Course Syllabus: BCIS 4690 & 5700 (Fall 2015)
(SUBJECT TO CHANGE – v24Aug15)
The Management of Information & Technology Assets in Organizations

General Information

Instructor

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Textbooks (4 = for 4690, 5 = for 5700)

4&5: James McKeen & Heather Smith (2012), *IT Strategy: Issues and Practices*, 2nd edition, Pearson (Prentice Hall), ISBN: 978-0-13-214566-4 = "McK"

4&5: Leon Kappelman, editor (2010), *The SIM Guide to Enterprise Architecture*, CRC Press, ISBN: 978-1439811139 = "SIM"

4&5: Richard Brynteson (2006), *Once Upon A Complex Time: Using Stories to Understand Systems*, Sparrow Media Group, Inc., ISBN 0971930481 = "B"

5: Andy Kessler (2005), *How We Got Here,* HarperCollins Publishers, ISBN: 0060840978 (or 2004 edition from Escape Velocity Press, ISBN: 0972783229) = "K" (Free digital copy from author link on BlackBoard.)

Readings, handouts, grades, & other important course information is posted on BlackBoard https://learn.unt.edu/

Course Description

The objective of this course is to provide an overview and an understanding of the issues involved in the management of information and information technology (IT) assets in organizations. The course examines a broad range of issues and problems associated with the management of IT, information systems (ISs), and information and communication technologies (ICTs). The course focuses on managerial rather than technical issues and views information systems from the perspective of managers at all levels -- from the boardroom to the front line. It is assumed that the student already has some understanding of management principles and theory, information technology, and information system development. The course presents fundamental knowledge essential to managing an IT/IS/ICT function within an organization. (See course description and prerequisites in college catalog for additional information.)

Grading (Subject to change)

Midterm Exam (Quiz#1)			25 points
Final Exam (Quiz#2)			25 points
Team Paper & Presentation			30 points
Participation:			20 points
In-class participation *		5 points	
Weekly articles		10 points	
Oral reports	4: B -	5 points	
	5: K -	5 points	
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		100 points	

Regarding the Participation Portion of Your Grade

* You are responsible for reading the assigned materials prior to class and being prepared to participate actively in class discussions. You earn points through your in-class participation. Your weekly articles and readings provide you with readily available content for participating in class discussions.

BCIS 4690 & 5700: Course Outline & Calendar: Fall 2015

Wk	Date	Note	McK	BP		SIM	KP	Topic/Activity
1	27 Aug	R0-Winners Pack	1,2			pp. xxv-xxvi, xli-xlv		Nature & Importance of IS Management; Future Organizations, Information Age Enterprises, Learning Organizations; Systems Thinking; Enterprise Architecture, Globalization **L0, R0,R2,R4,R-ZF2,R-ZF3**;
2	3 Sep	*B*	3,4	B#	T#		M Team#	Changing Role of IS Management; **L1, R1 & R1-5700** — Key Issues & Critical Success Factors of IS Management; **R3**
3	10 Sep		8	1-6	T1	pp. 111-121 (5700 only pp.127-146)	M5	Enterprise Architecture – Concepts & Fundamentals **R4, L2**
4	17 Sep	*S*	6,9,10	7-11	T2	pp. 147-162	M4	IT Industry Structure and Vendor Management; **R5, L3** — Organization & IS Structure and Governance of IS, **R6 & R6-5700, L4, L5**
5	24 Sep		13,15	12-16	T3	pp. 163-187	M1	Changing Role of End Users – Working with IT's Customers; **R7, L6**
6	1 Oct	*T*	7,11	17-22	T4		M2	Planning for the Enterprise: Policy, Strategy, & Competitive Advantage; Resource Allocation; & Enterprise Architecture **R8, L7&L8**
7	8 Oct		12,17	23-27	T5		M3	Enterprise Architecture - Execution and Practices; **L9**
8	15 Oct		21					IT Audit, Evaluation, Assessment, & Performance Measurement: Are IS Assets Efficient, Effective, Safe, & Contributing to Organization Success? **R9, R9-1, R9-2, R9-3, L10**
9	22 Oct							**Midterm: McK 1-4,6-13,15,17,21 +SIM, lectures, other assigned readings: Quiz #1 Study Guide in BlackBoard**
10	29 Oct							Management of Application Development & Maintenance: Project Management and Technical Issues **R11 & R11-5700, L11** — Organization Change Management: Managing the People Side of System Development & Deployment **R12 & R12-5700, L12**
11	4 Nov	*D*						**By 11:59 pm CT Term Paper due as .doc/.docx/.rtf AND .pdf files sent to kapp@unt.edu. No hardcopy required.**
	15 Nov		19					Managing IS Operations: Structure, Policies, Procedures, Security, Continuity, Recovery, & Control **R13 & R13-5700, L13**
12	12 Nov	Cases	5					Legal & Ethical Issues in IS Management; IS Professionalization; **R14-L, R14-E, L14**
13	19 Nov	*PPT*		PPTs DUE				**By 4:00 pm CT your presentation must be sent to kapp@unt.edu via email**
		X *P*		**Term paper grades due from all: Use color forms provided.**				Term Paper Presentations –Weekly articles topic "making professional presentations" **Last chance to turn in extra credit by hard copy at beginning of class**
14	26 Nov							**Thanksgiving – No class**
15	3 Dec		18			pp. 52-60		Future of IT All: The Technology, Our Careers, Our Role in Organizations & Society, Our Profession, and the Industry. **R16, L16** — Career Management: Development & Motivation of IS Professional **R15, R15-opt** — **We will do COB paper and pencil course evaluations & Survey for Graduating BCIS Majors tonight.** **Please do UNT online course evaluation after class meets this week too.**
16	10 Dec			**Finals Week**				**Final Exam – 6:30 to 8:30 PM: On Everything**

*** Schedule and Outline Subject to Change ***

Key (to calendar and date references used elsewhere in syllabus)		
KP=oral reports on K: 5700 only by MTeams	***S*** = Team title/topic proposal due	***P*** = Term/Team present:
BP=oral reports on B: all by teams	***T*** = Team proposal must be finalized	***X*** = Last chance to turn in extra credit
M Teams 5700 only. T Teams all.	***D*** = Term/Team paper is due	**R** = refers to reading assignment in BlackBoard
B = Begin weekly articles	***PPT*** = Term/Team slides due	**L** = refers to lecture slides in BlackBoard

- ✓ **Assignments due beginning of class unless otherwise specified. Late assignments not accepted: grade = zero.**
- ✓ **McK chapters – include the chapter appendices but not the mini cases.**
- ✓ **Additional readings and/or case studies for most weeks are assigned and in BlackBoard. Reference number to reading = R and to lectures = L. Some readings in BlackBoard have a number but no R. Online reading assignments and lecture slides may change as the semester progresses but probably not significantly.**
- ✓ **If you miss any part of two classes you may be administratively withdrawn (i.e., dropped with a WF or W) without further notice.**

Course Policies and Administration

1. **No make-ups** for exams or anything else.

2. Written assignments are due at the beginning of class. **No late assignments** will be accepted.

3. If you miss class you miss the classroom activity and will (a) receive a grade of zero on it and/or (b) have other points deducted (e.g., participation). As for class participation and attendance, I will allow for one missed class, no more. **If you miss any part of two classes you may be administratively dropped from the course with a W or WF without further notice.**

4. Exceptions to rules 1, 2, or 3 only by advance arrangements in the event of extraordinary, well-documented, circumstances.

5. All written assignments must be (a) quality of laser print, (b) double-spaced if printed or pdf'd, (c) on white paper, (d) with a cover page (no cover for weekly articles and term paper proposals), (e) using 12 point fonts, and (f) stapled in the upper left-hand corner. The cover page (or first page for weekly articles and term paper topic statements and proposals) will contain in the upper right-hand corner: your name(s) (and team number if appropriate), course number, due date, and assignment number/name. Pages should be numbered and references single-spaced with hanging indents. Do not use folders or plastic binders. Grammar and spelling count on everything. **Weekly articles are numbered by week number – the first article is "Week #2 Article."** See "Course Assignments" below for more details.

6. Cheating in any form will not be tolerated. The policies stated here are derived from the University of North Texas *Student Handbook* (www.unt.edu/csrr/student_conduct). You are responsible for information published by the University. **Scholastic integrity *must* be exhibited in your academic work, conduct, and methods.** Course work for which you receive an individual grade *must* be your original, individual effort, and team work must be the original work of the team. If any evidence of copying, cheating, or any other form of academic dishonesty on all or part of any of your graded course work, you (and any others involved) will be given a zero for that work. A 2nd incident will result in a grade of F in this course and a recommendation for further action by the Dean of Students. This course adheres to the UNT policies on academic integrity which can be found at http://policy.unt.edu/sites/default/files/untpolicy/pdf/7-Student_Affairs-Academic_Integrity.pdf and http://vpaa.unt.edu/academic-integrity.htm. **All written assignments may be checked by plagiarism detection tools: Quotes and citations are fine – so give credit where credit is due.**

7. You are expected to keep yourself informed of University, College, Department, and course deadlines/schedules, etc. Your failure to keep informed and to plan is your own plan for failure. **This syllabus, like most everything else in life, is subject to changes**, additions, deletions, and other modifications. It is your responsibility to attend class and check your official UNT email account (EagleConnect) to learn of schedule and course changes, campus closings, grade postings, and other important announcements from UNT and your instructor. Get quick updates on closings and such from Eagle Alert – sign up at http://www.unt.edu/eaglealert/. "You snooze, you loose." Blackboard content will also be updated frequently this semester.

8. **You will have one week** after the posting of any grade or return of any assignment or exam (whichever comes first) **to request a review of your grade**. Your instructor is the final authority on course grades as provided in *Policy Manual: University of North Texas*.

9. Student behavior that interferes with an instructor's ability to conduct a class or other students' opportunity to learn is unacceptable and disruptive and will not be tolerated in any instructional forum at UNT. Students engaging in unacceptable behavior will be directed to leave the classroom and the instructor may refer the student to the Center for Student Rights and Responsibilities to consider whether the student's conduct violated the Code of Student Conduct. The university's expectations for student conduct apply to all instructional forums, including university and electronic classroom, labs, discussion groups, field trips, etc. The Code of Student Conduct can be found at http://www.unt.edu/csrr. Your instructor has the right to have you removed from class for ANY BEHAVIOR THAT HE DEEMS INAPPROPRIATE. **All electronic devices (cell phones, pagers, tape recorder, computers, etc.) must be turned off before lecture begins.**

10. **Tape recording of class lectures is NOT permitted** (except for ADA accommodation and then only with your instructor's written knowledge and consent). It is a violation of the UNT Code of Student Conduct to record without permission and action will be taken if violations occur.

11. I will not read past the specified **word limit on written assignments, including exams**. So stay within the assigned parameters.

12. The College of Business Administration complies with the **Americans with Disabilities Act** in making reasonable accommodation for qualified students with disabilities. If you have an established disability as defined in the Americans with Disabilities Act and would like to request accommodation, please see me as soon as possible. My office hours, office number, and cell number are shown on page one of this syllabus. Note: University policy requires that students notify their instructor within the first week of class that an accommodation is needed.

13. INCOMPLETE GRADES: A grade of "I" will be given only in exceptional circumstances to passing students, and only for circumstances occurring during the last week of regular class meetings. That is, only emergency situations such as an illness or death in your immediate family constitute exceptional circumstances (and these must be fully documented).

14. **Grades and notices will be posted via BlackBoard. Important messages also will be sent via BlackBoard. BUT YOU CANNOT AND SHOULD NOT SEND ME MESSAGES IN BLACKBOARD – USE MY CONTACT INFO IN PAGE ONE OF SYLLABUS.** Grades cannot be given out over the telephone or by email; although, I can reply with some information to emails from your my.unt.edu (EagleConnect) email address.

15.

Grading Scale: **No Rounding**	
Percent	**Grade**
90.0 % or above	A
80.0% or above	B
70.0 % or above	C
60.0 % or above	D
Lower than 60.0 %	F

Course Assignments
GENERAL INSTRUCTIONS
CAREFULLY READ THESE DIRECTIONS AND FOLLOW THEM!!

THE "ESSENCE" OF BEING A SUCCESSFUL I/S PROFESSIONAL (& SUCCEEDING WITH THESE ASSIGNMENTS) IS UNDERSTANDING AND MEETING YOUR "CUSTOMERS'" NEEDS (AKA "REQUIREMENTS"). REGARDLESS OF YOUR FIELD, MAKING SURE THE I/S FOLKS KNOW YOUR REQUIREMENTS IS THE ESSENCE OF MAKING SURE YOUR I/S INVESTMENTS PAY OFF, AND THUS OF BEING SUCCESSFUL.

** See bottom of calendar on page 2 for key to date symbols (e.g., *B*, *D*, *P*, etc.) **

BLACKBOARD: Lecture notes, additional weekly readings, and other materials are posted in BlackBoard.
Be sure to keep up with all readings if you want to get the most out of this course. Every semester course content is updated and uploaded to BlackBoard. Some materials are updated as the semester progresses. **BlackBoard is only used for me to supply materials to you and nothing else.** Use email or phone for direct communications with me.

Make sure you are getting my emails from BlackBoard. Check your UNT email daily.
In order to communicate with the class, give and change assignments, post grades, make administrative announcements, and other important class business I use the class email list in BlackBoard. If you can access the class in BlackBoard you should be on the email list BUT **it is your responsibility to make sure you have access and get these messages**. If you wish, you should be able to forward your UNT email to your preferred email.

File –Naming Conventions
All team assignment emails sent to Dr. K MUST include a "Team#" (# = your team number) in the filename and email subject line. Individual assignments must also include your first and last name in the

filename (mostly only for 5700 students, but any others too, and your "MTeam#" for the Kessler assignments). You must put "BCIS 4690/5700" in the email subject line and copy all teammates on communications about team assignments too.

Weekly Topic Articles

Complete and turn in an **ARTICLE REVIEW EACH WEEK beginning the second week of class (BEST 10 OUT OF 12 POSSIBLE this semester)**. The article that you select should be on the topic for that night **but it cannot be an assigned reading**. **Write a short (200-250 words) executive summary of the article** that includes *<u>a statement of what you learned from the article and how you think it will help you in your career</u>*. **Turn in a copy of your article with your summary at the beginning of class**. **No cover page necessary –** just put identifying information (as described in "Course Policy" number 5) in the upper right corner and **a proper APA-style citation (**refer to the UNT online reference library or
[https://owl.english.purdue.edu/owl/resource/560/01/)](https://owl.english.purdue.edu/owl/resource/560/01/) **of the article either before or after your summary**. You may be called on AT RANDOM in class to discuss your article so it is a good idea to keep a copy of your article and summary handy for discussion that night. So, if you have no article, or if you are not prepared to contribute, or if your article is not on topic, you will have points deducted from the participation portion of your semester grade. Please start looking for your articles immediately. It may take you a while to find information on some of these topics. **Weekly articles are numbered by the week in which they are due – First article is due week 2 and should be labeled "Week #2 Article."**

Oral Report Presentations

There are two sets of these assignments. The schedule for these is in the "BP" and "KP" columns of the Course Calendar on page 2. The BP ones are for undergrads only, and the KP ones for grad students only. These are an excellent opportunity for you to practice presenting before a group.

Rest of class' assignment during these presentations. Be prepared to discuss the assigned reading every week – You will earn participation points for your contribution to the discussion. All students will prepare the B material but only graduate students are required to prepare the K material. If called upon and not prepared you will have points deducted from the participation portion of your semester grade. No written deliverables are required; although, you should **bring the book with you or your written notes** so you can quickly engage in the discussion.

   BP" refers to the chapters (case numbers) in the Brynteson book to be covered in your presentation. These are assigned by team and each team will have one of these during the semester – They are assigned by team number starting with Team #1. Your team's assignment is to present and lead the discussion on each set of assigned cases. The rest of the class' assignment is to read the cases and be prepared to discuss them. Your team should be prepared to describe the essence of each reading, the lessons learned from it, and connect those lessons to specific IT management topics and implications for IT management. You should prepare a 10 to 12 minute presentation on the entire reading using PowerPoint. No handouts are required. There is no set formula for this; HOWEVER, **<u>your job is to teach the lessons learned through the cases, not the content of cases</u>**. You may ask questions of the class. **You are responsible to cover the material and connect it directly to the course material**. Your grade is based on how well you cover the material and convey your message, the quality of your presentation, and how well you manage the class. Email me a copy of your .ppt slide file at least 30 minutes before class begins but be sure to bring your own copy to run in class. This assignment count for 25% of 4690 course participation grade (5% of total course grade). **Every 4690 on the team must present** and only 4690 students get a grade on this but 5700 students on the team are welcome to participate to whatever extent they and their teams decide is appropriate.

- "**KP**" refers to the chapters in the Kessler book (page #s are for free digital version which is linked in BlackBoard). This assignment is for BCIS 5700 students only by MTeam#. The order is assigned by MTeam# in the calendar, beginning with Team M1. Your assignment is to provide a 10-12 minute presentation with PowerPoints on the material in those chapters of the book and to propose what lessons might apply to the management of organizations and their technologies today and in the future. There is no set formula for this HOWEVER, **<u>your job is to teach about the lessons learned from history, not the historical details.</u>** Handouts are not necessary. Email me a copy of your .ppt slide file at least 30 minutes before class begins but be sure to bring your own copy ready to run in class. Your grade will be based on how well you cover the material, the quality of your slides, and the quality of your presentation. The individual assignment will count for 25% of your course participation grade (5% of your course grade).

Semester (Term/Team) Paper Project

1. Your **semester paper is due before 11:59 pm on *D* in two electronic forms** (as a .doc/.docx/.rtf file AND as a .pdf file). No printed copy is required. The .pdf file will be distributed to the rest of the class for grading. The subject of the

paper should be relevant to the management of information assets and can be based on one of the topics covered in class, mentioned in your textbook, or any other topic relevant to IT management.

a. ATTENTION TEAMS: In order to get prompt attention, emails to me about your project must include the course number and your team number in the subject line (e.g., "BCIS469/570 – Team #"). All of your teammates must be CC'd on all communications to me about your team project. I will not respond if they are not copied.

b. WHY TEAMS GET POOR GRADES ON THIS ASSIGNMENT: Mostly they leave out required content I assign, fail to meet the requirements described in the syllabus, and/or fail to take the time (and brain power) to develop coherent and meaningful key issues and critical actions. Sloppy grammar and poor writing also hurt, but content is usually the grade killer. So is plagiarism occasionally. Also, put all graphics and table in the text not in an appendix – this makes following your paper easier for your readers.

2. You must turn in by email a **title and topic proposal on or before class on *S*** in soft copy (doc, .docx, or .rtf). This must be **less than 300 words** in length. **THE QUALITY OF YOUR PROPOSAL COUNTS IN YOUR FINAL ASSIGNMENT GRADE.** Your **topic must be approved** in order to move forward with your report. I may ask for clarification or ask you to narrow or broaden your topic. **I usually add some content requirements when approving a proposal.** If your proposal is too vague, unclear, or ambiguous, too broad or too narrow, I may change or significantly modify your topic entirely. The better your topic proposal, the more likely you will be able to do the topic of your choice, instead of my choice. Your proposal must include at least one theory, model, framework, taxonomy, or ontology, and two references. Your **proposal must be approved by me by *T* or you fail** the assignment.

3. Once your topic is approved: (1) make sure you include all the content specified in #11 below and in my emailed feedback to your proposal. If I write "must include" you must include that content in your final report and presentation. **(2)** Your **final report must follow the organization in #6 below** too. Whether you use that organization in your presentation is up to you; HOWEVER, all the **topic areas in #6 must be covered in your presentation**. Getting your customer's requirements right and then meeting them is an important part of this assignment.

4. Your **final report will be in the form of research report, vendor proposal, or white paper organized according to section #6** below. **Outlines** help you organize your material but **YOUR TERM PAPER IS NOT JUST AN EXPANDED OUTLINE, IT IS AN EXPERTS' REPORT ON A SPECIFIC TOPIC.** BECOME THE EXPERTS!

Your semester paper must be **between 2500 and 3000 words** in length (excluding cover page, graphics, and references, but including tables). **It must consistently follow APA citation and reference guidelines and it must be organized according to section #6 below and incorporate any feedback and/or content requirements stated in the syllabus or provided by me during the approval process.**

5. Two definitions: This semester we will discuss and read about the "key management issues" (KIs) and "critical actions" (CAs), regarding various topics of relevance to the management of the information systems assets of organizations. Key issues or "key concerns" are those things of importance that should be paid attention to in order to get the job done well. **KIs typically are about nouns or things.** On the other hand, **CAs are specific actions** that must be done well in order to accomplish some larger goal successfully. CAs are typically include verbs, often with measurable objectives. For example, with regard to the larger job of getting an A in this class, KIs might include attendance, class participation, weekly articles, exams, and teammates. CAs for an A might include getting at least 85% on exams and team projects, doing all the extra-credit and weekly assignments, and getting at least 90% of the participation points. As for winning a football game, KIs might include recruiting, coaching, equipment, practice, playbook, and morale. On the other hand, CAs of football team success might include completing 65% of passes, effectively defending against all long passes, and keeping players highly motivated. A likely KI for doing a successful IT audit in a US public company is working knowledge of CoBIT and Sarbanes-Oxley; while some CAs of IT audit success might include knowing about and verifying every control in the organization and its IT systems, including a CISA on the audit team, as well as examining job descriptions and processes to verify appropriate separation of duties.

6. **You <u>must</u> use the organization below for your report, but it's optional for your presentation:**

    <u>Title:</u> A descriptive title indicating your subject.

I.   **<u>Introduction</u>**. Statement of topic that answers the question: *Why should we care about your topic?*

II.   **<u>Key Issues (KIs) or "primary management subject concerns"</u>** regarding your topic. KIs answer the question: *To what things (i.e., nouns) must you pay attention in order to be successful at managing your subject area?* You cannot have more than 8 or fewer than 4 KIs. **These should cover all the main critical categories we decide on during the first few weeks of class.**

III.   **<u>Models/frameworks/theories/taxonomies/ontologies.</u>** Answer the question: *What theories, concepts, paradigms, approaches, ontologies, taxonomies, etc. are there to help us understand and/or organize the subject matter?* **You must explain the relevance each to your topic and all these must be cited by source or creator and if you are the creator give yourself credit.**

IV.   **<u>Your plan of action</u>** – Provide management with the *"how to do it details"* that answer the question: *What does management need to do and how do you recommend they go about doing it?* **It's a good idea to make sure that one or more of the concepts in section III provides you with a way to organize this section.** Case examples could go here too. **You must provide a meaningful descriptive title for this sectio**n.

V.   **<u>Critical actions" (CAs) or critical success factors (CSFs) "for successful management</u>** of this topic. **These must each be stated clearly in a short sentence that describes a specific action.** CAs answer the question: *What 4 or 6 actions must be done (i.e., verbs) right in order to be successful at managing this?* Ideally, this section links back to section II's KIs. Section V basically serves as your conclusions and summary section. You cannot have more than 8 or fewer than 4CSFs. **Your critical actions typically summarize your plan of action and highlight the most important actions for success. These too should cover all the main critical categories we decide on during the first few weeks of class. Your CAs represent what you want your audience to remember, your critical "take aways."**

VI.   **<u>References.</u>** Your references must be in alphabetical order and include at least 6 references not otherwise assigned in this class or by me during the approval process. You must consistently follow the style guidelines of the American Psychological Association (APA) for style, titles, citations, and references (see *APA's Publication Manual* available online at www.library.unt.edu/ or https://owl.english.purdue.edu/owl/resource/560/01/. Regardless of any style guideline, use italics not underlining for book and journal titles. YOU MAY USE AN ALTERNATIVE TO APA AS LONG AS YOU USE IT CONSISTENTLY AND CORRECTLY.

    NOTE: **Wikipedia** (http://wikipedia.org/) is often not peer reviewed or checked for accuracy and therefore is NOT ALWAYS A RELIABLE REFERENCE SOURCE. **If you chose to use it, and you certainly may, you must also use at least one corroborating or disconfirming references.**

7. **<u>Term/Team Presentations</u>**:

    (a) On *P* each team will present their term paper research. Team presentation order will be selected randomly.

    (b) There is a 16 minute minimum and an 18 minute maximum time limit on presentations.

    (c) Presentations are followed by question-&-answer/discussion; although, this all often happens simultaneously. Time limits will be adjusted for discussion/questions that occur during presentation.

    (d) **Your ppt files must be delivered to me via email attachment by 4:00 pm on *PPT*, <u>the day of</u> your presentation. Bring your own copy ready to run.**

    (e) **<u>A/V Equipment Needs</u>**: I encourage the use of high quality videos, slides, overheads, and/or computer-based media in your presentations. Only constraint is to use the equipment that is in our classroom.

    (f.) **<u>Everyone on the team must present</u>. This sometimes varies by class size and distribution (i.e., major, grad, undergrad, etc.) but will be decided long before presentations begin on *P*. HOWEVER, BEFORE ANY ACCOUNTING OR GRAD STUDENT PRESENTS,**

==**EVERY UNDERGRADUATE BCIS MAJOR MUST PRESENT FOR AT LEAST 2 MINUTES**==. **This is dues to an AACSB requirement.**

8. **Presentation Handouts**:

(a). On the night of their presentation, each team will provide me and the guest star visitors with a hard copy of their overheads. Failure to do this will result in minimum deduction of 25% of your overall project grade. Plan to bring about 12 copies. You do not need to bring copies for the class, but may if you wish.

(b). Your **handouts must be two slides to a page maximum BUT they must be readable** and if not your grade will be reduced, so check them for readability and if necessary print a problematic slide one up.

9. **Grading of Term/Team Projects**:

(a.) Grading is based on the quality and accuracy of the written report and in-class presentation, including the visuals and handouts, as well as the content and sufficiency of the materials you provide. **The bottom line question in my grading this assignment is: Would I hire or do business with these subject matter experts (SMEs)?**

(b.) **Grading the other teams and your own teammates. Every one of these you do not turn in will result in a loss of 10% of your course grade – 10% for each teammate you do not grade and 10% for each team you do not grade. Color-coded forms will be provided to you in class.**

(1) Each class member will complete a written evaluation form and assign a grade to the each presentation and to the written report (see sample team evaluation form on page 10 of this syllabus). This evaluation has a significant impact on the assignment's grade. Term papers from all teams except your own should be read and graded prior to class by all students, and if desired questions developed for the Q&A session.

(2) E**ach team member will also evaluate their teammates** using a form similar to the one also provided in this syllabus. **This grade should take into consideration your teammates' individual contribution to the term paper project and other team work** (see sample teammate evaluation form on page 11 of this syllabus).

(c.) Probable grading scale for term/team project is: **GRADE**

Instructor grade of presentation (sample form page 13):	35%
Instructor grade of paper (sample form page 12):	40%
Classmates' grades of presentation & paper (sample form pg. 10):	15%
Team members' grades of individual teammates (sample form pg. 11):	10%

10. **Plagiarism**: **It is illegal and unethical.** Using someone else's ideas without giving them proper credit with a contemporaneous in-text citation is plagiarism. Quoting someone else's writings without giving them proper credit with quotation marks and a contemporaneous in-text citation (referencing where the ideas came from) is plagiarism. Hiring someone to write your paper is plagiarism. **You can cite and quote as much of the work of others as you wish; so don't be a fool, give credit where credit is due. But if you plagiarize, you and the rest of your team will get a zero on this assignment, likely fail this course, and risk all of the other sanctions** UNT provides (including expulsion and revocation or denial of degree). I use powerful tools for search and comparison that are capable of accessing all digital libraries and millions of student papers from around the world; so, if you plagiarize, I will probably catch you. **In an effort to keep one bad player from bringing down a whole team's grade, I will make this tool available to the class so you can check your teammates' work – Turnitin.com credentials will be provided in BlackBoard.**

11. **Term Papers: Additional Requirements**
In your completed paper you must include the following:

1. At least four theories/models/frameworks/taxonomies/ontologies in section III. At least one is Zachman's Enterprise Ontology.

2. Include implications of enterprise architecture and Zachman's Enterprise Ontology to your topic, and visa versa. Answer the question: What does enterprise architecture and Zachman's Enterprise Ontology have to do with your topic, and visa versa?

3. Include implications of systems theory to your topic, and visa versa. Answer the question: What does systems theory have to do with, and/or how does it help you understand and/or better manage your topic, and visa versa?

4. What are the historical parallels or lessons learned from the Industrial Age that could be applicable to your topic?

5. Your KIs and CSFs must cover all of the categories of the taxonomy we develop in class early in the semester (typically the second or third time the class meets).

6. Seven readings or references that you actually used in the paper.

UNT is endowed with excellent digital (as well as other) library resources which provide quick, easy, and virtually simultaneous access to vast quantities of digital journals and other reference materials – visit http://www.library.unt.edu/ **for more information.**

EXTRA CREDIT

You can earn extra credit worth up to 4.5% added to your semester grade (out of 100%). The assignment is to attend a professional event and then, in 1000 to 1500 words, answer the questions: (1) what did you learn at the event that will help you be more successful in your career; (2) how will you apply it; and (3) map the content of the presentation to Zachman's Enterprise Ontology. The reports are due within 21 days of the event but all must be turned in no later than the beginning of class on *X*. You must attach an artifact (e.g., program, handout, ticket, photo) from the event to your report or some other form of verification of your attendance (for webinars, print a screen shot).

There are many opportunities out there so anyone who wants to can find an extra credit event on something that interests them. You can do up to three in-person meetings that you physically attend (worth up to 1.5% each), or four webinars (worth up to 1.125% each), or any combination to earn the whole 4.5%. The reason live events count more is that I would prefer that you get out there and start mingling and networking with working professionals. The icing on the cake is that by doing so you will also get an opportunity to work on your networking skills at these professional meetings. Who knows, you might even find your next job @ one of these.

✓ Live opportunities abound, including plenty of free ones:

- There are many events on-campus sponsored by groups like the Career Center, AIS, COB, and countless others (e.g., COB Distinguished Speaker Series, regular AIS meetings).

- There are many professional groups in the DFW area (e.g., IEEE, AITP, ASEE, ISACA) and they typically welcome students for free or for a few bucks. For example:

  o The Association for Software Engineering Excellence (ASEE) has free monthly meetings and free membership (which is not even required to attend meetings). ASEE is an affiliate of the Software Engineering Institute (SEI). To join and/or see their meeting schedule visit http://www.dfw-asee.org/membership. Their February 21st conference in Dallas has enough speakers to provide you with three extra credit in-person topics.

  o The LinkedIn group "DFW IT Professionals" is another possibility, especially for job opportunities and networking events.

✓ Free webinars are also abundant. The only stipulation is that it has to be relevant to IT or to your career and organization management in general (including accounting, audit, finance, marketing, operations, HR, etc.). There are countless sources available, including many training- and vendor-related ones.

- One source is https://www.cioindex.com/cio-events.

- Technobility Webinar Series's Videos are available at http://vimeo.com/technobility/videos/

- ITMPI offers several free live webinars a week (mostly all IT-related). Just sign up on their website http://www.itmpi.org/webinars/

✓ I may occasionally post extra-credit on the "Course Content" page in BlackBoard too and usually send out an email when I do this. But mostly, you'll need to find these opportunities yourself.

EVALUATION FORM: CLASS GRADES TERM PAPER & PRESENTATION

DATE: _____ TEAM#: _____ TOPIC: _____

QUALITY OF PRESENTATION:

    Content: Informative? Knowledgeable? Did you learn something new?

    Organization: Interesting? Organized? Parts too long, boring, irrelevant?

    Delivery: Prepared? Well rehearsed? Proper attire? Professionalism?

    Visuals? Could you read ALL handouts and overheads clearly?

QUALITY OF PAPER:

    Informative? Management oriented? Will it help you prepare for exams?
    Did you learn something new?

    Professionalism? Format? Well organized? Grammar? Spelling?

    Research: Bibliography sufficient? Was topic researched adequately?

ADDITIONAL COMMENTS?
Bottom line: Would I hire or do business with these subject matter experts (SME)? _____

GRADE:

1. Written (Executive Report)	(0-100)............................_____	50%
2. Oral (Presentation)	(0-100)............................_____	50%
Overall Grade (Average 1 & 2)	(0-100)............................_____	100%

Evaluation completed by: _____

Evaluation Form: Team Members Grade Each Other

Team: _____ Name of Person Evaluated: _____

Instructions

Please evaluate each of the members in your group on his or her contribution to the accomplishment of the project tasks. You are asked to assign a single grade from zero to 100 using the following guidelines:

90-100: Exceeded all requirements or expectations for that area.
80-89: Accomplished all area requirements or expectations very well.
70-79: Satisfactory accomplishment of all area requirements or expectations.
50-69: Accomplished some but not all area requirements or expectations.
01-49: Accomplished very few area requirements or expectations.
0:       No contribution at all, did not participate.

Please assign a single "overall contribution" grade from zero to 100 in the space provided below. Overall contribution consists of two components – "task accomplishment" and "group functioning." If you wish to write in any comments regarding their overall contribution or with regard to the two components of "task accomplishment" and "group functioning" please do so in the space provided.

Task Accomplishment

It is assumed that each person had a role or set of roles in the completion of the project. Rate the person on his or her ability to complete the tasks accurately and in a timely manner.

Group Functioning

This refers to the person's ability to work in a group setting. Namely, how well did the person openly listen to others? Was he or she a source of dysfunctional conflict? Did he or she allow his or her ideas to be criticized? Was he or she open to change?

Overall Contribution

This refers to your assessment of the person's overall grade for the project. It includes your assessment of their contribution to the success of the project as a whole.
ENTER A SINGLE INTEGER VALUE FROM 0 TO 100. DO NOT ENTER A RANGE.

GRADE = _____

Bottom line: Would I work with or do business with this person again? __yes or no__

Evaluation completed by: _____   Version 12-April-2011

BCIS 4690/5700 – Grading Rubric – Term Project – Written Communication Skills

Team _____ Date _____ Topic _____ Completed by: _____

	Below Expectations	Meets Expectations	Exceeds Expectations
	0-69 points	70-84 points	85-100 points
Introduction	o Purpose and context not stated o Implications absent	o Purpose and context present but unclear o Implications not specifically articulated	o Purpose and context established o Implications clearly stated
Organization (logical flow of ideas)	o Ideas jump around o No clear organization o Disorganization impedes understanding o Did not meet organization requirements	o Flow of ideas not as smooth or logical as they could be o Reader must work to follow writer's ideas o Mostly met requirements for organization	o Smooth, logical flow of ideas o Easy to follow for reader o Met all requirements for organization
Content	o Did not include all content required o Omission of >3 relevant factors	o Mostly included all required content o Omission of 1 or 2 factors relevant to analysis/argument	o Included all required content o Correct use of all factors relevant to the analysis or argument
Integration (concepts & ideas tied together & to organizations)	o Did not integrate all content required o Concepts not related to organizations concerns/problems	o Mostly integrated all required content o Concepts mostly related to organizations concerns/problems	o Integrated all required content o Concepts well related to organizations concerns/problems
Clarity (explanations & ideas clear & understood)	o Incorrect explanation of concepts o Misapplication of concepts o Misleading explanations o Unclear language obscures meaning	o Applicable concepts explained o Applicable concepts applied o Reader must work to understand explanations	o Applicable concepts clearly explained o Concepts clearly applied to situation o Applicable distinctions recognized and explained
Support (assertions supported with evidence &/or logic)	o Misinterpretation of relevant factors o Connections between support and analysis/ argument missing	o Incomplete or faulty explanation of concepts o Reader must work to see the connection between the support & analysis/argument	o Reader can easily see the connection between the support and the analysis/argument
Conclusions (actions/assertions clearly articulated)	o Conditional, lengthy, not clear, not supported by presentation.	o Unconditional, could be shortened, mostly supported by analysis.	o Unconditional, brief, clear, concrete, well-supported by analysis.
Advice	o No recommendations o Recommendations are not actionable o Recommendations not relevant to topic	o Recommendations less specific and/or actionable than they should be o Recommendations mostly relevant	o Specific, actionable recommendations o All recommendations directly related to topic
Style (syntax, smooth flow, polished prose)	o Awkward, stilted language o Choppy language o Syntactically strained o Unintelligible to reader	o Wordy o Understandable but could have been improved with editing o Difficult to read	o Plain, clear, straight-forward language o Document is easy to read o Appropriate level for reader
Integrity	o Sources not cited or quoted o Appears to be plagiarism	o Sources cited but not all appropriately quoted o Sources cited but not in reference section	o All material cited and quoted appropriately.
	o	o	o
	o	o	o
	o	o	o
Overall Quality	o Low, inferior, substandard	o Average, good	o Very good, excellent

Note: Individual grades on written term project is a combination of team grade and each team members' grades of the individual contribution of their teammates.

Version Kappelman-17-April-2011 (Adapted from *Assurance of Learning Report*, Indiana University, November 2007.)

BCIS 4690/5700 – Grading Rubric – Term Project – Oral Communication Skills

Team _____ Date _____ Topic _____ Completed by: _____

	Below Expectations	Meets Expectations	Exceeds Expectations
	0-69 points	70-84 points	85-100 points
Individual scores/factors	1. _____ (IT)	2. _____ (IT)	3. _____ (IT)
	4. _____ (IT)	5. _____ (IT)	6. _____ (IT)
	7. _____ (IT)	8. _____ (IT)	9. _____ (IT)
Mannerisms	○ One or more distracting mannerisms, which may include bad posture, shifting feet, eyes to floor, etc.	○ No distracting mannerisms. ○ Posture okay.	○ Uses body language effectively (and naturally) to maintain audience's interest.
Voice quality and Pace	○ Mumbling, "umms", "you knows", … ○ Hard to understand ○ Too soft, too loud, ○ Too fast, too slow,	○ Can easily understand ○ Appropriate pace and volume. ○ Delivery is mostly clear and natural.	○ Excellent delivery. ○ Conversational, ○ Modulates voice well, ○ Projects enthusiasm, interest, confidence.
Rapport with audience	○ Relies too heavily on slides or notes. ○ Makes little eye contact. ○ Did not introduce self.	○ Looks at slides or notes ○ Mostly maintains eye contact. ○ Mostly introduced selves well.	○ Could be delivered without them. ○ Excellent eye contact.
Ability to answer questions	○ Cannot address basic questions. ○ Rambles instead of answers.	○ Can address most questions with correct information.	○ Answers all questions relevantly &, correctly ○ Speaks confidently.
Open and organization	○ No opening statement or irrelevant. ○ Loses focus more than once. ○ Not well organized. Difficult to follow. ○ Did not meet requirements for organization.	○ Has relevant opening statement. ○ Mostly organized with some good transitions. ○ Mostly met organization requirements.	○ Clear opening statement catches interest. ○ Stays focused throughout. ○ Good transitions that tie sections together. ○ Met all requirements for organization.
Time Management	○ Does not manage time effectively. ○ Could not adapt to changing conditions.	○ Allows enough time, although could be better. ○ Adequate adaptation to changing conditions.	○ Effective time management. ○ Excellent adaptation to changing conditions.
Quality of slides and handouts	○ Sloppy, unprofessional, difficult to read. ○ Many slides are superfluous. ○ Inappropriate number slides (too many/few). ○ Handouts did not meet requirements	○ Readable, ○ Professional, ○ Appropriate number. ○ Handouts mostly meet requirements	○ Slides enhanced speech. ○ Readable, ○ Imaginative ○ High quality slides and handouts.
Professionalism	○ Doesn't meet minimum dress requirements. ○ Makes excuses for the presentation. ○ Word choice not appropriate for audience. ○ Inappropriately informal.	○ Meets minimum standards for business dress. ○ Treats audience acceptably ○ Keeps nervousness under control	○ Dresses as if already a working professional ○ Treats audience professionally. ○ Confident, shows command of topic.
Content	○ Did not include all content required ○ Omission of >3 relevant factors	○ Mostly included all required content ○ Omission of 1 or 2 relevant/required factors	○ Included all required content ○ Correct use of all relevant/required factors
Integration	○ Did not integrate all content required ○ Concepts not related to organizations	○ Mostly integrated all required content ○ Concepts mostly related to organizations	○ Integrated all required content ○ Concepts well related to organizations
Close/conclusions	○ Conditional, lengthy, not clear, unsupported.	○ Unconditional, could shorten, mostly supported.	○ Unconditional, brief, clear, concrete, supported
Overall ability to motivate.	○ Did not demonstrate expertise and knowledge of subject matter	○ Mostly demonstrated expertise and knowledge of subject matter	○ Excellent job of demonstrating expertise and knowledge of subject matter
	○	○	○
Overall Quality	○ Low, inferior, substandard	○ Average, good	○ Very good, excellent

Version Kappelman-17-April-2011 (Adapted from *Assurance of Learning Report*, Indiana University, November 2007.)

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UNIVERSITY OF NORTH TEXAS
Authorization to Release Assignments to Plagiarism Detection Service

Written assignments in this course will be provided to an internet-based plagiarism detection service that is not affiliated with the University of North Texas. If you sign the form, your assignments may be submitted to the service with your name or student identification number (but only if you put this number on your assignment which you should never do in this course). **If you do not sign this form, you must sign the bottom section acknowledging that it is your responsibility to make sure your name and other identifying information only appear on the coversheet of your assignments – Your cover sheet will not be included when the rest of your assignment is submitted to the service**. This authorization is only to allow the instructor to more efficiently manage the course and will expire upon the issuance of a final grade.

Please sign and date the authorization form. Return the form to the instructor upon completion. You are not required to sign this authorization and you will not be penalized if you do not sign the form; however, if you do not wish to sign it you are required to complete the section at the bottom of the form.

I, _____ [**Print Name of Student**],

hereby voluntarily authorize the instructor in BCIS 4690 and/or BCIS 5700 to disclose assignments that contain my name and/or student identification number (if for some reason I chose to include on my assignments) to an internet-based plagiarism detection service. (There is no reason you'd ever put your student identification number in any assignment for this course.)

This authorization will remain in effect from the date it assigned until a grade is assigned in this course and does not apply to any other course in which I am enrolled at the University of North Texas.

_____   _____
Student Signature   Date

_____--_____-__
SIGN & DATE ABOVE
OR
SIGN & DATE THE SECTION BELOW
_____--_____-_____

I, _____ [**Print Name of Student**],

understand that by not agreeing to the above part of this form it is my responsibility to make sure that my name and other identifying information only appear on the coversheet of all my assignments (including team assignments) since my instructor will submit the rest of my assignments (excluding the coversheet) to an internet-based plagiarism detection service.

_____   _____
Student Signature   Date

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STUDENT INFORMATION & AGREEMENT FORM -- BCIS 4690 & 5700

Please complete and return this form to your instructor after you have studied the syllabus.

Name:_____

(Print your name)

STATEMENT ON UNDERSTANDING THE SYLLABUS (REQUIRED)

I have read, understand, and agree to abide by the syllabus and the information it contains on course administration, policies, assignments, schedule, and requirements.

Your initials here please: _____

STATEMENT ON POSTING GRADES (REQUIRED)

Recognizing the privacy in education provisions, **I hereby request that my grades** for this course **(initial one of the two choices and sign below):**

_____ **be posted by the last four digits of my student ID** (not EUID)

OR this secret code ____ ____ ____ ____. **Secret code is optional**

OR

_____ **NOT be posted**

PLEASE SIGN AND DATE BELOW

(your signature)		(today's date)

Optional Information

In order to get acquainted with you more quickly, please complete the following. Doing so is completely optional. I will use this information to better plan the course to meet your needs.

Experience and skills in IT/IS:

Brief statement of your career goals:

What do you hope to learn in this course?

Other comments:

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