IST 195
Information Technologies
Fall 2015

Newhouse 3, Rm. 250  Thu, 5:00pm – 6:45pm
Hinds Hall 010  Thu, 6:50pm – 7:50pm

Professor:  Randy Wenner
Office:  Newhouse 2, Rm. 481
Office Hours:  Thu 3pm-4pm, Fri 1pm-2pm (or contact me)
E-mail:  awenner@syr.edu

University policy is that all university communications should be sent to students’ SU account, i.e. @syr.edu. If you’d like that email forwarded to another account, see https://selfserv.syr.edu/accounts/

Phone:  443-4048
Class Web Site:  http://blackboard.syr.edu

Religious Observances: Students who plan to observe a religious holiday this term must use the online notification process on MySlice, available only the first two weeks of classes.
IST 195
Introduction to Information Technologies

Course Description:

IST 195 is all about information technology. Today’s technology. Smartphones. The Internet. Hardware. Software. Social Media. Pirate Bay. mp3s. How does it all work? What does one need to know about all this technology in order to succeed in life? Given how fast everything seems to move, how is it possible to keep up with the rapid pace of innovation in information technology? You may not want to be a programmer or engineer, so why do you need to know about all this technology stuff? In IST195 we will explore all of these questions through a process of enhancing basic information technology literacy. Even if you know little or nothing about how computers, networks, and software work, take heart. This course will provide a grounding that will get you started on a path of lifelong learning about technology. It’s something that will serve you well, regardless of whether you see your life and future career as being focused on information technology. Information technology will substantially affect your life whether you like it or not and whether you pay attention to it or not.

For those who already feel that they’re in the driver’s seat with computers and IT, there may still be loose ends to tie up and useful skills to practice, and if not, there is a mechanism to keep you from getting too bored. Either way, the goal is to have you reach the end of the semester knowing twice as much about information technology as you do now

Course Learning Outcomes:

• Memorize key terms and definitions related to common information technologies
• Understand at a basic or intermediate level the workings of the Internet, databases, and productivity applications
• Evaluate consumer- and business-focused information technology products and services
• Analyze and/or criticize the impact of information technology on contemporary life in the U.S. as well as in other countries, both developed and developing
• Consider information ethics with respect to issues such as intellectual property, cyber-crime, privacy, and related issues
Required Text:

Understanding Computers: Today and Tomorrow, Comprehensive, 15th Edition
Authors: Morley/Parker
Publisher: Cengage Learning
Available at the SU bookstore and online.
An eBook version is also available.

- Do NOT purchase a Blackboard tutor, or extras like that (study guide is optional)
- In addition to paperback, you can rent the book for half of the new price from Cengage. It is also possible to buy limited access to the text as an ebook, or even to rent electronic chapters, at the Cengage site:
  - [http://www.cengagebrain.com/shop/search/9781285767277](http://www.cengagebrain.com/shop/search/9781285767277)
- However, there are used copies available online; try BigWords:
- If you own a Kindle, you can purchase the text for Kindle at amazon.com:
- The text has an online website where you can test your knowledge of the reading from each chapter:

Other Requirements:

- All work for this course MUST be done on a PC (not a MAC.) The lab computers are all PCs, and your work will be opened and graded on a PC. There are known issues with projects created and saved on MACs, including PowerPoint images that can not be read properly in PCs, etc. You are expected to do all work on a PC. If, however, you choose to use a MAC, the only way to make sure your work can be seen properly is to open it up on a PC before class and check it yourself. If you see it OK on a PC, it should be fine.

- You **MUST** have an active NetID account (that’s an SU computer account that grants you e-mail and other privileges, aka “CMS”, “SUnix” account. Other computing
accounts you may have at SU WILL NOT WORK FOR THIS COURSE!!) If you do not already have a NetID account, you can create (or manage your account) by visiting the following SU website:

http://its.syr.edu/netid/

(Note: Automated Computer Services Telephone Support is available at 443-2677, then press 1 for help with your NetID.)

Cell phone

Though use of a cell phone during our discussion and lab times is prohibited, I may do some review sessions in class where you can text in an answer to a review question. It is not required, but would allow you to participate electronically.

Printing in the Computer Labs

As an S.U. student, you are allowed to print 500 pages to cluster printers per year, August 15th to August 15th. You may need a portion of that to print out assignments and handouts for this class.

Class structure: Discussions: The discussion portion of class is currently scheduled to meet Thursday evenings at 5:00pm in Newhouse 3, Rm. 250. Attendance in lecture is not required, but the lecture content is the subject of two “midterms” and a final throughout the semester. To prepare for the discussion, read the chapter in the textbook that is due that week in advance of the lecture. There will be random attendance checks, so absence from any portion of a discussion could result in missed points.

Labs: Lab sections begin on Thursday evenings right after the lectures, usually around 6:45 or 7:00pm, using the computers in our lab room, Hinds 010. Attendance in lab is not always required, and in some cases you may “pre-submit” your lab assignment in advance of your lab meeting. **All students must submit lab assignments in advance of the lab deadline**, regardless of whether he or she is physically present at the lab session. All labs have an electronic file submission through Blackboard. The assignment drop box stays open for on-time submissions until each Thursday at about 7:50pm. **Under no circumstances may labs be submitted after each deadline. If you wait until the last minute to submit, or submit an incomplete assignment, or have Internet issues at home, it is a risk you assume. If for some reason I decide to accept it late, for any reason, max points earned will be 5.**

Completing Labs from Home: This is a reminder to ALL students that completing a lab from home is a privilege. If you want to complete a lab from home read the following points – as there will not be any exceptions.
1. Instructions for each lab are available on the website well in advance of the lab due date.

2. Those who are able to work on their own by following the instructions are encouraged to do the lab from their home or other places. They MUST complete it by Thursday night and upload the assignment.

3. Those who cannot do any of the labs on their own or find difficulties must attend the lab on Thursday evenings.

4. No specific instructions will be given to students on the lab assignment, through BLACKBOARD. I’m sorry, I cannot answer ANY questions about the lab via BLACKBOARD or email. If you have questions you MUST attend lab.

5. Students must take note of the format of the file, as given in the instructions, to be uploaded and follow the same. Submitting a file in wrong format will result in substantial loss of points.

**Learning Management System:**

The iSchool uses the Syracuse University’s Blackboard system to facilitate distance learning and main campus courses. The environment is composed of a number of elements that will help you be successful in both your current coursework and your lifelong learning opportunities. To access Blackboard, go to the following URL: [http://blackboard.syr.edu](http://blackboard.syr.edu)

Here is the direct URL to bookmark your access to Blackboard: [http://blackboard.syr.edu](http://blackboard.syr.edu) Questions regarding Blackboard should be directed to ilms@syr.edu or Peggy Brown at (315) 443-8144.

BLACKBOARD is a web-based program purchased by universities to manage course activities and materials available via the Word Wide Web. IST195 has a BLACKBOARD site and relies upon it heavily. Your Syracuse University NetID controls access to the site (Your NetID and password are used for access to SU Mail, SU licensed software, SU web space, AirOrange, and other SU computing resources). You can visit BLACKBOARD at [http://blackboard.syr.edu](http://blackboard.syr.edu). You should have logged onto the site and inspected the site no later than the beginning of the second class meeting on Sep. 5th.

**Student Evaluation:**
Midterm Exams: There will be two “midterm” exams in the course, drawn almost entirely upon material drawn from lectures. The test will be held during the fifth and tenth meetings of the course. There are no makeups. Individuals who miss the midterm exam due to medical or family emergency will need to provide a verified excuse from the University’s Division of Student Affairs (begin by contacting Sarah Solomon, with the Office of Student Assistance, stsolomo@syr.edu). Other than verified family or medical emergency, there will be no possibility of making up a missed exam.

Final Exams: There is one comprehensive final exam that counts for a large portion of your grade and will be held on Tuesday, Dec. 15, 5:15 pm – 6:45 pm, tentatively in the Hinds Hall lab room (010). This will NOT be rescheduled nor held at any other time -- please take note of this date and make plans accordingly.

There are few other courses that should be holding a final exam on this date and time. University rules mandate that I cannot give early exams and I cannot change the exam date. If another professor “breaks ranks” and schedules another final at a time he/she is not supposed to, and it conflicts with ours, you will have to work out when you’ll take the final with that other professor – the schedule for our final is absolute, and will NOT be changed. Practice quizzes will be available on the BLACKBOARD for studying as the exam approaches.

Please find out final schedules of your other courses NOW!

Weekly Reading Checks: For each class that there are assigned readings, a short 20-minute quiz with 10 multiple choice/True-False questions will be available on BLACKBOARD, which you must take PRIOR TO CLASS!! These questions will pertain to the chapter(s) that you prepared in advance of the lecture. You may retake the test as often as you like, and try a new random set of questions, and the highest score you receive will be saved when each week’s deadline comes around. They must be finished prior to the start of each Thursday discussion. (NOTE: sometimes there are problems with images displaying improperly or not at all. I suggest if you draw a random pool that includes such a question, just cancel the quiz and draw new questions that don’t include images; I’m sorry, this is a bug that hasn’t been fully fixed.)

Please be aware that these are timed quizzes, 20 minutes is the absolute max. The exams are designed to automatically save and close at the 20-minute mark.

The latest you may begin the quiz is Thursday evening at 5pm, before the first class lecture. I WILL NOT EVER extend the deadline for submission of reading checks beyond this deadline, so don’t ask. You are personally responsible for ensuring that you complete the quiz before it is due each week. Neither technical difficulties nor off-campus travel excuse you from this responsibility. There will be 10 reading checks during the course of the semester, each worth 5 points each (1/2 point per question.)
Projects: There will be two short projects through the semester, in addition to a semester-long project. Each project results in the creation of some electronic files that you will submit to your lab in the same fashion used for submitting lab assignments. In the semester-long Project 1, you will create a blog and post to it over the course of much of the semester. In the second project, your job will be to create a short video offering some type of technology help, and post it on YouTube. (This can be a team project with up to four other team members.) The deliverables will include conversion of the video and a screenshot that shows the video live on YouTube. In the third project, your job will be to teach someone something about information technology. Deliverables for this project will include your PowerPoint slides of your curriculum that you used, photo documentation of you teaching the person, a brief biography of person you taught. Project 2 is worth 15 points, Project 3 is worth 10. The three projects together count for approximately 12% of your grade.

IT In The News: Each class period approx. 2-3 class members will be assigned to brief the class on some IT-related topic that came up in the news during the prior week. Teams are assigned and posted on our Blackboard class calendar. Team members MUST work together prior to class to prepare, and then present a briefing on just ONE topic. IT IS YOUR RESPONSIBILITY TO LOOK AT THE CALENDAR IN BLACKBOARD TO FIND OUT WHEN YOU PRESENT, AND TO COORDINATE WITH YOUR PARTNER IN ADVANCE – UNDER NO CIRCUMSTANCE WILL MORE THAN ONE PRESENTATION BE ALLOWED. FAILURE TO WORK AS A TEAM MEANS EACH MEMBER RECEIVES 0 POINTS. USE THE EMAIL TAB IN BLACKBOARD TO CONTACT YOUR PARTNER, and copy me on the communication. Failure to copy me will result in a maximum score of 10 points. Choose the “Single/Select Users” option to choose your partner; the email will be sent to the student’s syr.edu email address, which you are REQUIRED to monitor. If you hope for the full 15 points, coordinate with your partner(s) on ONE topic, and use PowerPoint, and possibly the Internet, and perhaps other resources as visual aids. All team members will receive up to 15 “points” for a clear, intelligent, and timely presentation.

Each team member must submit the PowerPoint to the Assignments tab of our website by 6pm on the night they present, prior to delivery of the Presentation (it’s an indication of advance work finished on the project, and a sign that all team members have collaborated in advance of the presentation); failure to do so will result in a maximum of 8 points, if you do present with your team.

Each team member must do some of the presenting. If an assigned team member is not able to assist (has dropped the class, doesn't return e-mail, etc.), the other team member(s) must prepare and present without him. Under NO circumstances will a non-responding classmate be allowed to present on his/her own – it's YOUR responsibility to be proactive in contacting group members. Check the Calendar in BLACKBOARD to see when you are scheduled to present. You are expected to contact your partner AT LEAST 1 WEEK prior to presenting. Efforts to communicate a few days prior would appear half-hearted at best. You MUST take part in the presentation to earn points for this; if you
for any reason are not in class for the presentation, you will receive 0 points. On the
nights you are scheduled to present, you are expected to attend the entire class
meeting period, and you must not be late to class that night! I may decide to begin the
class with the IT in the News segment. If you are late, your partner will be expected to
deliver by himself, and you will receive 0 points.

**Labs:** There are 14 planned labs, each worth 10 points, one for every evening of the
course. Labs are designed so that it is possible for a student with little or no experience
in the topic area to follow the instructions and complete the lab. As a result, more
advanced students may find some of the labs too simplistic. Advanced students should
consider “pre-submitting” these labs rather than coming to the actual lab section. Your
goal is to earn at least 100 total points from all of the lab opportunities this semester;
that’s the maximum amount that will count toward your final grade. Labs must be
completed by the end of the period in which the lab is conducted, or they will not be
accepted. The assignment drop box in Learning Management System powered by
BLACKBOARD stays open for on-time assignments until each Thursday at 7:50pm. **LATE
SUBMISSIONS WILL NOT BE ACCEPTED BY THE DROPBOX, AND WILL RECEIVE AN
AUTOMATIC ZERO, NO MATTER WHAT!!** You MUST learn to upload at least a few
minutes before the deadline, to ensure successful submission.

Completed labs will typically be graded on a two-step scale: Completion of the basic lab
will provide a B level grade and completion of advanced, additional lab elements will
provide an A level grade. Lab assignments are available on BLACKBOARD in advance of
the class in which they are conducted and students are advised to familiarize
themselves with the steps involved in the lab in advance of their session. Collectively
the 100 points from labs counts for about a third of your grade. So if you ace 10 labs,
and do not complete 4 labs, you can still earn the maximum 100 points that are
possible toward the final grade. I would suggest you do all of the labs, however, since if
I decide to adjust grades at the end of the course, I would first look to apply perhaps a
handful of extra points from labs toward the final grade.

In general, an on-time lab that meets all requirements will receive a 10 (and no
additional comments from me.) Anything earning less than a 10 will generally include
comments from me on what the lab didn’t quite accomplish.

NOTE: failure to meet the deadline for any reason means you will NOT be able to earn
maximum points under any circumstance. In the highly unlikely chance that I give you
permission to submit an assignment after the lab has closed, the max points you could
receive would be half of the total. (As discussed below, because you can pre-submit all
assignments before deadline, there is virtually no reason any late assignments will be
accepted. If you have:

- Uploaded an incorrect file(s)
Students may generally “pre-submit” a lab in advance of their lab session, and thus avoid attending lab. Note that pre-submission is a privilege offered to students who are comfortable working independently on the material provided in the lab. I can not provide technical support for pre-submission: If you can’t do the lab on your own, or you are having trouble with it, you must come to the regularly scheduled lab session to complete the lab. Do NOT contact me in advance with lab questions; I will address any questions you have about the labs, during lab hours.

Attendance: There are going to be five (5) attendance checks which will be unannounced during the semester which will take place at the end of one of that night’s lectures. They will be worth 3 points each. If you are not in the room at the time the check is taken, you missed the check. It will take place immediately as a lecture begins or finishes, so you know when to expect it. If you leave just before it, or arrive just after it, you missed it – do NOT tell me why you should be counted as present; if you miss it, you miss it because you were not there as a discussion began or ended, period. The first one takes place during the first night of class. If you are not in class that night for any reason, you have missed the first check (sorry, late adds). If your name is on the class list for the first class and you are not there for any reason (late arrival on campus, etc.) you will receive no points for that first attendance check.

I will provide more details about the final exam, the projects, and the labs as the semester proceeds. The following table describes a rough breakdown of the grading for the course based on a system of 400 points (see below.)

My Grades: You should see your points add up, as labs and projects are graded in Blackboard. The My Grades tab will show you what grades (points) you’ve earned, and show you what has yet to be graded. You’ll see something like this (but with our own actual assignments listed):
You’ll see points earned under the Grade column, and a green exclamation mark means an assignment has been submitted, but is not yet graded. A grey “attempt in progress” icon means something either has been started, but hasn’t been submitted, or wasn’t submitted properly (on time.) NOTE: the green icon does NOT mean you submitted the correct assignment, just that SOMETHING has been submitted! (You’d be surprised how many students upload blank documents, the wrong files, etc. Unfortunately these will receive zeros, despite being submitted on time – so BE CAREFUL to submit the correct file(s)!! If you work on a lab IN OUR ASSIGNED LAB ROOM, DURING OUR LAB portion of class, and I know you did the assignment in front of me, I might consider giving you a chance to resubmit, for partial points. But any submission done outside of class that is incorrect will receive a zero; I have no way of verifying it was actually done prior to deadline.)

**Letter Grades:** The numeric total that you have amassed during the semester will translate into a final letter grade according to the following scheme. Please look at the following table carefully...note that achieving an A in this course requires a minimum of 95% of the available points. As a result, only a select few of the highest achieving students will attain an A for the semester.

<table>
<thead>
<tr>
<th>Type</th>
<th>Points</th>
<th>FINAL GRADE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Labs</strong></td>
<td>100</td>
<td></td>
</tr>
<tr>
<td>Project 1</td>
<td>25</td>
<td>380</td>
</tr>
<tr>
<td>Project 2</td>
<td>15</td>
<td>360</td>
</tr>
<tr>
<td>Project 3</td>
<td>10</td>
<td>340</td>
</tr>
<tr>
<td>Midterm 1</td>
<td>50</td>
<td>320</td>
</tr>
<tr>
<td>Midterm 2</td>
<td>50</td>
<td>300</td>
</tr>
<tr>
<td>Final</td>
<td>70</td>
<td>280</td>
</tr>
<tr>
<td>IT News</td>
<td>15</td>
<td>260</td>
</tr>
<tr>
<td>Reading Checks</td>
<td>50</td>
<td>240</td>
</tr>
<tr>
<td>Attendance Checks</td>
<td>15</td>
<td>220</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
<th>Due Date</th>
<th>Last Submitted, Edited, or Graded</th>
<th>Grade</th>
<th>Points Possible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Assignment 1</td>
<td></td>
<td>Mar 25, 2010 3:33 PM</td>
<td>F</td>
<td></td>
<td>20</td>
</tr>
<tr>
<td>Weighted Total</td>
<td></td>
<td></td>
<td></td>
<td>22.59</td>
<td>100</td>
</tr>
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<td>Any Column</td>
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<td>Create Survey</td>
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<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
<tr>
<td>Week 3 discussion</td>
<td></td>
<td>Feb 4, 2010 11:10 AM</td>
<td></td>
<td>18.00</td>
<td>20</td>
</tr>
</tbody>
</table>

| Icon Legend         |         |                  |                                   |       |                 |
Note: In the case of labs and projects, there are more points within the assignments than are needed to achieve the maximum in each category. In labs, there are approximately four more labs than necessary to achieve 100 points. Rather than assuming that you can skip an assignment, or wait until the end of the semester to start doing work, however, it is wisest to try all of the assignments and do your best on them. Monitor your progress in each category during the semester to see how you are doing, and make sure to reach the category maximum before kicking back and giving yourself a pat on the back. This compensatory approach is the mechanism in the course that allows for the occasional mistake or slipped deadline. As a result, don’t ask me for extensions or whine about harsh grading. One last thing you should look at: Neither the midterms nor the final has this compensatory factor built in. The midterms have 25 questions and are worth 50 points each, no scaling, no curve. The final is 100 questions, weighted by 70% toward the final grade, and will not be curved.

Expectations, Responsibilities, and Rights: Lectures will not repeat the material in the book, but rather will enhance it by concentrating the treatment of some topics and contextualizing others. For this reason, I expect that each student will come to each class meeting with a good knowledge of the textbook chapter due for that week. By the close of lecture for each class, the topics we have considered that week should have a great deal of clarity, and it is each student’s responsibility to ensure that this is the case for him or her. By fulfilling these expectations and responsibilities, each student has the right to expect a relevant exam tailored to the material covered in the book as well as fair and appropriate project evaluations.

During the final weeks of the semester, it is your responsibility to inspect your grade record in Blackboard and ensure that it is accurate. After the final exam, no adjustments will be made for missing or incorrectly graded assignments. The only possible grade modification after the final exam is if your numeric grade has not been accurately converted into a letter grade. Here is what to do if you think your letter grade is wrong:

Review the letter grade criteria in the course syllabus available on BLACKBOARD. Copy and paste your grade record from BLACKBOARD into an Excel spreadsheet. Delete the scores for any achievement tests you took - these do not count toward your final grade. Calculate a total of the remaining numeric values. Compare the numeric value to the letter grade thresholds noted above. The boundaries are non-negotiable: If you have 279 points and not 280, your letter grade is a C, not a C+. Likewise, the grading of labs and projects is complete and cannot be modified at this point in time. If you believe that I have incorrectly converted your total numeric grade into a letter grade, send a copy of your spreadsheet by email attachment along with a brief explanatory note to awenner@syr.edu. I will compare your numbers to my numbers to see if there is a discrepancy. If I agree that there is a discrepancy, we can file a grade change form.
during the following semester. At the beginning of the following semester, make an appointment to visit my office or drop by my office hours to complete a grade change form.

Remember that the difference between two neighboring letter grades in one course will affect your final college GPA by 0.00625 points or less. The time to worry about getting a higher grade is during the semester, rather than after the final exam.

**English as Second Language Students:** it is important that you understand each assignment, what you are being asked to do. If you aren’t sure what an assignment is asking for, it is up to you to ask for help from a tutor, TA, or professor, in plenty of time to finish the assignment when it is due. You must also pay attention to (English) spelling, since it plays a role in grading; if spelling is difficult for you, you must take steps to have a tutor or classmate review assignments before you hand them in.

**Policies & Procedures:**

**Classroom etiquette:**

During the discussion portion of class (from approx. 5pm to 6:45pm) cell phones must be turned to vibrate or off. We will use computers when we get to the lab portion of class. **You are required to close all electronic screens (laptop, phone, etc.) while your classmates are delivering their IT in the News presentations.**

**Academic Integrity:**

Multiple opportunities probably exist for cheating in IST 195. In the final exam, one might devise any number of systems for obtaining exam answers developed by other students or bringing unauthorized reference materials into the exam setting. In projects, one might fake the photographic or textual evidence needed to document one’s completion of the project. In labs, one might obtain electronic texts or other files from another student, make minor modifications and submit them as one’s own. Students can be very imaginative at thinking of workable scenarios that students might use for cheating both in the classroom context and elsewhere. In previous semesters, wayward students have been caught in the past attempting to cheat on in-class work, achievement tests, labs, and the final exam.

In addition to the moral considerations that I hope we all share (i.e., that these actions are simply wrong), several arguments exist against attempting one or more of these forms of cheating. First, by circumventing the normal activities and tasks involved in an assignment, you primarily cheat yourself of the opportunity to learn new knowledge and obtain new skills. Second, I have attempted to design the projects and labs so that they involve a minimum of busy work: In effect, there is little to be gained by cheating
because completing the assignment in a legitimate fashion should take no more time than creating a workable deception. Finally, the benefits involved in cheating, even on the final exam, are for most people quite minimal. Studies of academic cheating in collegiate settings suggest that more than one third of students find that exam grades do not increase and make actually decrease as a result of cheating. Also, most cheaters end up with lower GPAs at graduation than non-cheaters.

In IST 195, I will bring all evidence of cheating to the Assistant Dean of the School of Information Studies. Also, the university grants instructors the right to assign a grade of zero to any student work that is suspected to be the result of cheating. I will exercise that right. If you have cheated in previous courses or in high school (over 75% of high school students admit to cheating when asked on anonymous surveys), I advise that you use this course to break the pattern. If you honestly want to learn about information technologies you will benefit most from actually doing the work yourself.

The following material is excerpted from the Academic Integrity statement of S.U. Students in IST 195 are bound by the academic integrity rules of the School as well as those of the university.

**Academic Integrity**

Syracuse University sets high standards for academic integrity. Those standards are supported and enforced by students, including those who serve as academic integrity hearing panel members and hearing officers. The presumptive sanction for a first offense is course failure, accompanied by the transcript notation “Violation of the Academic Integrity Policy.” The standard sanction for a first offense by graduate students is suspension or expulsion. Students should review the Office of Academic Integrity online resource “Twenty Questions and Answers About the Syracuse University Academic Integrity Policy” and confer with instructors about course-specific citation methods, permitted collaboration (if any), and rules for examinations. The Policy also governs the veracity of signatures on attendance sheets and other verification of participation in class activities. The academic integrity statement can be found at: [http://supolicies.syr.edu/ethics/acad_integrity.htm](http://supolicies.syr.edu/ethics/acad_integrity.htm).

**Definition of Academic Dishonesty**

Academic dishonesty includes but is not limited to plagiarism, cheating on examinations, unauthorized collaboration, multiple submission of work, misuse of resources for teaching and learning, falsifying information, forgery, bribery, and any other acts that deceive others about one's academic work or record.

Students who have questions about what constitutes academic integrity should consult this document, their faculty advisors, and instructors. Students should also be aware that standards for documentation and intellectual contribution may depend on the course content and method of teaching, and should consult instructors for guidance.
Below are some examples of academic dishonesty and general guidelines on how to avoid dishonesty.

- **Plagiarism.** Plagiarism consists of presenting the intellectual or creative work of other people (words, ideas, opinions, data, images, flowcharts, computer programs, etc.) as one's own work. To avoid plagiarism, students must be careful to identify the source of all information used in producing academic work, including electronic resources such as documents found on the World Wide Web. All sources of information must be properly acknowledged in one's work.

Students may use other people's intellectual or creative work to help develop their own ideas, images, and opinions. However, students' work should not simply repeat the ideas, images or opinions of other people. This process of developing one's own intellectual work, building on but going beyond the work of others, is an integral part of a University education.

Bibliographic citation (e.g., footnoting) is the standard method of providing proper acknowledgement. Both paraphrases and direct quotations from other person's texts must be acknowledged. Any standard reference manual, such as the Chicago Manual of Style, may be followed for formatting these citations. Regardless of the reference manual used, all documentation must follow these rules:

- All citations must be complete, unambiguous, and consistently formatted.
- Citations to printed materials must include the page number(s) on which the quotation or paraphrase appeared.
- Citations to a World Wide Web document must include both the uniform resource locator and the date on which the document was accessed.
- When students incorporate the exact words of a source into their papers, they must place quotation marks around the text to indicate that the text was taken directly from a source.
- A citation must be given each time a source is used in a paper; it is not acceptable to cite a source once in a paper and assume that it covers all instances of using the ideas or words from that source.

Students who have questions about which reference manuals to use or how to cite sources should consult their instructors.

- **Cheating on examinations.** Students must not use notes, books, or other materials during examinations, unless permitted by the instructor. Students must not give or receive aid from other students during exams. Students who have taken a particular exam must not give information about that exam to other students who have not yet taken the exam.
- **Unauthorized collaboration.** When the instructor does not specifically authorize
collaboration, students must not collaborate on projects, computer programs, papers, or other assignments. If students wish to work together on a class assignment when collaboration has not been authorized as part of the course process, they must obtain the written authorization of their instructor to do so.

- **Bribery.** Bribery consists of offering goods or services to instructors in an attempt to receive an unearned grade.

- **Falsifying information.** This form of dishonesty includes falsifying student records, such as forging signatures or other data on petitions, registration forms, and other documents used as part of a student's academic record, or falsifying the computer-generated version of such documents. Falsifying information also includes fabricating data used in research reports, false citation of sources, and other misrepresentation of information.

In accordance with the Syracuse University Rules and Regulations, the School of Information Studies defines policies and procedures for dealing with academic dishonesty by all students, regardless of home college, who are enrolled in IST courses: Syracuse University students shall exhibit honesty in all academic endeavors. Cheating in any form is not tolerated, nor is assisting another person to cheat. The submission of any work by a student is taken as a guarantee that the thoughts and expressions in it are the student’s own except when properly credited to another. Violations of this principle include giving or receiving aid in an exam or where otherwise prohibited, fraud, plagiarism, the falsification or forgery of any record, or any other deceptive act in connection with academic work. Plagiarism is the representation of another's words, ideas, programs, formulae, opinions, or other products of work as one's own, either overtly or by failing to attribute them to their true source. Sanctions for violations will be imposed by the dean, faculty, or Student Standards Committee of the appropriate school or college. Documentation of such academic dishonesty may be included in an appropriate student file at the recommendation of the academic dean. (Syracuse University Rules and Regulations 1997-98, section 1.1).

School of Information Studies instructors have the right to respond to evidence of academic dishonesty by all students in the manner they deem appropriate, from discussing the violation with the student to imposing sanctions. Evidence of an act of academic dishonesty may include direct observation of dishonesty, such as seeing a student looking at another student's exam paper during an exam, or indirect evidence, such as an abrupt and unexplained change in the quality of a student's writing or writing style.

Sanctions imposed by instructors include but are not limited to the following:

- requiring students to re-produce work under the supervision of a proctor;
- rejecting the student work that was dishonestly created, and giving the student a zero or failing grade for that work;
- lowering the course grade;
• giving a failing grade in the course.

In addition to sanctions imposed directly by the instructor, the School's Judicial Board may impose sanctions on students matriculated in the School of Information Studies. If the student involved is not matriculated in the School of Information Studies, documentation of the instance of academic dishonesty will be forwarded to the Dean's Office of the student's home college, with a request for resolution by the home college Judicial Board.

School sanctions include the following:
• formal reprimand and warning;
• disciplinary probation;
• administrative withdrawal from the course;
• suspension from the University,
• expulsion from the University.

Persons With Disabilities.

If you believe that you need accommodations for a disability, please contact the Office of Disability Services (ODS), disabilityservices.syr.edu, located at 804 University Avenue, room 309 or call 315 443 4498 for an appointment to discuss your needs and the process for requesting accommodations. ODS is responsible for coordinating disability-related accommodations and will issue students with documented disabilities “Accommodation Authorization Letters,” as appropriate. Since accommodations may require early planning and generally are not provided retroactively, please contact ODS as soon as possible.

Our community values diversity and seeks to promote meaningful access to educational opportunities for all students. Syracuse University and the Newhouse faculty are committed to your success and to supporting Section 504 of the Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act (1990). This means that in general no individual who is otherwise qualified shall be excluded from participation in, be denied benefits of, or be subjected to discrimination under any program or activity, solely by reason of having a disability.

You are also welcome to contact your professor privately to discuss your academic needs although faculty cannot arrange for disability-related accommodations.

Religious Observances

SU’s religious observances policy can be found at http://SUpolicies.syr.edu/emp_ben/religious_observance.htm SU recognizes the diversity of faiths represented among the campus community and protects the rights of students, faculty and staff to observe religious holy days according to their tradition. Students will be provided an opportunity to make up any examination, study or work requirements that may be missed due to a religious observance provided they notify the instructor before the end of the second week of classes. Students who plan to observe a religious holiday this term must use the online notification process on MySlice, available only the first two weeks of classes.
Use of Student Work (FERPA)

The professor will use academic work that you complete this semester for educational purposes in this course during this semester. Your registration and continued enrollment constitute your permission.

The professor will use academic work that you complete this semester in subsequent semesters for educational purposes. Before using your work for that purpose, your professor is required to either get your written permission or render the work anonymous by removing all your personal identification.

Turnitin

This class will be using Turnitin, a plagiarism prevention system. The ease of using the Internet has made it very easy for students to “cut and paste” material into papers that they are writing without proper citation. I will submit all/some/papers that you write in this class to Turnitin, a service that identifies “matched text.” I will then interpret the originality report, based on your writing capability and writing style. Note that all submitted papers will be included as source documents in the Turnitin.com reference database, solely for the purpose of detecting plagiarism of such papers.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Please let me know in advance if there are any extenuating circumstances you’d like to discuss that prevent you from handing in your work on time. I will gladly work with you on resolving problems in advance, but not after the fact. Call me or e-mail in advance of class to discuss a situation.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>• Create all assignments using the same version of software we use in the lab – primarily Office 2013, on a PC; do NOT create projects/labs on a Mac, especially PowerPoint files!</td>
</tr>
<tr>
<td></td>
<td>• Under no circumstance will I accept assignments via email; I expect you to do what the assignment entails, which is typically to submit to the Learning Management System powered by the Blackboard assignment drop box. Period.</td>
</tr>
</tbody>
</table>
# Tentative Class Calendar

(Nota: P1 = Project One, etc.)

<table>
<thead>
<tr>
<th>Date</th>
<th>Topic</th>
<th>Reading</th>
<th>Lab</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sep 3</td>
<td>Intro-Digital Literacy</td>
<td>(Ch. 1)</td>
<td>Introduction/PowerPoint Lab</td>
<td></td>
</tr>
<tr>
<td>Sep 10</td>
<td>Internet and WWW</td>
<td>Ch. 1, 2</td>
<td>Twitter</td>
<td></td>
</tr>
<tr>
<td>Sep 17</td>
<td>Computers/Mobile Devices</td>
<td>Ch. 3</td>
<td>Photoshop</td>
<td>P1 URL due</td>
</tr>
<tr>
<td>Sep 24</td>
<td>Programs &amp; Apps/Review midterm</td>
<td>Ch. 4</td>
<td>Excel</td>
<td></td>
</tr>
<tr>
<td>Oct 1</td>
<td>Digital Safety/MIDTERM 1</td>
<td>Ch. 5</td>
<td>Cryptography</td>
<td></td>
</tr>
<tr>
<td>Oct 8</td>
<td>Inside Computers</td>
<td>Ch. 6</td>
<td>Hardware Lab</td>
<td>P2 due</td>
</tr>
<tr>
<td>Oct 15</td>
<td>Input/Output</td>
<td>Ch. 7</td>
<td>Audio/Podcast</td>
<td></td>
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<tr>
<td>Oct 22</td>
<td>Digital Storage</td>
<td>Ch. 8</td>
<td>Privacy Lab</td>
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</tr>
<tr>
<td>Oct 29</td>
<td>Operating Systems 1/Review midterm</td>
<td>Ch. 9</td>
<td>Unix/Linux Lab</td>
<td></td>
</tr>
<tr>
<td>Nov 5</td>
<td>Operating Systems 2/MIDTERM 2</td>
<td></td>
<td>Security</td>
<td>P3 due</td>
</tr>
<tr>
<td>Nov 12</td>
<td>Networks</td>
<td>Ch. 10</td>
<td>Networking</td>
<td>Final P1 post due</td>
</tr>
<tr>
<td>Nov 19</td>
<td>Data Management</td>
<td>Ch. 11</td>
<td>Access</td>
<td>P1 due</td>
</tr>
<tr>
<td>Nov 26</td>
<td>NO CLASS -- THANKSGIVING BREAK</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dec 3</td>
<td>Info Systems</td>
<td>Ch. 12</td>
<td>MS Project</td>
<td></td>
</tr>
<tr>
<td>Dec 10</td>
<td>Computer Careers/Review Final</td>
<td></td>
<td>Job/Internship Search</td>
<td></td>
</tr>
<tr>
<td>Dec 15</td>
<td>Final Exam</td>
<td></td>
<td>5:15pm – 6:45,</td>
<td></td>
</tr>
</tbody>
</table>

These dates & topics are tentative, and are subject to change.

**Note:** the FINAL EXAM is scheduled to be a test consisting mostly of questions taken from the text, and some questions taken from lectures.