	10%
Paper	1	10%
Virtual Lab	1	10%
Quizzes	13	15%
Total		**100%**

Grading policy

Total%	Grade	Total%	Grade
98 – 100%	A+	78 – 79	C+
92 – 97	A	72 – 77	C
90 – 91	A-	70 – 71	C-
88 – 89	B+	68 – 69	D+
82 – 87	B	62 – 67	D
80 – 81	B-	60 - 61	D-
		< 60	F