ISM 6021
Management Information Systems
(CRN: 50398, Section: 350, 2 Credit Hours)

School of Information Systems and Management

COURSE SYLLABUS
Last Updated: 4/20/2023

Semester: Spring 2023
Delivery method: Online, Off-campus
Location: Online / Off-campus
Instructor: Dr. Quintin McGrath
Instructor email: qmcgrath@usf.edu
Virtual Office Hours: Technology used Microsoft Teams

Minimum Technical Skills & Requirements:

In order to take courses online at USF, you will need to be able to demonstrate proficiency in basic computer skills, maintain reliable internet access, and meet the computer system requirements listed at:
 https://www.usf.edu/it/remote/requirements-for-students.aspx

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I.   University Course Description

An introduction to the fundamentals of information systems including an examination of information technology terminology and concepts, alternative methodologies for developing information systems, and the application and impact of information technology in contemporary organizations.

II.   Course Prerequisites

No prerequisites.

III. Course objectives

By the end of this course, you will be able to:
- Analyze a tough socio-technical business decision and make a recommendation on the most feasible courses of action to the decision-maker in the organization.
- Research and write-up a case discussion of a tough technology centric business decision being faced by an organization.
- Demonstrate an ability to develop multiple plausible solutions to a tough business decision based upon empirical evidence identified in the course of the investigation of the tough decision with an organization.

IV. Instructor Contact Information and Communication

Email is always the best way to contact me. Please avoid messaging me through Canvas because it is often unreliable. Instead, always use your USF email account and include the name of our course somewhere in your email. Please allow 24 hours for a response and longer over the weekend. However, if you are emailing me to inform me of an urgent issue, please write 'urgent' in the subject line of the email.

V. First Week Attendance Policy

In the first week of class, you will be required to complete a First Day Attendance discussion board post to introduce yourself. Your post is due by **Monday of the first week of class at 11:59pm.** *Students who do not complete the First Day Attendance activity by the due date will be dropped from the course.*

VI. How to Succeed in this Course

One of my goals is to make this class as personally and professionally relevant to you as possible. To succeed in this course, follow the Course Schedule, regularly check our Canvas page to make sure that you are up-to-date with deadlines, and ask questions anytime you would like clarification.

VII. Required Texts and/or Readings and Course Materials
Managing and Using Information Systems by Pearlson, Saunders, Galletta, 7th Ed, Wiley (ISBN 978-1-119-56056-2)

VIII. Supplementary (Optional) Texts and Materials

Slides, assignments, and case discussions are available on Canvas. Unless otherwise indicated, all materials in Canvas are required.

IX. Grading Scale

Grade components:	Case Discussion Assignments (individual)	100%
	Pre-Case, Opening, Online Discussion, Post-Case Reflection	
Grading scale:	Letter grades as per USF policy with letter grade +/- awarded and calculated automatically on Canvas.	

X. Instructor Feedback Policy & Grade Dissemination

The instructor will respond to email communication relevant to the subject matter within 48 hours of the date received. The instructor will provide feedback on assignments within one week of the posted deadline and feedback on final papers within two weeks of the posted deadline. Graded tests and materials in this course will be returned individually only by request. You can access your scores at any time using "Grades" in Canvas.

XI. Class Schedule: Available on Canvas

Note: The schedule is tentative and may be subject to change. However, any and all such changes will be announced through Canvas or in class.

XII. Standard University Policies

Policies about disability access, religious observances, academic grievances, academic integrity and misconduct, academic continuity, food insecurity, and sexual harassment are governed by a central set of policies that apply to all classes at USF. These may be accessed on the USF Core Syllabus Policy Statements page at https://www.usf.edu/provost/faculty/core-syllabus-policy-statements.aspx.

XIII. Course Policies:
Late Work Policy

Late work may be accepted – with at least a letter grade penalty.

Extra Credit Policy

There is no extra credit.

XIV. 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.

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 – any use of these websites (including uploading proprietary materials) constitutes a violation of the academic integrity policy.

Turnitin.com

In this course, turnitin.com may 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. After an 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.

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.

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 and Discussion Board Guidelines

1. Use the subject line effectively by using a meaningful line of what your email or discussion is about.
2. Keep your emails and postings related to the course content. You should not post anything personal on a discussion board, unless is requested by the instructor.
3. Any personal, course or confidential issues should be directly communicated to the instructor via email. The discussion boards are public spaces; therefore, any issues should not be posted there.

XV. Course Policies: Technology and Media
Canvas

This course is offered via USF's learning management system (LMS), Canvas. If you need help learning how to perform various tasks related to this course or other courses being

offered in Canvas, please consult the [Canvas Student Guides](). You may also contact USF's IT department at (813) 974-1222 or [help@usf.edu]().

XVI. 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.

[Office of Student Success website for the Tampa campus.]()
[Office of Student Success website for the St. Pete campus.]()
[Office of Student Success website for the Sarasota-Manatee campus.]()

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.]()

[IT website for the Tampa campus.]()
[IT website for the St. Pete campus.]()
[IT website for the Sarasota-Manatee campus.]()

Center for Victim Advocacy

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.

[Center for Victim Advocacy website for the Tampa campus.]()
[Center for Victim Advocacy website for the St. Pete campus.]()
[Center for Victim Advocacy website for the Sarasota-Manatee campus.]()

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.

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.

Writing studio website for the Tampa campus.
Writing studio website for the St. Pete campus.
Writing studio website for the Sarasota-Manatee campus.

XVII. Important Dates to Remember

For important USF dates, see the Academic Calendar at
http://www.usf.edu/registrar/calendars/