

IT 4793 Applied Data-driven Solutions Fall 2020 Section W01

(See the separate schedule for assignment due dates and recommended activities)

Contact Information

Instructor: Meng Han, Ph.D., Atrium - J 302, mhan9@kennesaw.edu

Phone: IT Department: 470-578-3803 Instructor: 470-578-3801

Note: Best method of communication is via discussion posts for questions that others may have an interest in, or by email if personal or confidential. I will communicate with the class via the course D2L discussion forum.

I will do my best to respond to emails and discussion posts within 2 business days.

Official communications should be conducted between KSU email accounts in accordance with KSU Policy.

1. Please use your D2L email account (yourlogin@kennesaw.view.usg.edu) to contact me;
2. Use D2L Discussion Forums and D2L Chat to interact with your classmates.
3. Sensitive information (e.g., grades) can only be sent to D2L or KSU email account
4. The subject line should have course number "CYBR 4793"
5. I will respond to your email asap (within 48 hours), unless I am out of town having limited internet availability, when it may be delayed. (with possible delays during weekends & school holidays/breaks)

Office Hours: *Virtual and by Email* - face to face appointments are scheduled only after all other attempts to resolve the issue have been exhausted.

Advising: All advising questions should be directed to the MSIT Advising office.

Description

This course will apply data technologies and applications in a chosen application domain and expose students to the real world problems and issues. Students will analyze, design, and develop a practical and technical data driven solution in a chosen field, such as healthcare, finance, security, social media, academia, sports, and utilities.

Credit Hours: 3

Prerequisites

None.

Course Objectives

Students who complete this course successfully will be able to

- Describe common data concepts, practices, and issues in a chosen domain.
- Analyze practical problems and requirements in a context (a company, organization, or other entities).
- Design and develop a technical solution driven by data technologies to address the problems identified.

Class Design

This course is 100% online.

This section (section W01) is delivered through Brightspace D2L. You are expected to read all the course materials in the module, including the videos, articles, slides. Labs, homework assignments, lecture slides, and other materials will be posted on D2L.

Technical Requirements

Computer – You will need to have access to a computer running MS Windows 7 (or later) or Linux and a high-speed Internet connection. You will need at least 20 GB of storage capacity and 4 GB of RAM to install and run the tools we will be using in the course.

You will also be required to install a VM to use Wireshark. The VM can either be Virtual Box (if you use MAC) or VMWare. Another option is to use the CCSE VM online, and it is installation-free service. [The CCSE VM instruction](#) is here.

Materials

Textbook: None.

Course Coordinator: Dr. Meng Han (mhan9@kennesaw.edu)

MS-IT Program Contact: Dr. Lei Li (lli13@kennesaw.edu)

Grading

Grading Policy

Assignment (10)	50%
Discussions (5)	15%
Final Project	35%
Total	100%

A: [90, 100]; B: [80, 89]; C: [70, 79]; D: [60, 69]; F: [0, 59];

- All assignments will be posted on D2L: <https://kennesaw.view.usg.edu>
- All assignments must be submitted through D2L by the deadline.
- Please double-check your submission; whatever your submission by deadline will be graded.
- No late submission will be accepted; late submission means no submission.
- We do not accommodate any makeup for quiz, midterm, and final exams.

Course Outline

Course Organization

This course will be organized as weekly units. Each week starts on Monday and ends on Sunday. All homework, quizzes, and lab assignments belonging to a particular weekly unit are due on Sunday of that week at 11:59PM.

The course is project based and weekly work varies depending on the project and student progress. The timing and topics listed offer a general guidance but also keep flexibility. Topics may overlap in some weeks.

1. Introduction of the domain: key businesses, issues, processes, etc. (1-2 weeks)
2. Requirements analysis and problem identification (2-3 weeks)
3. Analyze, research, and training on technologies and tools for the solution (2-4 weeks)
4. Development and prototyping using the selected tools (6 to 8 weeks)
5. Final Presentation (1 to 2 weeks)
6. Conclusion: report writing (1 week)

Course Calendar (tentative)

Week	Date	Topic	Assignment
1	Aug 17- Aug 21	Mod1: Introduction	Disc#1 AS#1
2	Aug 24- Aug 28	Mod2: Problem Identification	Disc#2 AS#2
3	Aug 31- Sept 4		AS#3
4	Sept 7- Sept 11		AS#4
5	Sept 14- Sept 18	Mod3: Analyze, research, and training on technologies and tools	AS#5
6	Sept 21- Sept 25		Disc#3
7	Sept 28- Oct 2		AS#6
8	Oct 5 – Oct 9		AS#7
9	Oct 12 – Oct 16		AS#8
10	Oct 19 – Oct 23	Mod4: Development and prototyping	Disc#4
11	Oct 26 – Oct 30		AS#9
12	Nov 2 – Nov 6		Disc#5
13	Nov 9 – Nov 13		AS#10
14	Nov 16 – Nov 20	Presentation	Final Presentation
15	Nov 23 – Nov 27	Fall Break	
16	Nov 30 - Dec 4	Presentation	
17	Dec 5	Review	Conclusion

Important Dates:

Aug 17: First day of class

Sept 7: Labor holiday

October 7: Last day to withdraw without academic penalty

November 23-December 29: Fall break

Dec 7: Last day of class

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your own pace and in whatever environment that you choose. Below are some tips for effective online learning:

Check the D2L course website regularly. Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the News Tool, sign up for text message alerts, or subscribe to your posts within the Discussion Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.

Work closely with your instructor. If you have any questions, please contact me immediately. The best way to contact me is via email.

Begin your work early. If you can start a task early, don't start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never wait until the last minute to begin an assignment! You'll have no turnaround time if you need help or something happens.

What is Plagiarism?

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism. Cooperation and exchange of ideas with other students are encouraged; however, you are responsible for your own work. It is OK to talk with someone about ways to approach an assignment or discussing a particular problem that you are having. It is NOT OK to take someone else's assignment and modifying it or examining someone's solution in detail.

If you have questions on how to cite your work, please contact me immediately! For more information, please refer to the "Plagiarism Policy" under the Policies section of this syllabus.

Home and Lab Assignments and Discussions

All Assignments will be posted on D2L <https://kennesaw.view.usg.edu/> Weekly reports are due at 11:30 pm on Sunday. If for some reason you have not been able to submit assignment by deadline (due to unavoidable circumstance such as downtime of D2L website system, power failure, etc.), then you have 24 hours to submit your work with no penalty (quizzes cannot be submitted later). No reports will be accepted after that.

Attendance Policy

There is no in-class attendance, but students are required to access to D2L course each week to confirm their attendance. If you fail to log into at least one during a week or fail to complete course activities within a two-week period at any time during the semester,

the instructor will consider your lack of activity as an indication of your intention not to continue in the course. Failure to participate without officially withdrawing from the course will result in a grade of F. Be sure to submit all assigned work on time. If you are not able to participate in assigned activities online, contact your instructor immediately.

Email Communication and Announcements

To communicate with you through e-mail I will use D2L e-mail and I will try my best to answer your email in 24-48 hours (exception when I am out of town for attending conference). You must periodically check news section of D2L course web page, D2L account, and KSU e-mail account for messages to ensure that messages can be received timely. Be sure that your mailbox is not full. Any changes of dates and announcements will be publicized on news notice board and/or email.

Instructor turn-around time on student submitted materials/assessments:

You submitted materials will be evaluated within 2-3 days of submission. In most cases, you will know your grade immediately upon completion of an assessment item such as quiz. I will post your grade for specific items in D2L gradebook and notify you on noticeboard message for you to look and address any error/correction in a timely manner. Please check noticeboard frequently for announcement.

Cumulative class grade reporting:

Your UpToDate grade on all evaluated items will be available in D2L gradebook. By mid-term, you should be able to identify how much you received on at least 45% of course mark (from submitted labs/ HW/quiz).

Course Policies

CRITICAL POLICIES:

- I. LATE WORK WILL NOT BE ACCEPTED
- II. DO NOT EMAIL ANY ASSIGNMENT TO THE INSTRUCTOR
- III. ALL ASSIGNMENTS MUST BE UPLOADED TO D2L, IF D2L WON'T ACCEPT THE ASSIGNMENT, NEITHER WILL THE INSTRUCTOR
- IV. DO NOT USE D2L EMAIL, ONLY YOUR KSU ACCOUNT, WHEN EMAILING THE INSTRUCTOR, THE INSTRUCTOR WILL NOT REPLY TO D2L EMAIL
- V. POST CLASS QUESTIONS TO D2L DISCUSSION BOARDS, ONLY EMAIL PERSONAL OR CONFIDENTIAL QUESTIONS TO THE INSTRUCTOR

Violations of these Critical Policies MAY negatively affect your overall course grade.
Read and follow them carefully!

Other Course Policies:

Resources:

- [KSU Center for InfoSec Education Resource Page](#)
- [The Computer Security Resource Center at the National Institute of Standards and Technology](#)
- [The SANS Institute](#) (System and Network Security), [Information Security Magazine](#)
- [Carnegie Mellon SEI CERT/CC](#) at <http://www.cert.org>
- [ACM Special Interest Group on Security, Audit and Control](#)

Accessibility Compliance Statements: Where available, ADA policies are provided. Where not specified or available, I will gladly work with the Department of Student Disability Services to provide reasonable accommodation for students with documented issues

- [University System of Georgia: Higher Education, the American s with Disabilities Act and Section 508.](#)
- [USG Web Accessibility](#)
- [KSU Accessibility Policy](#)
- [Microsoft accessibility Statement](#) (including Office)
- [Desire 2 Learn Accessibility Statement](#) (D2L):
- [Kaltura](#) (a.k.a. MediaSpace - KSU's video server platform)
- [Adobe Acrobat Accessibility Statement](#) (PDF Reader)
- Accessibility Policies for Clearwater have been requested and will be added once available.

Privacy Compliance Statements: Where available, privacy policies are provided. Where not specified or available, I will gladly work with the student and appropriate university agency to ensure appropriate protections.

- [USG Web Privacy Policy](#)
- [Microsoft Privacy Policy](#)
- [Desire 2 Learn Privacy Policy](#)
- Kaltura Privacy Policy (a.k.a. MediaSpace - KSU's video server platform): <https://corp.kaltura.com/privacy-policy>
- Adobe Acrobat (PDF Reader): <http://www.adobe.com/privacy.html> Compliance Shield: <https://informationshield.com/privacy-policy>
- Clearwater Compliance: <https://clearwatercompliance.com/privacy-policy/>

Additional supplemental resources will be provided by the instructor.

Schedule:

Refer to the Schedule in D2L for the course calendar and assignment key dates.

Online Learning:

Student attending this class should realize the nature of the course they are enrolled in. This is a completely online class. There will be NO face-to-face interactions expected of between the students and the instructor. Students are always encouraged to interact with the instructor via discussion posts for topics of interest to the entire class or email for items that are personal or confidential. Students will also interact with each other virtually, through online discussions in D2L, and through assignments. In order to ensure the student does not fall behind it is STRONGLY encouraged that students keep to the schedule suggested in this syllabus in the Schedule section below. Some classes have periodic reporting requirements, while others do not. If this class does not, the student should make a concerted effort to maintain currency and not wait until the last minute to complete assignments. Every reasonable effort is being made to facilitate quality learning in this online format.

In the absence of face-to-face direct interaction, Student - Instructor interaction will be enhanced by a number of mechanisms:

- Students are listening to recorded lectures by the instructor.
- Students can listen to recorded course introductions by the instructor
- Students can listen to a recorded self-introduction by the instructor - under Course Overview and Introductions - About Dr. Whitman.
- Students should post actual photos of themselves into D2L (not avatar photos) to allow facial recognition of peers and by faculty members.

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Department of Information Technology

- Students and the instructor will interact by email as needed - feel free to email - I will respond as quickly as possible - typically next business day, sometime within a few hours.
- The instructor will interact with students in discussion postings as needed as student post questions or concerns, the instructor will respond and interact as appropriate.
- The instructor will grade assignment inserting written comments as appropriate.
- If (and only if) the instructor is unable to answer student questions by email, students may schedule physical appointments. However, this should only be done when other communications fail to resolve the student's issue. Pleading one's case in public does not improve the chances the instructor will change his mind on an issue.
- Student to Student interaction is highly encouraged and will be accomplished through the discussion postings, email, and ad-hoc chat interactions.
- Students should post general class questions in the appropriate discussion area of D2L, and only email personal/confidential questions to the instructor.

KSU has a variety of support services to facilitate student learning and engagement. These resources will include descriptions of student services and resources, including how learners can use them to succeed and how learners can obtain them:

- [Student Success Services department](#)
- [Department of Student Engagement](#)
- [Department of Student Life](#)
- [Writing center](#)
- [KSU Library](#)
- [Distance Learning Center](#)
- [UITs Student Training \(OwlTrain\)](#)
- [College Undergraduate Advising Services](#)
- [Graduate University Student Services](#)
- [Undergraduate Student Government](#)
- [Graduate Student Association](#)

Technology Expectations: Students enrolled in this class are expected to have a highly functional level of technology literacy. You are after all enrolled in a technology course. Students should be able to upload, download, and modify files, including office documents, spreadsheets, PDFs, and presentation technologies as presented in this class. You may be expected to create a computer-based presentation (slides plus your recorded voice) during this course. While free software is suggested, you may use alternate applications. You are expected to become VERY familiar with Desire2Learn (D2L), especially the posting on and reading the discussion forums, and uploading assignments.

Technology support for KSU systems including D2L is available by emailing studenthelpdesk@kennesaw.edu or calling 770-499-3555. Please do not email

D2L problems to your instructor. There are periods of scheduled maintenance for this system, as well as the possibility of periodic 'unscheduled outages'. It is up to the student to plan their schedules to provide sufficient time to deal with these outages.

The preferred mode of communications with the instructor is via discussion postings in D2L for all topics suitable for public discussion (anything you would typically feel comfortable raising your hand and asking in a physical class) and email for personal or confidential issues. While other email access may be available, only emails from your kennesaw.edu accounts, with the course number in the subject are guaranteed responses. The instructor will endeavor to respond to email questions within 2 business days, sooner if at all possible.

Minimum Technology Requirements:

In order to complete this course the student must have access to the following technologies:

- A computing device - desktop, laptop, tablet or smart phone capable of:
 - accessing Internet-based content
 - displaying recorded video
 - playing recorded audio - with speakers or headphones
 - recording audio - with microphone or headset
 - capturing your image and actions during exams - with a web camera (see RLDB & Respondus Monitor)
 - Internet access of sufficient speed to download/display recorded lectures
 - Free or trial software capable of creating slide + audio presentations
 - Standard office productivity applications similar to MS Word, Excel & PowerPoint, and Adobe Reader
 - A printer (for printing course calendar, etc.)
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Academic Integrity Statement:

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards.

Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member - resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement. Students are encouraged to study together and to work together on non-exam class assignments and lab exercises; however, the provisions of the STUDENT CONDUCT REGULATIONS, II. Academic Honesty, KSU Undergraduate Catalog will be strictly enforced in this class.

Students caught violating the KSU policy on Academic Integrity in this courses will be subject to the following:

First the instructor will query the KSU SCAI office to determine if the student has a prior SCAI violation. if the student does, the entire case will automatically be deferred to the SCAI office for processing.

If not, the student will then be notified by KSU email as to the potential or alleged violations of KSU SCAI policy. If the instructor feels the evidence is sufficient, they will also include an informal penalty. Students have 2 business days (48 hours) to respond to the instructor, providing any information or justification for their actions. They will also indicate whether they a) acknowledge their responsibility and fault in the allegations and accept the offered informal penalty or b) refute any allegations, or deny responsibility, and request a formal hearing by the KSU SCAI office. Failure to respond within this period will be viewed as a default admission of guilt of any alleged violations, and the case referred to SCAI for a hearing.

For a first offense (in this course) a 0 (zero) on the assignment in question, and up to an "F" for the course, at the discretion of the instructor.

For a second offence (in this course) an "F" will be assigned for the course, at the discretion of the instructor.

All documented Academic Integrity violations WILL BE reported to the KSU Student Conduct and Academic Integrity Office for filing.

Students accepting the informal resolution MUST remain in the course for the duration of the term. Students charged with SCAI violations who subsequently drop the course will automatically be referred to the SCAI office, without further discussion, even if the student has accepted the informal resolution. Any student referred to the SCAI office for formal review will be subject to SCAI hearings and possibly a mandatory 1-semester suspension on 1st offense or 1-year suspension on 2nd offense.

All assignments, exams, projects, papers, etc., must be the original work of the student. Original work may include the thoughts and words of others, but such thoughts or words must be identified using quotation marks or indentation and must properly identify the source. At all times, students are expected to comply with the department's accepted citation practice and policy. The University and its faculty are committed to maintaining

high standards of academic integrity. Student work will be routinely submitted to plagiarism detection tools (such as the TurnItIn module in D2L) for review.

Work is not original when it has been submitted previously by the author or by anyone else for academic credit. Work is not original when it has been copied or partially copied from any other source, including another student, unless such copying is acknowledged by the person submitting the work for credit at the time the work is being submitted, or unless copying, sharing, or joint authorship is an express part of the assignment. Exams and tests are original work when no unauthorized aid is given, received, or used before or during the course of the examination, reexamination, or remediation.

In accordance with KSU Policy:

“Engaging in any behavior which a professor prohibits as academic misconduct in the syllabus or in class discussion is cheating. When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged. No student may submit the same, or substantially the same, paper or other assignment for credit in more than one class without the prior permission of the current professor(s).”

This request **MUST** be in writing (KSU email is acceptable). This also includes work performed in a previous semester for the same course (e.g. retake of an IS/ISA class).

See the complete [SCAI policy](#), from which this information was copied and/or adapted.

Use of Paraphrasing Tools:

Recently students have begun using online paraphrasing tools in an effort to avoid TII issues. If a student were to use these tools to rewrite his or her own original content, and then clean up the grammar and readability afterwards, it might be acceptable, but only if discussed thoroughly with the instructor prior to doing so. What is not acceptable, and considered plagiarism and cheating, is the process of cutting and pasting a direct quote from an outside source into a paraphrase tool and then including it in a written assignment, even with a citation. You must read all original content and rewrite in your own words to be considered acceptable paraphrasing or summarization.

In order to avoid any confusing or ambiguity in the use of these tools, the use of all such tools is hereby prohibited in this course. Any student caught using a paraphrase tool on an assignment will have their assignment treated like any other plagiarized submission, and thus will be subject to SCAI procedures.

TurnItIn & D2L:

Any written assignments (including essay questions for the exams) assigned in the course will be evaluated by D2L's TurnItIn (TII) module. Therefore most written submissions will be submitted in a two phase approach:

- A complete "draft" version of the assignment must be submitted to the D2L Dropbox no later than 24 hours prior to the the date/time specified in D2L. Once you receive your originality report, you may revise and resubmit it as often as you like to D2L until the due date. Note that TII may take an hour for a subsequent report.
- A "final" version of the assignment must be to the same D2L Dropbox by the due date. The final version will also be reviewed for originality. The final version will count as the final assignment grade as specified by the instructor in the grades area above, using the appropriate rubric. Part of your grade will assess whether you submitted a draft, and whether you improved the TII flagged content from the draft to the final version.
- As a general rule, **ignore the originality score**, instead review the report for flagged content. Any flagged content not directly attributable to instructor-provided materials must be rewritten, unless it is considered common usage. (e.g. "Michael J. Coles College of Business, Kennesaw State University" - may be flagged but can be safely ignored).
- If a student only uploads a single version, that version will be deemed final and graded as such, even if the student intended it to be a draft. This version will be reviewed for potential TII violations.
- The minimum penalty for failing to submit a COMPLETE DRAFT 24 hours prior to the assignment's due date/time AND a FINAL version is 10% of the value of the assignment.

Respondus Lock Down Browser (RLDB) & the Respondus Monitor:

This course requires the use of LockDown Browser and a webcam and microphone for online quizzes and exams. The webcam and microphone can be built into your computer or can be the type that plugs in with a USB cable. Student Guides for both the RLDB and the Respondus Monitor are available in D2L. Download and install LockDown Browser from the link provided when you click on the Syllabus & Course Policy Compliance Quiz.

To ensure LockDown Browser and the webcam are set up properly, do the following:

1. Start LockDown Browser, log into D2L, and select this course.
2. Locate and select the Help Center button on the LockDown Browser toolbar.
3. Run the Webcam Check and, if necessary, resolve any issues.

4. Run the System & Network Check. If a problem is indicated, see if a solution is provided in the Knowledge Base.
5. Troubleshooting information can also be emailed to our institution's help desk.
6. Exit the Help Center and locate the Syllabus quiz.
7. Upon completing and submitting the Syllabus quiz, exit LockDown Browser.

When taking an online exam that requires LockDown Browser and a webcam, remember the following **requirements**:

1. Ensure you're in a location where you won't be interrupted
2. Turn off all other devices (e.g. tablets, phones, second computers)
3. Clear your desk of all external materials not permitted — books, papers, other devices
4. Remain at your computer for the duration of the test
5. If the computer or networking environment is different than what was tested above, repeat the Webcam and System checks prior to starting the test

To produce a good webcam video, comply with the following **requirements**:

1. Avoid wearing baseball caps or hats with brims
2. Ensure your computer or tablet is on a firm surface (a desk or table) — not on your lap, a bed, or other surface that might move
3. If using a built-in webcam, avoid tilting the screen after the webcam setup is complete
4. Take the exam in a well-lit room and avoid backlighting, such as sitting with your back to a window
5. Remember that LockDown Browser will prevent you from accessing other websites or applications; you will be unable to exit the test until all questions are completed and submitted.

Failure to comply with these requirements, including any evidence of the use of outside resources (books, papers or other devices), or leaving the video frame for any reason once you have begun a quiz/exam will be considered academic misconduct, and may result in a grade penalty and possibly SCAI proceedings.

If you object to installing the Respondus Lockdown Browser and Monitor on your computer, or to being video recorded taking your exam at your home or office, you may elect to take all required exams at the KSU testing center at your own expense, as there is a fee to take a quiz/test at the testing center. Visit [the testing center's web site](#) to schedule an appointment or for more information. When you schedule an appointment at the testing center, they will contact me for the parameters of the exam. You will then be recorded taking the quiz/exam at the testing center under the conditions specified in the exam.

Exams

As stated, students must use the Respondus Lock Down Browser and Respondus Monitor to take their exams from off campus. Should a student not wish to comply with this requirement, they may take the exam at the KSU testing center at their own expense. The Testing center (<https://testing.kennesaw.edu/index.php>) offers an isolated location where students can use provided equipment to complete KSU assigned exams, quizzes and assignments. Students are expected to review and comply with the schedules and requirements of the testing center should they decide to choose this option. The testing center does charge a fee per exam, usually providing the first exam for free. Contact the testing center directly for additional information - hours and locations are posted on their web site.

Challenging exam questions:

Once a student completes an exam, D2L will allow them to review their missed answer, and provide the correct response. Students must wait until an exam period has closed before posting any comments challenging exam questions in the D2L forums. Students should read any previously posted challenges, before posting themselves, as once the instructor resolves a challenge, D2L will update the grades for all students. To challenge a question, the student must post a portion of the exam question into D2L (you don't need the entire question), their answer and then provide supporting information from the text that supports their answer, include the page number in the text. Do NOT post anything until the exam has closed. If you have ANY questions about the exam during the exam period, please email the instructor.

Students are expressly prohibited from making photos, video, screenshots or printouts of exam questions. Doing so constitutes an SCAI violation. Make a short handwritten note if you plan to challenge a quiz question and then destroy it immediately once you've posted your challenge.

Interaction Expectations and Response Requirements:

Students are expected to monitor the class discussion forums as the primary means of communication with the instructor. It is expected that students will visit these forums at least twice weekly, and more frequently in the summer. It is highly recommended for students to configure their D2L sessions to notify them by email when a new message is posted. This is accomplished by forwarding D2L mail to an external (preferably KSU) email address, and "subscribing" to the entire forum (use the pull down menu beside the forum title).

It is strongly encouraged that students engage their peers through the forums and through direct email. Increased student-to-student interaction has been shown to

enhance learning. As per the course policies, students are expected to post questions of a non-personal/confidential nature on the D2L forum site, and email the instructor with personal/confidential questions as needed. The instructor strongly encourages students to ask questions when faced with challenges, but only after the student has attempted to resolve the issue on their own. See the D2L News posting on "Method behind my Madness" for additional information on the expectation of problem solving and critical thinking of students in academic work. The instructor WILL answer your questions to the best of their ability, but EXPECTS that you will have made a reasonable effort to find the answer on your own, before contacting them.

Students are expected to respond to emails sent to their KSU email accounts within 2 business days, the same response standard students should expect when emailing the instructor.

The instructor is expected to grade and respond to exams within 1 week, and other assignments within 2 weeks, excluding holidays.

See the section on SCAI for communications requirements when a SCAI violation is suspected.

Lectures:

Class lectures can be accessed directly through the course D2L site. Lecture notes (PowerPoint) are also available for download through D2L.

End of Term Instructor Assessment:

At the end of the term, students will receive an email inviting you to complete a survey of your perception of the online learning experience. This survey is anonymous and students are strongly encouraged to complete it. The instructor will post a notice in the discussion area when the survey is available.

Diversity and Disability Statement:

All courses offered by the Information Systems department will adhere to the KSU policy that prohibits discrimination on the basis of race, religion, color, sex, age, disability, national origin, or sexual orientation.

NOTE: IF YOU HAVE AN ADA ISSUE THAT RESULTS IN DIFFICULTY IN VIEWING OR LISTENING TO MATERIAL IN THIS COURSE, PLEASE NOTIFY YOUR INSTRUCTOR IMMEDIATELY. ALTERNATE DELIVERY MECHANISMS CAN BE ARRANGED IF COORDINATED THROUGH THE STUDENT DISABILITY SERVICES OFFICE. Phone: (470) 578-2666 Email: sds@kennesaw.edu.

Grading Rubrics:

D2L provides a mechanism for the instructor to use a grading rubric (evaluation grid) to facilitate grading of assignments. To view these rubrics, click the "Other" tab within D2L and select "Rubrics." The instructor reserves the right to modify these rubrics up to the start of grading to best suit the needs of the course.

Withdrawal Policy:

The last day to withdraw without academic penalty is listed in the schedule of activities. Ceasing to attend class or oral or email notice thereof DOES NOT constitute official withdrawal from the course. Students who simply stop attending classes without officially withdrawing usually are assigned failing grades. Students wishing to withdraw after the scheduled change period (add/drop) must obtain and complete a withdrawal form from the Academic Services Department in the Registrar's Office.

Enrollment Policy:

Only those students who are enrolled in the class may attend lectures, receive assignments, take quizzes and exams, and receive a grade in the class. If a student is administratively withdrawn from this course, they will not be permitted to attend class nor will they receive any grade for the class.

Email Policy:

The instructor only guarantees replies to emails received from your Kennesaw email account (netid@students.kennesaw.edu). Emails sent from other email domains may not reach the instructor's mailbox. In order to ensure receipt/responses to your email be sure that you communicate with the instructor via your Kennesaw email account or via D2L, and include the course number in the subject. Please refer to my email etiquette policy in D2L and the document To: Professor@University.Edu.

Online Behavior:

Please review the document titled Course Netiquette before engaging your instructor or peers online. Students are reminded to conduct themselves in accordance with the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Every KSU student is responsible for upholding these provisions. For more details, please read the [Kennesaw State University Student Codes of Conduct](#). Students who are in violation of this policy may be subject to disciplinary action by the University.

Acquiring Final Grades:

The final grades for this course will be posted to the student's permanent record using the KSU OwlExpress System. Students may acquire their final grades by accessing

their account online through Owl Express. All grades reflected are those submitted by the faculty members at the time of posting. Students needing verification of grades or enrollment should request either an official transcript or enrollment verification through the Office of the Registrar.

Syllabus Modification

The instructor reserves the right to modify the syllabus or course schedule at any time during the semester, in order to best meet the objectives of the course. Any changes in assignments or due dates will be announced in a posting in the D2L Discussion area.