

IS 3150

Introduction to Information Systems

Course Syllabus

Fall 2021

Course Information

Course Code	IS 3150
Credits	5
Class Times	T, Th 3:45-5:50
Location	PGT 106

Instructor Information

Professor	Eric Lloyd
Email	elloyd@seattleu.edu
Office	PIGT 409
Office Hours	Wednesday 1-2 PM

Course Description:

Course Model:

The model for this course is one using a combination of lecture, discussion and dialog, in-class activities, quizzes and the completion of a term project. You will be expected to attend all classes and submit coursework on time as there is a lot to cover and not a lot of room for late work or absences. Emphasis will be on active learning and team collaboration which requires student preparation and active participation in class discussions and project teamwork.

Required Textbooks

The required textbook is Introduction to Information Systems by Pearson. The most current edition of this text is listed as item number 1 below. It only comes as part of Pearson+ with a \$9 subscription per month which will only require you to have the subscription for four months, essentially \$36 for the eBook. There is no physical copy of the 4th edition. That being said, if you want to use the 3rd edition, listed as item 2, that would be acceptable, just know that there will be content updated in our coursework that will not appear in the 3rd edition.

1. Introduction to Information Systems: People, Technology and Processes (4th Edition) by Patricia Wallace
 1. ISBN-13: 9780137500338
 2. Pearson link: <https://www.pearson.com/store/p/introduction-to-information-systems/P100002679751/9780137500338>

OR

2. Introduction to Information Systems: People, Technology and Processes (3rd Edition) by Patricia Wallace
 1. ISBN-10: 0134635191
 2. ISBN-13: 978-0134635194
 3. Amazon link: https://www.amazon.com/dp/0134635191/ref=cm_sw_em_r_mt_dp_U_-G3IDb58ACWPA
3. MOS Study Guide for Microsoft Excel Exam MO-200 by Joan Lambert
 1. ISBN-10: 0136627153
 2. ISBN-13: 978-0136627159
 3. Amazon link: https://www.amazon.com/dp/0136627153/ref=cm_sw_em_r_mt_dp_370F2ZZNXJKX5RBPRFAB

Assignments & Exams:

- **Reflections:** These assignments will be a reflection of the previous week's content and what stuck out to you as important, how you think it may change how you view things and any general reflection around the content.
 - Reflections will be available the Friday of the week the class is taught and due on Sunday two days later.
- **Weekly Quizzes:** Each week you will be required to take a quiz with 9 questions on Canvas.
 - The quiz will always contain 8 multiple choice questions and 1 essay question which you must answer in 4 sentences or more.
 - The quiz will be available at midnight the day the lesson is taught and due the following Sunday. Be aware that some weeks we will be going over two chapters. If this is the case, two quizzes will be due on Sunday. Plan accordingly.

- You will be given 45 minutes to complete the quiz. You are permitted to use whatever materials you want (other than each other or a solution manual) to complete the quiz, but if you want to truly assess your learning accurately, you will use as little as possible.
- **Book Labs:** Each day in class, we will work on a lab together, usually breaking into groups and having discussion. You will work on the solution to a problem with your group and towards the end, we will discuss the answers each team had. Your grade will come from your oral participation, with flexibility for large groups. **If you are absent from class, you will need to submit a Word document through email by answering the question by the next day at midnight. Book Labs for days of asynchronous class must be done individually.**
- **Term Project:** The topic of the term project is an Information Technology Department Simulation. The exact details of the project are detailed in a separate document, but the summary is that all students in a class will break up into 5 person teams and take on a variety of Chief/Manager roles and play out a simulation of an IT Department. The group will create a fictional company, assign roles and every other week a Scenario Development will be presented which each role will have to act on. At the end of the quarter, each group will do a presentation on the simulated responses from the company to the rest of the class during the Exam Week. Please see the Term Project Overview document for more information. Group formation is usually done the first day of class but there may be times when you are assigned to groups before the course begins. Each group will have a Slack channel available for communication. You will be expected to communicate with your groups regularly.
- **Extra Credit In-Class Game:** Towards the end of the quarter, we will play an in-class competitive game that could net you some extra credit on your Term Project.

Course Policies:

- **Late Work (all but Quizzes and Book Labs)**
 - Please do your best to get assignments submitted on time. There will be a 48-hour grace period after an assignment is due to receive reduced credit for a submission.
 - If the assignment is submitted within **24 hours** of the due date/time, it will receive –10% to its grade.

- If the assignment is submitted within **24-48 hours** of the due date/time, it will receive –20% to its grade.
 - If the assignment is submitted after 48 hours of the due date/time, it will receive –100% to its grade. Most of the time, submit buttons won't be available for assignments during this period so it won't matter.
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- **Contacting me**
 - Email: elloyd@seattleu.edu
 - I will answer emails usually within a few hours of them being sent depending on the time it is sent and the circumstances. I work hard to be attentive to my communication with my students.
 - Commenting on Canvas Assignments
 - I will do grading once or twice per week so I will only see your comments when I grade. If its urgent to get my attention sooner, please email me.
 - Office Hours
 - In-person and virtual: I will have in-person office hours on Wednesday. These office hours will be 1-2 PM. To meet outside of this time, just email me and request a time and I will be available. You are also free to drop by and knock on the door to see if I am there too between those hours. I can make accommodations to stay a little later if need be. **You will need to have a mask and practice social distancing for an in-person office visit. Please do not come to visit if you are experiencing any symptoms of being ill. Let's all help each other stay healthy!**
 - Virtual: If a student needs to meet through Zoom, I can also do that. Please email me and request a time.
 - Voice chat outside of class
 - If you need to have a voice conversation out of class, let me know and I will send a Zoom online meeting invite to you. Policy forbids us from providing our cell phone numbers.
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- **Academic Honesty Policy:** I expect all students to submit only the work they have created. There will be group work in this class and academy honesty comes into play there in that I expect all students to *pull their weight* in each group otherwise

they will face consequences. This group work expectation will be fleshed out more in the explanation for the Term Project.

- **Regarding reports, I expect your answers to be original. I will be verifying originality. Any violation of this will receive a zero. Original means:**
 - **Not copied from another student.**
 - **Not copied word for word from the Internet unless it has a clear citation.**
- **Cheating Consequences:** As per the policies of the University, any student caught cheating is required to receive a zero on the assignment and will be reported to the Department Chair and the Associate Dean, Madhu Rao.
- **Attendance:** Attendance will be taken at the end of class. For the first few weeks, it will need to be done manually but once I get to know everyone, I will be able to do it visually. If you cannot attend class, you will be expected to contact me with a reasonable excuse. Missing class more than 3 times in a quarter without being excused will warrant a -1% in final grade for each time over 3.
- **Snow Day Guidelines:** Here are some guidelines to keep in mind for days when you cannot get to class because of "too much snow".
 - All assignments and due dates will remain the same for students who miss class, unless otherwise announced.
 - Missing a classroom day because of "too much snow" will not count against your unexcused absences BUT you will need to contact me via email and let me know your situation otherwise it WILL count as an unexcused absence. (Unless it's a campus closure - see below)
 - In the event of an official campus closure:
 - Obviously, your absence will not count as an unexcused absence.
 - I will be recording class and posting it on campus BY the time that the class happens normally. You will be expected to watch the recording and complete coursework accordingly.
 - All assignments and due dates will remain the same for students who miss class, unless otherwise announced.
 - In the event that you lose power or internet connectivity, please email me if you can and let me know and accommodations will be made. If you are unable to email,

please see me or email me as soon as you can about the situation past and we will handle it as a per-needed basis.

- Any updates to these policies will be done via Announcements on Canvas as a per needed basis.

Excel Certification Exam:

- All Albers undergraduate students are required to pass EXCEL Level I Certification as part of their BABA or BAE program. You will take this exam during class time on November 2nd.
 - For more information, you can refer to <https://www.seattleu.edu/business/undergraduate/excel-certification/>
- Training/Sample Test
 - GMetrix site: <https://www.gmetrix.net/>
 - GMetrix Access Code is available on Canvas.
- Please refer to the MOS Excel Exam Information Guide in Canvas for more information on this.
- We will be going over training in Excel according to the MOS Excel Exam study guide.

Assignment Grades by Percentage

Assignment	Grade Percentage
Reflection	5%
Weekly Quiz	20%
In-Class Book Lab	10%
Gmetrix Assignment/Excel Exam	20%
Term Project	45%

Term Project Grading Breakdown

Term Project Assignment (45%)	% of Final Grade
Development Scenario Reports	15
Quarter Reports	15
Presentation	15

Course Outline (subject to change if necessary)

Week #	Class #	Date	Topics and Chapters	Term Project Items
1	1	9/23	<ul style="list-style-type: none"> • Introduction • Chapter 1 • Term Project Introduction 	Development Scenario 1 Assigned
2	2	9/27	<ul style="list-style-type: none"> • Excel 1 	
2	3	9/29	<ul style="list-style-type: none"> • Chapter 2 	Quarter Reports Assigned
3	4	10/5	<ul style="list-style-type: none"> • Excel 2 	
3	5	10/7	<ul style="list-style-type: none"> • Chapter 3 	
4	6	10/12	<ul style="list-style-type: none"> • Excel 3 	
4	7	10/14	<ul style="list-style-type: none"> • Chapter 10 	
5	8	10/19	<ul style="list-style-type: none"> • Excel 4 	Development Scenario 2 Assigned

Week #	Class #	Date	Topics and Chapters	Term Project Items
5	9	10/21	<ul style="list-style-type: none"> Chapter 4 	
6	10	10/26	<ul style="list-style-type: none"> Excel 5 	
6	11	10/28	<ul style="list-style-type: none"> Excel Review 	Development Scenario 3 Assigned
7	12	11/2	<ul style="list-style-type: none"> MOS Excel Exam 	
7	13	11/4	<ul style="list-style-type: none"> Chapter 5 (Asynchronous) 	
8	14	11/9	<ul style="list-style-type: none"> Chapter 6 (Asynchronous) 	
8	15	11/11	<ul style="list-style-type: none"> Holiday – No Class 	
9	16	11/16	<ul style="list-style-type: none"> Chapter 7 	Development Scenario 4 Assigned Presentation Assigned
9	17	11/18	<ul style="list-style-type: none"> Chapter 11 	
10	18	11/23	<ul style="list-style-type: none"> Chapter 12 	
10	19	11/25	<ul style="list-style-type: none"> Holiday – No Class 	
11	20	11/30	<ul style="list-style-type: none"> Guest Speaker: Art Morton 	
11	21	12/2	<ul style="list-style-type: none"> Jeopardy Review Game 	
12	22	?	<ul style="list-style-type: none"> Term Project Presentations 	

Deadlines are below in a summary form to help you get a bird's eye view. Please use Canvas Calendar in order to track due dates throughout the quarter.

Deadlines

Week #	Date	Assignments
1	9/26	<ul style="list-style-type: none"> • Chapter 1 Quiz • Development Scenario 1 • Reflection Week 1 • Icebreaker Discussion Board
2	10/1	<ul style="list-style-type: none"> • Book Lab: Chapter 2 (if you do not attend class, must be submitted via Canvas)
3	10/3	<ul style="list-style-type: none"> • Chapter 2 Quiz • Reflection Week 2
3	10/8	<ul style="list-style-type: none"> • Book Lab: Chapter 3 (if you do not attend class, must be submitted via Canvas)
4	10/10	<ul style="list-style-type: none"> • Chapter 3 Quiz • Reflection Week 3
4	10/15	<ul style="list-style-type: none"> • Book Lab: Chapter 10 (if you do not attend class, must be submitted via Canvas)
5	10/17	<ul style="list-style-type: none"> • Chapter 10 Quiz • Quarter Reports • Reflection Week 4
5	10/22	<ul style="list-style-type: none"> • Book Lab: Chapter 4 (if you do not attend class, must be submitted via Canvas)

Week #	Date	Assignments
6	10/24	<ul style="list-style-type: none"> • Chapter 4 Quiz • Reflection Week 5
6	10/31	<ul style="list-style-type: none"> • Gmetrix Assignment
7	11/5	<ul style="list-style-type: none"> • Book Lab: Chapter 5 (if you do not attend class, must be submitted via Canvas)
7	11/7	<ul style="list-style-type: none"> • Chapter 5 Quiz • Reflection Week 6 • Development Scenario 2
8	11/10	<ul style="list-style-type: none"> • Book Lab: Chapter 6 (if you do not attend class, must be submitted via Canvas)
8	11/14	<ul style="list-style-type: none"> • Chapter 6 Quiz • Development Scenario 3 • Reflection Week 8
9	11/17	<ul style="list-style-type: none"> • Book Lab: Chapter 7 (if you do not attend class, must be submitted via Canvas)
9	11/19	<ul style="list-style-type: none"> • Book Lab: Chapter 11 (if you do not attend class, must be submitted via email)
9	11/21	<ul style="list-style-type: none"> • Chapter 7 Quiz • Chapter 11 Quiz • Reflection Week 9
10	11/24	<ul style="list-style-type: none"> • Book Lab: Chapter 12 (if you do not attend class, must be submitted via Canvas)

Week #	Date	Assignments
11	11/28	<ul style="list-style-type: none"> • Development Scenario 4 • Reflection Week 10
11	12/5	<ul style="list-style-type: none"> • Presentation Slides • Term Project Presentation (note, this assignment does not allow for late submissions due to its due date)

Academic Grade Percentages:

Final grades will be based on the following rubric:

Percentage Range	Letter Grade
95% - 100%	A
94% - 90%	A-
87% - 89%	B+
84% - 86%	B
80% - 83%	B-
77 - 79%	C+
74- 76%	C
70 - 73%	C-
67 - 69%	D+

Percentage Range	Letter Grade
64 - 66%	D
60 - 63%	D-
< 60%	F

Academic Resources

- Library and Learning Commons (<http://www.seattleu.edu/learningcommons/>)
(This includes: Learning Assistance Programs, Research [Library] Services, Writing Center, Math Lab)
- Academic Integrity Tutorial (found on Canvas and SU Online)

Academic Policies on Registrar website (<https://www.seattleu.edu/redhawk-axis/academic-policies/>)

- Academic Integrity Policy
- Academic Grading Grievance Policy
- Professional Conduct Policy (only for those professional programs to which it applies)

Notice for students concerning Disabilities

If you have, or think you may have, a disability (including an ‘invisible disability’ such as a learning disability, a chronic health problem, or a mental health condition) that interferes with your performance as a student in this class, you are encouraged to arrange support services and/or accommodations through Disabilities Services staff located in **Loyola 100, (206) 296-5740**. Disability-based adjustments to course expectations can be arranged only through this process.

Notice Regarding Religious Accommodations

It is the policy of Seattle University to reasonably accommodate students who, due to the observance of religious holidays, expect to be absent or endure a significant hardship during certain days of their academic course or program. Please see, [*Policy on Religious Accommodations for Students*](#)

Office of Institutional Equity

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in educational programs or activities that receive Federal financial assistance. This prohibition includes sexual misconduct, which encompasses sexual harassment and sexual violence. Seattle U remains committed to providing a safe and equitable learning, living, and working environment. Seattle U offers emergency, medical, and other support resources, as well as assistance with safety and support measures, to community members who have experienced or been impacted by sexual misconduct.

Seattle U requires all faculty and staff to notify the University's Title IX Coordinator if they become aware of any incident of sexual misconduct experienced by a student.

For more information, please visit <https://www.seattleu.edu/equity/>. If you have any questions or concerns, you may also directly contact the Title IX Coordinator in the Office of Institutional Equity (**email:** oie@seattleu.edu; **phone:** 206.296.2824) University Resources and Policies