

## **Advanced Systems Analysis and Design**

### **ISM 6124.001**

#### **Course Information**

Course Title: Advanced Systems Analysis and Design

Course Subject # / Section: ISM 6124 / 001

Course Semester: Fall 2023

Course Credit Hours: 3

Course Duration: 12 Weeks (8/21/23-11/9/23)

Course Occurrence: Weekly (Every Wednesday)

Course Meeting Times: (8:30 am - 12:15 pm)

Course Meeting Location: BSN 112

#### **Instructor Information**

Name: Dr. Marcus L. Green

Office: CIS 2070-A

Office Hours (physical): Day of class, 1:00 – 2:00 pm

Office Hours (virtual): By appointment only; meetings will occur using Microsoft Teams

Phone: (o) 813-974-6754

E-mail: mlg5@usf.edu

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#### **Course Description**

This course covers advanced topics of information systems development. Students learn to manage and perform activities throughout the information systems development life cycle. State-of-the-art system development processes, methods, and tools are presented.

#### **Pre-requisites**

N/A

#### **Materials, Textbooks and Literature**

**Textbooks (Required):** \*\*Ensure the correct ISBN is used when purchasing the books. The correct text book contains online labs that will be used in this course.

*Systems Analysis and Design* (Shelly Cashman Series), Edition: 12th, ISBN: 9780357117835, Author: Scott Tilley & Harry J. Rosenblatt, Publisher: Cengage Learning

## Learning Objectives

1. Model processes industry proven theories, methodologies, and other techniques.
2. Understand Innovative and Divergent Thinking techniques to better assist in system analysis and design.
3. Understand industry and government concepts and methodologies.
4. Employ Elaborated Action Design Research (eADR) and other methodologies to assist in analyzing processes and developing systems solutions.
5. Understand and comprehend cybersecurity theories and methodologies.
6. Develop strategies to test and improve deployed systems.

## Course Logistics and Communications

- All email communication sent to me will be through **Canvas messaging** (email). This allows me to repository all communications through canvas as opposed to my normal email. Using Canvas messaging also automatically adds our course information to all communications, which allows me to quickly identify both student and course enrolled.
- For all deliverables requiring email communication, it is required to use **Canvas messaging** (email); **You will lose credit for not doing so.**
- For questions about the course content or any assignment, please utilize scheduled office hours, or call for an appointment. You can also contact me via email.
- All work should be completed using professional standards. Assignments will be submitted via Canvas and submitted to Turnitin. Please ensure that you cite any material referenced appropriately. If you have any questions, please do not hesitate to ask for clarification or assistance.
- To improve the efficiency and effectiveness in delivering course content, each student will be responsible for all items contained or emails sent via Canvas.
- Late Assignments: There are no make-ups for course deliverables. Assignments turned in late will be assessed penalties as follows: a ten percent deduction for every 24 hours of being late, for up to a maximum of fifty percent deduction. For example, if a student turns in an assignment less than 24 hours late, a 10 percent point penalty is assessed; and if a student turns in an assignment between 48-72 hours late, a 30 percent penalty is assessed. Assignments will not be accepted if overdue by more than seven days. Deliverables are due by the end of day on the due date (usually this means Sunday 11:55pm).
- Re-grade Policy - All tests and other graded material may be submitted for re-evaluation of the grade by the instructor. To request a re-grade, you must submit a written request within one week of the date the test or assignment was returned. The written request must include a cover sheet that explains (1) The specific test questions or aspects of the assignment that you want re-evaluated and (2) Why the original grade is in error and should be reconsidered.
- In the event of an emergency, USF may opt to continue delivery of instruction through methods that include but are not limited to: Canvas, MS Teams, Skype, and email messaging and/or an alternate schedule. It's the responsibility of the student to monitor

Canvas for each class for course specific communication, and the main USF, College, and department websites, emails, and MoBull messages for important general information.

## Course Grading and Assignment Policies

### Grading Scale

This is a 1050-point course. Letter grades will be awarded according to the percentage scale below.

Total%	Grade	Total%	Grade	Total%	Grade	Total%	Grade
≥ 97	A+ (max 10% of class)*	≥ 87	B+	≥ 77	C+	≥ 67	D+
≥ 94	A	≥ 84	B	≥ 74	C	≥ 64	D
≥ 90	A-	≥ 80	B-	≥ 70	C-	≤ 60	F

### Grade Categories and Weights

This is a 1050-point course. Letter grades will be awarded using point totals achieved from the below assignments.

Assignment	# of Assignments	Max Points Per Individual Assignment	Cumulative Max Points	% of Grade	Due
First-Day Attendance Discussion	1	1	1	n/a	Sunday (8/24/2023) 11:59:00 PM
Pre-Course Assessment (Cengage)	1	25	25	2.92%	Sunday (8/27/2023) 11:59:00 PM
Class Participation	1	25	25	2.92%	No Specific Due Date
In The News Discussion Post	3	100	300	35.09%	Thursday 8/31/23, 9/21/23, 10/12/23 at 11:59:00 PM
In The News Discussion Response	3	25	75	8.77%	Sunday 9/3/23, 9/24/23, 10/15/23 at 11:59:00 PM
Module Quiz (Cengage)	4	25	100	11.70%	Sunday 9/10/23, 10/08/23, 10/29/23, 11/10/23 at 11:59:00 PM
Case Study Proposal	1	20	20	2.34%	Sunday (9/3/2023) 11:59:00 PM
Case Study Draft (30%,50%,70%)	3	60	180	7.02%	Sunday 9/17/23, 10/01/23, 10/22/23 at 11:59:00 PM
Case Study Presentation	1	50	50	5.85%	Wednesday (11/1/2023) 8:00:00 AM
Case Study Complete	1	200	200	23.39%	Friday (11/10/2023) 11:59:00 PM
<b>Total Points</b>			1050	100.00%	

## **Course Assignments Details/Requirements:**

- Pre-Course Assessment (25 points)
  - All students will be assigned a pre-course assessment to test their knowledge of the subject prior to course instruction.
- Class Participation (25 points)
  - All students will earn up to 25 points for participation in class discussions. Point total awarding is at the discretion of the Professor.
- In The News Discussion Posts (3\*100 points = 300 points)
  - There are 3 mini discussion assignments students will be required to complete. The assignments require students to give feedback on real-time news that is occurring.
- In The News Discussion Response Posts (3\*25 points = 75 points)
  - In conjunction with the above assignment, students are required to provide thoughts and constructive feedback on at least one other student post.
- Quiz (4\*25 points = 100 points)
  - Every module has an associated quiz that is assigned to students. Each quiz will test the student's knowledge of the eBook chapter materials.
- Case Study Proposal (20 points)
  - Students will submit a Case Study Proposal within the first week of the course. The case study will focus on a systems analysis and design problem experienced by a company. The student will be able to choose the company. The company can be of a current or past employer or another company of the student's choosing. The proposal will be single spaced, in APA format, and be one page in length. References are not required for the proposal. The purpose of the proposal is to gain the professor's approval for the student's case study focus.
- Case Study Draft (30%, 50%, 70%) (3\*20 points = 60 points)
  - Students will submit Case Study Drafts throughout the course at pre-determined dates and times. Each draft requires a differing completion requirement length of 30%, 50%, and 70%. These drafts will be single spaced and in APA format. References are only required for the 70% draft. Dates, times, and completion requirements are outlined above.
- Case Study Presentation (50 points)
  - Students will conduct a timed presentation on their case study. The timed length of the presentation will be between 7 and 10 minutes. Each member of the team will brief an equal amount of time. The purpose of the presentation is for students to demonstrate knowledge of concepts and theories learned throughout the course.

- Case Study Project (200 points)
  - This is a group project. The groups will consist of 1-3 students. The case study will focus on a systems analysis and design problem experienced by a company. The student will be able to choose the company. The company can be of a current or past employer or another company of the student's choosing. The case study paper will be single spaced, APA format, and between 8-10 pages in length and include all references. The measuring of length will be done minus references; this means a paper without references must measure at least 6 pages. The purpose of the case study is to demonstrate the student's critical thinking skills in conjunction with grasping of concepts, knowledge, and materials exposed to the student throughout the course.
  - Assignment of Teams:
    - The course final project will be a case study paper completed as a team. Teams will consist of 1-3 students. Students will be able to choose their teammates. In the event team creation is too disruptive, the professor will designate and assign teams.

### Course Schedule\*\*

Session	Session Date	Session Focus	Assignments Requirements & Due Dates
1	8/23/2023	Course Introduction Syllabus Review Case Study Overview Discuss Final Project (Case Study) Intro to Systems Design (Chapter 1 Tilley) Discuss Module: Case in Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	First-Day Attendance Discussion (Due: Thursday (08/24/23) 11:59 pm) Pre-Course Assessment (Due: Sunday (08/27/23) 11:59 pm)
2	8/30/2023	Analyzing the Business Case (Chapter 2 Tilley) Discuss Module: Case in Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics Discuss Case Study Proposals/Final Project (Case Study)	Case Study Proposal (Sunday (9/3/2023) 11:59 pm) In The News: The Verge Tech Discussion Post (Thursday (8/31/2023) 11:59 pm); Response Post (Sunday (9/3/2023) 11:59 pm)
3	9/6/2023	Managing Systems Projects (Chapter 3 Tilley) Discuss Case Study Proposals Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Quiz #1 (Chapters 1-3) (Due: Sunday (9/10/2023) 11:59 pm)
4	9/13/2023	Requirements Engineering (Chapter 4 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Case Study Draft (30%) (Sunday (9/17/2023) 11:59 pm)
5	9/20/2023	Data and Process Modeling (Chapter 5 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Mid-Term Course Survey (Sunday (Sunday (9/24/2023) 11:59 pm) In The News: Discover Technology Discussion Post (Thursday (9/21/2023) 11:59 pm); Response Post (Sunday (9/24/2023) 11:59 pm)
6	9/27/2023	Development Strategies (Chapter 6 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Case Study Draft (50%) (Sunday (10/01/2023) 11:59 pm)

7	10/4/2023	Development Strategies (Chapter 7 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Quiz #2 (Chapters 4-7) (Due: Sunday (10/08/2023) 11:59 pm)
8	10/11/2023	User Interface Design (Chapter 8 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	In The News: Database Trends and Applications Discussion Post (Thursday (10/12/2023) 11:59 pm); Response Post (Sunday (10/15/2023) 11:59 pm)
9	10/18/2023	Data Design (Chapter 9 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Case Study Draft (70%) (Sunday (10/22/2023) 11:59 pm)
10	10/25/2023	System Architecture (Chapter 10 Tilley) Discuss Module: Case in Point Items, Question of Ethics Items, Discussion Topics (Cengage)	Quiz #3 (Chapters 8-10) (Due: Sunday (10/29/2023) 11:59 pm)
11	11/1/2023	Managing Systems Implementation & Support and Security (Chapter 11 & 12 Tilley) Begin Case Study Presentations	Case Study Presentation (Wednesday (11/01/2023) 08:00 am)
12	11/8/2023	Managing Systems Implementation & Support and Security (Chapter 11 & 12 Tilley) Conclude Case Study Presentations	Case Study Complete (Friday (11/10/2023) 11:59 pm) Quiz #4 (Chapters 11,12) (Due: Sunday (11/10/2023) 11:59 pm)

**\*\*** In the interests of the class, deviations may be made in the coverage of topics as outlined in the tentative course calendar. However, to help plan your calendars for the rest of the semester, assessment and deadline dates will be non-negotiable after the first day of class

### **Attendance Discussion Assignment**

To meet USF's First Day Attendance requirement, please complete the discussion attendance assignment has been set up in Canvas. Please complete the discussion requirement before **Thursday, August 27, 2023, at 11:59 PM**. You are required to tell us a little about yourself. Your response will be used as an agreement that you wish to remain in the course. If you do not complete the discussion assignment you will be administratively dropped from our course.

### **Extra Credit Policy**

There are no opportunities for extra credit in this course. Students' focus should be on the primary work in the course.

### **Medical Issues**

There are certainly cases in which a student legitimately cannot complete course assignments for valid medical reasons. To be excused from course work in such cases requires students to furnish a standard note from a health care professional stating care is being sought for an ailment or condition which can impede a student's ability to complete course work. Without such a note an excuse from course work cannot be granted.

## **Grades of "Incomplete"**

An Incomplete grade ("I") is exceptional and granted at the instructor's discretion only when students are unable to complete course requirements due to illness or other circumstances beyond their control. The course instructor and student must complete and sign the "I" Grade Contract Form that describes the work to be completed, the date it is due, and the grade the student would earn factoring in a zero for all incomplete assignments. The due date can be negotiated and extended by student/instructor as long as it does not exceed two semesters for undergraduate courses and one semester for graduate courses from the original date grades were due for that course. An "I" grade not cleared within the two semesters for undergraduate courses and one semester for graduate courses (including summer semester) will revert to the grade noted on the contract.

## **Academic Standards, Integrity, and Academic Misconduct**

Academic integrity is the foundation of the University of South Florida System's commitment to the academic honesty and personal integrity of its university community. Academic integrity is grounded in certain fundamental values, which include honesty, respect, and fairness. Broadly defined, academic honesty is the completion of all academic endeavors and claims of scholarly knowledge as representative of one's own efforts. The final decision on an academic integrity violation and related academic sanction at any USF System institution shall affect and be applied to the academic status of the student throughout the USF System, unless otherwise determined by the independently accredited institution. The process for faculty reporting of academic misconduct, as well as the student's options for appeal, are outlined in detail in [USF System Regulation 3.027](#).

In our course assignments, the professor has several methods for penalizing those who engage in academic misconduct. Among these methods the professor can 1) award 0 points for an assignment on which a student has engaged in misconduct, 2) award an F in the entire course, or 3) award a special FF grade in the course. An FF appears permanently on the student's transcript as a special designation showing the student failed the course for reasons of academic misconduct. The FF includes expulsion from the University.

All students must review the syllabus and the requirements, including the online terms and video testing requirements, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period.

Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence.

To avoid any concerns in this regard, students should select private spaces for the testing. Students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor.

Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns.

Committing academic misconduct in this course will result in a failing (F) grade for the course. In such a case the course will need to be taken again in order to complete the MS-BAIS degree. Other penalties may be applied by the Muma College of Business. Particularly egregious cases will result in a Double-FF (FF) grade being awarded, which will lead to expulsion from our program and the University of South Florida.

### **Web Posting Course Materials**

Students are reminded that posting course materials to third-party sites such as Course Hero or Chegg represents a violation of the professor's copyright on those materials and constitutes theft of intellectual property.

### **Disruption to Academic Process**

Disruptive students in the academic setting hinder the educational process. Disruption of the academic process is defined as the act, words, or general conduct of a student in a classroom or other academic environment which in the reasonable estimation of the instructor: (a) directs attention away from the academic matters at hand, such as noisy distractions, persistent, disrespectful or abusive interruption of lecture, exam, academic discussion, or general University operations, or (b) presents a danger to the health, safety, or well-being of self or other persons.

### **Student Academic Grievance Procedures**

The purpose of these procedures is to provide all undergraduate and graduate students taking courses within the University of South Florida System an opportunity for objective review of facts and events pertinent to the cause of the academic grievance. An "academic grievance" is a claim that a specific academic decision or action that affects that student's academic record or status has violated published policies and procedures or has been applied to the grievant in a manner different from that used for other students.

### **Attendance Policy**

Students are expected to exhibit professionalism through regular and on-time attendance to class lectures, whether those lectures are offered live or online. Accommodation will be made for excused absences by making arrangements with students ahead of time (when possible) or by providing a reasonable amount of time to make up missed work.

### **Group Work Policy**

Everyone must take part in a group project. All members of a group will receive the same score; that is, the project is assessed and everyone receives this score. Once formed, groups cannot be altered or switched, except for reasons of extended hospitalization.

### **Final Examinations Policy**



All final exams are to be scheduled in accordance with the University's final examination policy.

## **Course Policies: Technology and Media**

### **Netiquette Guidelines**

1. Act professionally in the way you communicate. Treat your instructors and peers with respect, the same way you would do in a face-to-face environment. Respect other people's ideas and be constructive when explaining your views about points you may not agree with.
2. Be sensitive. Be respectful and sensitive when sharing your ideas and opinions. There will be people in your class with different linguistic backgrounds, political and religious beliefs or other general differences.
3. Proofread and check spelling. Doing this before sending an email or posting a thread on a discussion board will allow you to make sure your message is clear and thoughtful. Avoid the use of all capital letters, it can be perceived as if you are shouting, and it is more difficult to read.
4. Keep your communications focused and stay on topic. Complete your ideas before changing the subject. By keeping the message on focus you allow the readers to easily get your idea or answers they are looking for.
5. Be clear with your message. Avoid using humor or sarcasm. Since people can't see your expressions or hear your tone of voice, meaning can be misinterpreted.

### **Email**

The primary means of communication between instructor and students between live class meetings will be email. "Blast emails" will occasionally be sent by the instructor to all students via Canvas. Students can feel free to email their instructor with questions at any time. Please anticipate a response time of 24 hours to email queries.

### **Laptop Usage**

Laptop or mobile computing device usage is encouraged during this course. Students are allowed to use devices for recording class sessions for personal use.

### **Phone Usage**

Students are allowed to use devices for recording lectures for their personal use, though students must still adhere to classroom behavioral expectations while recording. Students attending the in-person lectures are asked to place their mobile phones on "silent" and to step outside the classroom to take any important calls. Phones may not be used during in-class assignments.

### **Recordings**

In this class, software will be used to record live class lectures and discussions. As a student in this class, your participation in live class discussions will be recorded. These recordings will be made available only to students enrolled in the class, to assist those

who cannot attend the live session or to serve as a resource for those who would like to review content that was presented. Students who prefer to participate via audio only will be allowed to disable their video camera so only audio will be captured. Please discuss this option with your instructor.

## **Canvas**

This course will be offered via USF's learning management system (LMS), Canvas. Canvas will be used in this course to disseminate materials turn in weekly assignments and return graded assignments. If you need help learning how to perform various tasks related to this course or other courses being offered in Canvas, please view the following videos or consult the Canvas help guides. You may also contact USF's IT department at (813) 974-1222 or [help@usf.edu](mailto:help@usf.edu).

## **Online Exam Proctoring**

All students must review the syllabus and the requirements, including the online terms and video testing requirements, to determine if they wish to remain in the course. Enrollment in the course is an agreement to abide by and accept all terms. Any student may elect to drop or withdraw from this course before the end of the drop/add period. Online exams and quizzes within this course may require online proctoring. Therefore, students will be required to have a webcam (USB or internal) with a microphone when taking an exam or quiz. Students understand that this remote recording device is purchased and controlled by the student and that recordings from any private residence must be done with the permission of any person residing in the residence. To avoid any concerns in this regard, students should select private spaces for the testing. Students with concerns may discuss location of an appropriate space for the recordings with their instructor or advisor. Students must ensure that any recordings do not invade any third-party privacy rights and accept all responsibility and liability for violations of any third-party privacy concerns. Students are strictly responsible for ensuring that they take all exams using a reliable computer and high-speed internet connection. Setup information will be provided prior to taking the proctored exam. To use Honorlock, students are required to download and install the [Honorlock Google Chrome extension](#). For additional information please visit the [USF online proctoring student FAQ](#) and [Honorlock student resources](#).

## **WhatsApp, GroupMe, and Student-to-Student Communication**

While students may use digital communication tools (WhatsApp, Slack, GroupMe, etc.) to communicate with fellow students, it is important to remember that academic integrity policies still apply in these environments. Informing others about the contents of tests is prohibited by [the official regulation](#), as is receiving unauthorized information about an examination. Students are expected and required to immediately report instances of such violations to the instructor.

## **Course Policies: Student Expectations**

### **Title IX Policy**

Title IX provides federal protections for discrimination based on sex, which includes discrimination based on pregnancy, sexual harassment, and interpersonal violence. In an effort to provide support and equal access, **USF has designated all faculty (TA, Adjunct, etc.) as Responsible Employees, who are required to report any disclosures of sexual harassment, sexual violence, relationship violence or stalking.** The Title IX Office makes every effort, when safe to do so, to reach out and provide resources and accommodations, and to discuss possible options for resolution. Anyone wishing to make a Title IX report or seeking accommodations may do so online, in person, via phone, or email to the Title IX Office. For information about Title IX or for a full list of resources please visit: <https://www.usf.edu/title-ix/gethelp/resources.aspx>. *If you are unsure what to do, please contact Victim Advocacy – a confidential resource that can review all your options – at 813-974-5756 or [va@admin.usf.edu](mailto:va@admin.usf.edu).*

### **Course Hero / Chegg Policy**

The [USF Policy on Academic Integrity](#) specifies that students may not use websites that enable cheating, such as by uploading or downloading material for this purpose. This does apply specifically to Chegg.com and CourseHero.com – almost any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

### **Professionalism Policy**

Per university policy and classroom etiquette; mobile phones, iPods, etc. **must be silenced** during all classroom and lab lectures. Those not heeding this rule will be asked to leave the classroom/lab immediately so as to not disrupt the learning environment. Please arrive on time for all class meetings. Students who habitually disturb the class by talking, arriving late, etc., and have been warned may suffer a reduction in their final class grade.

### **End of Semester Student Evaluations**

All classes at USF make use of an online system for students to provide feedback to the University regarding the course. These surveys will be made available at the end of the semester, and the University will notify you by email when the response window opens. Your participation is highly encouraged and valued.

### **Food and Drink Policy**

Please adhere to the firm policy of no beverages (other than bottled/capped water), food, tobacco products, or like items in the classroom. Your understanding of the necessity for this policy and cooperation will be greatly appreciated. This policy will be strictly enforced.

### **Turnitin.com**

In this course, turnitin.com will be utilized. Turnitin is an automated system which instructors may use to quickly and easily compare each student's assignment with billions

of web sites, as well as an enormous database of student papers that grows with each submission. Accordingly, you will be expected to submit all assignments in both hard copy and electronic format. After the assignment is processed, as instructor I receive a report from turnitin.com that states if and how another author's work was used in the assignment. For a more detailed look at this process visit <http://www.turnitin.com>. Essays are due at turnitin.com the same day as in class.

### **Disability Access**

Students with disabilities are responsible for registering with Students with Disabilities Services (SDS) to receive academic accommodations. SDS encourages students to notify instructors of accommodation requests at least 5 business days prior to needing the accommodation. A letter from SDS must accompany this request.

### **Religious Observances**

All students have a right to expect that the University will reasonably accommodate their religious observances, practices and beliefs. If you observe religious holidays, you should plan your allowed absences to include those dates.

### **Campus Free Expression**

It is fundamental to the University of South Florida's mission to support an environment where divergent ideas, theories, and philosophies can be openly exchanged and critically evaluated. Consistent with these principles, this course may involve discussion of ideas that you find uncomfortable, disagreeable, or even offensive.

In the instructional setting, ideas are intended to be presented in an objective manner and not as an endorsement of what you should personally believe. Objective means that the idea(s) presented can be tested by critical peer review and rigorous debate, and that the idea(s) is supported by credible research.

Not all ideas can be supported by objective methods or criteria. Regardless, you may decide that certain ideas are worthy of your personal belief. In this course, however, you may be asked to engage with complex ideas and to demonstrate an understanding of the ideas. Understanding an idea does not mean that you are required to believe it or agree with it.

### **Make-up Exams Policy**

If a student cannot be present for an examination for a valid reason (validity to be determined by the instructor), a make-up exam will be given only if the student has notified the instructor in advance that s/he cannot be present for the exam. Make-up exams are given at the convenience of the instructor usually on Fridays at 10 am.

### **Rewrites Policy**

Rewrites are entirely optional; however, only the formal essay may be rewritten for a revised grade. Note that an alternate grading rubric will be used for the rewrite, featuring an additional column that evaluates the changes made specifically.

### **Exams Retention Policy**

After exams are graded, the instructor will review the examination with the class and collect all exams. The exams will be retained for one semester following the current one, and then they will be destroyed.

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### **Essay Commentary Policy**

Commentary on essays will be delivered in written format, at the end of the essay. However, upon request, an alternate delivery method can be used. If desired, instructor comments will be made verbally and delivered to the student as an mp3 through Canvas. This approach yields far fewer written comments, but much more commentary in general is delivered, due to the speed and specificity of speech. Those requesting mp3 feedback must state so when the essay is turned in.

## **Learning Support and Campus Offices**

### **Academic Accommodations**

Students with disabilities are responsible for registering with Student Accessibility Services (SAS) in order to receive academic accommodations. For additional information about academic accommodations and resources, you can visit the SAS website.

[SAS website for the Tampa and Sarasota-Manatee campuses.](#)

[SAS website for the St. Pete campus.](#)

### **Academic Support Services**

The USF Office of Student Success coordinates and promotes university-wide efforts to enhance undergraduate and graduate student success. For a comprehensive list of academic support services available to all USF students, please visit the [Office of Student Success website.](#)

### **Canvas Technical Support**

If you have technical difficulties in Canvas, you can find access to the Canvas guides and video resources in the “Canvas Help” page on the homepage of your Canvas course. You can also contact the help desk by calling 813-974-1222 in Tampa or emailing

[help@usf.edu.](mailto:help@usf.edu)

[IT website for the Tampa campus.](#)

[IT website for the St. Pete campus.](#)

[IT website for the Sarasota-Manatee campus.](#)

### **Center for Victim Advocacy**

*Example:* The [Center for Victim Advocacy](#) empowers survivors of crime, violence, or abuse by promoting the restoration of decision making, by advocating for their rights, and by offering support and resources. Contact information is available online.

## **Counseling Center**

The Counseling Center promotes the wellbeing of the campus community by providing culturally sensitive counseling, consultation, prevention, and training that enhances student academic and personal success. Contact information is available online.

[Counseling Center website for the Tampa campus.](#)

[Counseling Center website for the St. Pete campus.](#)

[Counseling Center website for the Sarasota-Manatee campus.](#)

## **Tutoring**

The Tutoring Hub offers free tutoring in several subjects to USF undergraduates. Appointments are recommended, but not required. For more information, email [asctampa@usf.edu](mailto:asctampa@usf.edu).

[Tutoring website for the Tampa campus.](#)

[Tutoring website for the St. Pete campus.](#)

[Tutoring website for the Sarasota-Manatee campus.](#)

## **Writing Studio**

The Writing Studio is a free resource for USF undergraduate and graduate students. At the Writing Studio, a trained writing consultant will work individually with you, at any point in the writing process from brainstorming to editing. Appointments are recommended, but not required. For more information or to make an appointment, email: [writingstudio@usf.edu](mailto:writingstudio@usf.edu).

[Writing studio website for the Tampa campus.](#)

[Writing studio website for the St. Pete campus.](#)

[Writing studio website for the Sarasota-Manatee campus.](#)

## **Important Dates to Remember**

For important USF dates, see the [Academic Calendar](#) at <http://www.usf.edu/registrar/calendars/>

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