## SECTION 1 - GENERAL COURSE INFORMATION

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|---|---|
| **Course Title:** | **Routing and Switching** |
| **Course Prefix and Number:** | ITEC 4330-01 |
| **Course CRN#:** | 20533 |
| **Semester & Session:** | Spring 2024 full session |
| **Campus Location:** | Online using D2L |
| **Meeting Days:** | Online using D2L |
| **Meeting Time:** | Anytime using D2L |

## INSTRUCTOR'S INFORMATION

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| **Name:** | **Dr. Shannon Beasley** | |
| **E-mail Address:** | shannon.beasley@mga.edu | |
| **Office Location:** | PSC 308 Macon Campus | |
| **Office Phone Number:** | (478) 757 - 2582 | |
| **Tentative Office Hours:** | **Monday** | 11:00 am – 3:30 pm |
| | **Tuesday** | 10:45 am to 12:30 pm |
| | **Thursday** | 10:45 am to 12:30 pm |

## COVID-19 STATEMENT

*The University System of Georgia (USG) continues to recognize COVID-19 vaccines and boosters offer safe, effective protection and urges all students, faculty, staff and visitors to get vaccinated and/or boosted either on campus or with a local provider.*

*We encourage our MGA community to adopt a self-care and personal responsibility approach to wellness as positive actions to protect self and others; each of us doing our part to keep the MGA community healthy and campus academics and activities thriving.  We ask you to complete the **self report form** if you have tested positive to COVID-19 and review the **Quarantine and Isolation Calculator** to determine the appropriate actions to take.  Visit updated information at this website: **https://www.mga.edu/coronavirus/** .*

*Carefully review your syllabus, D2L announcements, or email for details*

# SECTION 2 - DETAILED COURSE INFORMATION

- **Specific Course Information**

  - **Brief description of the content of the course (catalog description):**
    This course is an overview of configuring, implementing, and managing switches and routers to support a hierarchical network solution. Students will design and implement an appropriate solution based on provided information gradually building simple LAN designs into larger WAN solutions spanning a wide range of geographical areas.
  - **Prerequisites or co-requisites:** A grade of "C" or better in ITEC 2320
  - **Credit Hours: 3**
  - **Indicate whether a required (required for concentration), elective or selected elective course in the program: Networking Technologies and Administration**

- **Specific Goals for the Course**
  - **Specific Outcomes of Instruction (ex. The student will be able to...):**
- compartmentalize the flow of traffic
- use VLANs to create broadcast domains mirroring functional and geographic units
- configure and manage the behavior of routers and switches
- describe the uses, benefits, and configuration of Spanning Tree Protocol
- identify routing protocols and select the correct protocol for given applications
- migrate from flat network solutions to a hierarchical network designs

  - **Explicitly indicate which of the student outcomes listed in Criterion 3 or any other outcomes are addressed by the course:**
    - All outcomes are introduced in this course

- **Topics**
- router and switch configuration, installation, and management
- securing network infrastructure devices
- designing a hierarchical network
- virtual local area networks
- spanning tree protocol
- routing protocols
- access control lists
- optimizing traffic patterns

# SECTION 3 - COURSE ASSESSMENT INFORMATION

## CRITERIA FOR DETERMINING THE FINAL COURSE GRADE

Discussions                    15%

*A total of 15 weekly discussions are used to engage students on weekly topics and to serve as an indication of attendance for the week.*

**Weekly Assignment            55%**

*A total of 10 weekly assignments will consist of various projects that support the learning objectives for* ITEC 4330.

**Mid-term Project            15%**

*The mid-term project will be used to allow students to demonstrate proficiency on topics learned in weeks 1-8 of ITEC 4330. Due 11PM EST March 6, 2024.*

**Final Project                15%**

*The final project will be used to allow students to demonstrate proficiency on topics learned in throughout ITEC 4330. Due 11PM EST May 3, 2024.*

Final grades are computed based on a weighted average with percentages defined as 15% for discussions, 55% for weekly assignments, 15% for the mid-term project, and 15% for the final project. Final grade = (0.15 * discussion grade) + (0.55 * weekly assignment grade) + (0.15 * mid-term project grade) + (0.15 * final project grade)

**Grading Policy**

| Letter Grade | Description | Grading Scale |
|---|---|---|
| A | Excellent work | 90 to 100 |
| B | Good work | 80 to 89.9 |
| C | Satisfactory work | 70 to 79.9 |
| D | Passing work | 60 to 69.9 |
| F | Failing work | Below 60 |

**Assignments should be completed and submitted on time to avoid falling behind during the semester. I will accept late assignments the week following the due date at a 20% reduction in score. Anything over a week late will be assessed a grade of 0 unless otherwise requested by the professor. The assignments listed as discussion and final project will receive a grade of 0 if submitted past the due date.**

## SECTION 4 - INSTRUCTOR-SPECIFIC POLICIES

1. It is expected that all students participate in all weekly assignments, papers, and discussions. All assignments are expected to be your own work and words. Cut-n-paste submissions will be considered academic dishonesty and treated as such.

2. Be sure to manage your time wisely throughout the semester and make sure your responses to communications and assignments are timely. If you are not able to participate in any assigned class activities, contact your instructor immediately.

3. The professor is required to report "no-shows", or students who do not show up the first day of class. Therefore, all students enrolled in the course must verify their enrollment by posting a "Welcome" message on the Discussion Group in D2L within the first few days of class. This can affect financial aid and you may be dropped from the class if you fail to do so.

4. I will not discuss grades over the telephone. Please stop by my office or make an appointment to meet with me in person if you would like to discuss your grade.

5. If you have trouble mastering a concept or have concerns related to the class, please feel free to contact the professor as necessary.

6. When I want to give instruction, clarification or general information to the entire class, I will post this information in the announcements found in D2L.

## SECTION 5 - TENTATIVE COURSE SCHEDULE AND OUTLINE

The schedule below contains class activities, assignments, and deadlines.  Note that the course schedule is "tentative" and subject to change based on student and/or pedagogical needs.  All changes will be announced and posted on the course website.

| Date | Readings | Activities | Due Date |
|------|----------|------------|----------|
| Week 1/2: | Syllabus and Orientation<br><br>Module 1 | *Discussion 1*<br>*Discussion 2*<br><br>*Weekly Assignment A*<br>*Weekly Assignment A-2* | Jan 10 – 24<br>School closed Jan 15 |
| Week 3/4: | Module 2 | Discussion 3<br>Discussion 4<br><br>Weekly Assignment B | Jan 25 – Feb 7 |
| Week 5/6: | Module 3 | Discussion 5<br>Discussion 6<br><br>*Weekly Assignment C* | Feb 8 - 21 |
| Week 7/8: | Module 4 | Discussion 7<br>Discussion 8<br>Weekly Assignment D<br>Mid-term Project due by 11PM EST Mar 6th | Feb 22 – Mar 6 |
| Week 9/10: | Module 5 | Discussion 9<br>Discussion 10<br><br>Weekly Assignment E | Mar 7 – 27<br>School closed Mar 18 - 22 |
| Week 10/11 | Module 6 | Discussion 11<br>Discussion 12<br><br>Weekly Assignment F<br>Weekly Assignment F-2 | Mar 28 – Apr 10 |

| Week 12/13 | Module 7 | Discussion 13<br>Discussion 14<br><br>Weekly Assignment G | Apr 11 - 24 |
|---|---|---|---|
| Week 14/15 | Module 8 | Discussion 15<br>Weekly Assignment H<br>Final Project due by 11PM EST<br>May 3rd | Apr 25 – May 3 |

## SECTION 6 - COURSE EXPECTATIONS

### EXPECTATIONS

Online courses are not self-paced and regular participation in online courses is required and will be recorded by your instructor. Students are expected to complete all course assessments using D2L.

Online learning assumes a high level of maturity and professionalism. It is designed to make learning more convenient but no less rigorous. The lack of a formal meeting schedule in an online course can be liberating. It can also be demanding because you must determine when to make time for class. Self-discipline and good time management skills are necessary when taking an online course.

Please remember that you will spend as much or more time completing an online course as you would taking it in a traditional face-to-face/classroom format. The special circumstances of taking an online course demand regular and consistent participation. Be sure to pace yourself throughout the semester making sure your responses to communications and assignments are timely. If you are not able to participate in any assigned class activities, you must contact your instructor immediately.

The instructor is required to report "no-shows" or students who do not show up the first day of class. Therefore, all students enrolled in the course must verify their enrollment. This can affect financial aid and you may be dropped from the class. Your instructor will notify you as to how to verify your enrollment before the beginning of the term to ensure that you are not reported as a "no-show".

### ATTENDANCE POLICY

Students whose number of absences is more than twice the number of class meetings per week may be assigned a failing grade for the course. Students who have more absences than the number of class meetings per week but less than twice the number of class meetings per week, will be penalized on the participation portion of the grade.  Students who have absences which are less than or equal to the number of class meetings per week will not be penalized. This policy holds for face-to-face and hybrid courses.

Students that do not submit any work for more than 14 consecutive days in an online course or partially online course may be assigned a failing grade for the course.

The MGA policy on attendance is found in Section 5.04.05 of the Faculty Handbook and in the Academic Catalog (https://mga.smartcatalogiq.com/2020-2021/Undergraduate-Catalog/Academic-Policy-and-Information/Course-Policies/Attendance-Policy).

## CLASS BEHAVIOR EXPECTATIONS AND CONSEQUENCES FOR VIOLATIONS

Middle Georgia State University students are responsible for reading, understanding, and abiding by the MGA Student Code of Conduct." Student Code of Conduct, Responsibilities, Procedures, and Rights are found at http://www.mga.edu/student-affairs/docs/MGA_Student_Handbook.pdf#page=45.

## STUDENT WITHDRAWAL POLICY

Students are encouraged to read the withdrawal policy found at https://www.mga.edu/registrar/registration/drop-add.php before dropping/withdrawing from the class.

Students who wish to withdraw from the University must complete the Withdrawal Form, obtaining the required signature from the advisor, and submitting it to the Office of the Registrar at the Macon campus or the administrative offices at other campuses. Withdrawal is not complete until all withdrawal procedures have been properly executed. https://www.mga.edu/registrar/

Students may withdraw from the course and earn a grade of "W" up to and including the midterm date, which occurs on *March 13, 2024.* After this date students who withdraw will receive a grade of "WF." https://www.mga.edu/academics/calendars/index.php

## POLICY ON ACADEMIC MISCONDUCT

As a Middle Georgia State student and as a student in this class, you are responsible for reading, understanding, and abiding by **Middle Georgia State's Student Code of Conduct**.

Quoted directly from the Student Handbook, I believe it is important that you recognize and understand the following about plagiarism and cheating:

1. *Individuals will fulfill their academic responsibilities in an honest and forthright manner.*

Examples of prohibited behavior include but are not limited to: plagiarizing another's work (such as using another's phrasing, concepts or line of reasoning as your own without giving proper credit to the author or creator); submitting course assignments that are not your own; submitting the same paper in different classes without prior approval from both instructors; cheating (the use of any unauthorized means to gain academic advantage on assignments, laboratory reports or examinations); acquiring or using test materials without faculty knowledge; accessing any information, resource, and/or means of communication during an exam or assignment without specific authorization from the professor; failing to follow class policy; obtaining academic benefits through computer fraud or unauthorized access; engaging in academic fraud alone or with others; using material downloaded off Internet without proper citation; illicitly attempting to influence grading; failing to abide by test-taking procedures. The MGA Withdrawal Form, is available online or in the Office of the Registrar. The entire Student Code of Conduct is included in Middle Georgia State's Student Handbook and is available online at https://www.mga.edu/student-conduct/

The penalty for academic misconduct is a grade of <u>zero</u> for the work involved and will be referred to the Dean of Students. Subsequent academic misconduct results in a failing grade for the course.

## PLAGIARISM AND ACADEMIC INTEGRITY/HONESTY

MGA uses a plagiarism prevention service to evaluate written work that students submit for this course. The papers will be retained by the service for the sole purpose of checking for plagiarized content in future student submissions. MGA's Code of Conduct prohibits the use of any unauthorized assistance in completing any work for any course. This assistance includes using artificial intelligence platforms to generate any part or all of student submissions. The Code of Conduct is available at this webpage: https://www.mga.edu/student-conduct/index.php

## MENTAL AND EMOTIONAL HEALTH SUPPORT

Counseling Services is proud to be a part of BeWell@MGA, which provides students 24/7 access to counselors and mental health resources to help cope with minor issues to major concerns. More information is available on this webpage: https://www.mga.edu/student-affairs/bewell/index.php

## ACCESSIBILITY SERVICES

Students with a documented disability must work with MGA's Accessibility Services to arrange essential services relating to their disability. All entitlements to accommodations are based on documentation and USG Board of Regents standards.

If a student is considering requesting accommodations, they should first contact Accessibility Services to discuss the process: https://www.mga.edu/accessibility-services/index.php

If a student needs course adaptations or accommodations because of a documented disability or chronic illness, the student should notify their instructor in writing and provide a copy of a current Student Accommodations Report (SAR), which is available only from Accessibility Services. Faculty cannot offer accommodations to any student without timely receipt of the official SAR document.

## STUDENT SUCCESS CENTERS (SSC)

Tutoring is available free of charge on all MGA campuses for currently enrolled students. SSC tutoring sessions may be scheduled online and face-to-face through the "Book an Appointment" link on the SSC website. Other services at the SSC include online academic workshops and a robust website with resources for academic assistance. The SSC locations also have computer workstations, printing, and Internet access. To view contact information, subjects tutored, and tutor availability, go to the SSC website at http://www.mga.edu/student-success-center/ .

## WRITING CENTER

The MGA Writing Center is a free service that provides one-on-one consultations to assist students with all types of writing. Either in-person or via Teams, our consultants provide feedback and use different strategies to help students improve their writing.

Writing Center locations are open on the Macon, Cochran, Dublin, and Warner Robins campuses.

## Mathematics Academic Resource Center (MARC)

The MARC has locations on the Macon and Cochran Campuses. They offer one-on-one peer tutoring in person and online for mathematics courses. Visit their webpage for more information and additional resources: https://www.mga.edu/computing/mathematics-statistics/marc/index.php

## CENTER FOR CAREER AND LEADERSHIP DEVELOPMENT

Students have free access to career and professional development services through the CCLD. Virtual and in-person appointments can be scheduled in Macon, Cochran, or Eastman at mga.joinhandshake.com. College-to-career resources include career exploration/assessments, job/internship/graduate school search assistance, career fairs, resume/interview prep, and professional/leadership development. Contact them at  or visit https://www.mga.edu/center-career-leadership-development/index.php

## DELAYED OPENING OR CLOSING OF THE UNIVERSITY
If class is unable to occur for an opening or closing of the university, go to the online webpage of the course for additional instructions. If there are no additional instructions provided on the course homepage news section, then just plan to meet at the normal next regularly scheduled meeting for the course. Knight Alert can be used to check or https://www.mga.edu/police/alert/index.php

## HB 280 CAMPUS CARRY LEGISLATION

In accordance with O.C.G.A. § 16-11-127.1, Middle Georgia State University recognizes that a lawful weapons carrier may carry concealed handguns on Middle Georgia State campuses, excluding restricted campus facilities. More information is available at this webpage: https://policies.mga.edu/policy-manual/section-6-campus-affairs/6-10-weapons-on-campus/index.php

## COURSE EXPERIENCE FEEDBACK SURVEY

Student perception surveys of a class and its instructor are administered online at the end of each term/session for all courses with five or more students. Students will receive an email containing a link to a survey for each course in which they are enrolled. All responses are anonymous.

## STUDENT RESPONSIBILITIES
*Students are responsible for reading, understanding, and adhering to all Middle Georgia State University student policies, including those linked on the Syllabus Policy page.*

## ACADEMIC MINDSET BELIEFS
The course activities/assignments in this course concerning the Academic Mindset shall contribute to your growth, self-efficacy, the relevancy of academic experience, and a sense of belonging.  Throughout this course, growth mindset will be strengthened through activities/assignments by constant engagement.  The following growth mindsets belief statements are the bedrock of this course and shall be acclaimed into mind by each student:

- I can strengthen my abilities through effort.
- The work in this course has value and purpose for me.
- I embrace new challenges.
- I will succeed if I put effort into my work.
- I will learn from success and failure to continue to improve.
- My effort and attitude are important to my future.

## ONLINE COURSE EXPECTATIONS
1. Students must immediately review the tentative course schedule (included as part of the syllabus) for the schedule of discussion activities, assignments, projects, and/or examinations.

**2. Students are required to have access to a computer and the Internet and access to a computer that can run Oracle's VirtualBox and two virtual machines.**

3. All course materials (i.e. course syllabus, course content, the assignments and the schedule of activities, etc.) are posted in Brightspace D2L course/class web site.

4. Official institutional email (MGA or D2L) is used only for communication between the instructor and students. The instructor will endeavor to reply to your email queries within 12 hours and no more than 24 hours of their receipt, excluding weekends and holidays or during semester breaks. Private email accounts <u>must not</u> be used to communicate between the instructor and students.

5. Students must attend class if they are to be well prepared for the workplace. Online courses are no different from on-campus classroom courses in this regard. Therefore, online students are subject to the college's attendance policy. Please see the "Attendance Policy" in the college's catalog. For online classes, participation must be defined in a different manner. Student attendance in online courses is defined as active participation in the course as described in the course syllabus.

6. Online courses will, at a minimum, have weekly mechanisms for student participation, which can be documented using any or all the following methods: a graded discussion activity that is integral to student engagement and learning; a graded assignment/project/examination.

Your instructor will begin grading all assessments after the deadline and make the results available to you within one week after the due date for the assessment.

## ONLINE DISCUSSIONS AND POSTINGS
### *Expectations for Achieving Responsible Online Discourse*

One value we must share is respect for individuals - their experience and their ideas or social positions. We also share a genuine desire to learn from one another. In order to demonstrate these shared values, you are encouraged to consider how your tone, word choice, and content may affect other readers. Some ways people achieve responsible public electronic discourse include

a) calling each other by name on the screen,
b) using smiley faces =) to clarify meaning if a writer's tone might be ambiguous,
c) clarifying with someone courteously before "flaming" back a quick response, and
d) refraining from publishing or forwarding any questionable jokes or strong language that could offend various readers.

### *Guidelines for Online Discussions*

Not only respond to your instructor's questions, but carry on a dialogue with your classmates as well if you have something to add to the discussion. This is a discussion, not just a question and answer session, and is one of the items that make a good online course and establishes community. If you only respond to your instructor's question it makes the discussion more of an "exam" rather than a dialogue.

Do not get caught up in "winning" the debate. We are here to learn the material, have fun, and to discuss matters of importance with others.

Read all postings from your classmates, not just those from the instructor. Sometimes future questions are based on the insights of your classmates.

When you reply to a post, don't just say "I agree". Give the person or person's name you are agreeing with and be sure to put the reply in the right thread. Also include a brief sentence or two summarizing what they said that you are

agreeing with and then your views. You might also consider changing the subject line to reflect your posts. Make it easy for us to figure out who you are talking to and what you are talking about.

**You are not required to post a comment on other classmate's discussions, but you are more than welcome to do so if you have something constructive to add.**

To receive credit for a post, you absolutely must provide supporting references from a reputable source. Possessing the knowledge prior to the discussion does not allow you to avoid providing references.

I watch the discussion as it progresses. I rarely post directly unless I see an idea building that is not productive or accurate. This approach serves to prevent my opinion from overshadowing personal thought and growth by students.

If you express an opinion, support it with material from our readings or other sources if applicable. When you quote, summarize, or paraphrase from the text, be sure to give the page number(s) -- This is important! **Count on checking the class website for assignments or discussions at least twice or more per week.**