	Integrated Science & Technology 264 **Technology Foundations** **Course Syllabus**

Spring 2015
MWF 1:00 – 1:50
Morrow Library 122

Instructor: Bill Gardner, Assistant Professor
Office: 213 Prichard Hall
Email: gardner62@marshall.edu
Phone: 304-696-2658
Office Hours: MWF 2:00 pm – 3:00 pm, and TTh 1:00 pm – 3:00 pm.

Course Description:

This three (3) credit hour Technology Foundations course is intended to introduce students to the common technology and hardware used by knowledge workers and how such technology pervades society as a whole. Topics include PC's, operating systems, file systems/data storage, networks, the internet, web sites, and security.

Instruction Method:

There will be three (3) contact hours of classroom lecture and discussion per week. This Technology Foundations course will meet every Monday, Wednesday, and Friday from 1:00-1:50 AM in Morrow Library Classroom 122. There will be 3 contact hours of classroom instruction per week.

Coursework will include classroom lectures, a laboratory journal, and exams along with a variety of hands-on concept maps. Evaluation of student's performance will be based on the quality of performance on projects and assignments and exams.

Lectures and course materials will be available from MUOnline as they become available.

This Course Is Writing Intensive:

The purpose of a Writing Intensive (WI) course is to make students aware that writing is a necessary and frequently used skill no matter what their occupation will be, and prepare students for writing in their careers and in their personal and community lives. Students in this course will develop the ability to:

- think clearly and express thoughts precisely;

- pose worthwhile questions;

- evaluate the adequacy of an argument;

- use, apply critically, and move easily among facts, inferences, and opinions;

- understand how truth claims are established in a discipline;

- deal with ill-formed problems and quandaries;

- give and receive criticism profitably;

- agree or disagree by measure;

- extend a line of thought beyond the range of first impressions; and

- articulate a complex position in a way that adds nothing to its complexity.

GEAR Upload: A clean copy of you Learning Journal at the end of the semester must be uploaded into the General Education Assessment Repository (GEAR) in order to receive full credit for this course. Failure to make the upload will result in an **Incomplete** for the final grade. Instructions to come on how to make the upload can be found at the end of the syllabus.

CR/NC (Students earning NC for the GEAR upload will receive an Incomplete for the course).

Course Learning Objectives

Course Student Learning Outcomes	How students will practice each outcome in this Course	How student achievement of each outcome will be assessed in this Course
Demonstrate a fundamental understanding of the common technology used by knowledge workers as well as the significant people and companies that produce them	In-class lecture and hands on laboratory exercises. Maintenance of laboratory journal.	Classroom Discussion, In-Class Laboratory Exercises, Laboratory Journal, Midterm Exam, and Final Exam
Explain the core concepts of how these technologies and hardware components function.	In-class lecture and hands on laboratory exercises. Maintenance of laboratory journal. Creation of concept map.	Classroom Discussion, In-Class Laboratory Exercises, Laboratory Journal, Midterm Exam, and Final Exam
Describe how the technologies presented in this course impact and affect our society, our professions, and our daily lives.	In-class lecture and hands on laboratory exercises. Maintenance of laboratory journal. Creation of concept map.	Classroom Discussion, In-Class Laboratory Exercises, Laboratory Journal, Midterm Exam, and Final Exam
Demonstrate the skills necessary to continue learning about these technologies, people, and companies.	In-class lecture and hands on laboratory exercises. Maintenance of laboratory journal. Creation of concept map.	Classroom Discussion, In-Class Laboratory Exercises, Laboratory Journal, Midterm Exam, and Final Exam
Recognize the importance of lifelong learning as it relates	In-class lecture and hands on laboratory exercises.	Classroom Discussion, In-Class Laboratory Exercises,
to the technologies covered in this course	Maintenance of laboratory journal. Creation of concept map.	Laboratory Journal, Midterm Exam, and Final Exam

Textbook: *Computer Concepts 2014*, Parsons, Oja. Cengage (January 2013) : ISBN#: 978-1-285-09692-6

Topics and Methodologies:

The following outline delineates the tentative class schedule with topics to be addressed during the course.

Week	Lecture Topics
Week 1	Module 1- Course Introduction, Computers and Digital Basics
Week 2	Module 1- Course Introduction, Computers and Digital Basics (Continued)
Week 3	Module 2-Computer Hardware
Week 4	Module 2-Computer Hardware (Continued)
Week 5	Module 3-Software
Week 6	Module 3-Software (Continued)
Week 7	Module 4-Operating System and File Management
Week 8	**Midterm Exam**, Module 4-Operating System and File Management (Continued)
Week 9	Module 5- Local Area Networks
Week 10	Module 6- The Internet
Week 11	Module 7- The Web and E-Mail
Week 12	Module 8-Digial Media
Week 13	Module 9-The Computer Industry: History, Careers, and Ethics
Week 14	Module 10-Information Systems Analysis and Design, Databases, and Computer Programing
Week 15	**Final Exam Review**

Assignments:

Students are expected to keep up with all assignments and come to class **prepared** to discuss the material.

Exams:

There are two exams: the Midterm and the Final. They cover all the course material to that particular point.

Evaluation Method:

Course grades will be based on a total points system. Your grade will be based on a percentage of the total points possible.

Course Point Distribution

Midterm Exam	100 pts

Final Exam	100 pts
Laboratory Journal	100 pts
Concept Maps	100 pts

Total Points Possible: 400 points

Grading Policy:

Instructor reserves the right to adjust these values based on the overall class performance. Student materials and grades will be returned as soon as graded to the student and can be viewed via MUOnline

Example:

Total 378 points

378 divided by 400 = 0.945. In the example your grade would be 95%

Grading: Final letter grades will be based on the following scale:

90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

In the above example your final grade would be 95, which would be a A.

Grading Policy:

Instructor reserves the right to adjust these values based on the overall class performance.

Attendance Policy:

Attendance is required, and attendance will be taken in every class. One (1) point will be deducted from the total grade at the end of the semester for each class the student misses. Students who are more than 15 minutes late will be counted as absent for the entire class. Students who leave before class is dismissed with be counted absent. Students who are found sleeping or using computers to play games, surf social media, or for other activities not related to class content will be asked to leave and will be counted as absent.

Make-up exams **will not** be given except under unusual circumstances and **satisfactory written justification.** Any student who misses a quiz/assignment due to an unexcused absence will receive a grade of zero with no opportunity for make-up or substitution. **Only University excused absences will be accepted.** Make up quizzes/assignments must be taken within **one week of the original scheduled date**. The decision to allow a make-up quiz or accept late work rests with the instructor.

Every student is responsible for all materials presented in class, including lectures, notes, and handouts. In case you are not present for a class, it is your responsibility to contact the instructor and receive information about the material presented in that class. **Class attendance is very important**.

Academic Dishonesty Policy:

Academic Dishonesty is defined as any act of a dishonorable nature which gives the student engaged in it an unfair advantage over others engaged in the same or similar course of study and which, if known to the classroom instructor in such course of study, would be prohibited. Academic Dishonesty will not be tolerated as these actions are fundamentally opposed to "assuring the integrity of the curriculum through the maintenance of rigorous standards and high expectations for student learning and performance" as described in Marshall University's Statement of Philosophy.

In this course, **STUDENTS ARE NOT TO "COPY & PASTE" MATERIAL FROM A SOURCE INTO ANY ASSIGNMENT UNLESS SPECIFICALLY AUTHORIZED BY THE INSTRUCTOR.**

If you are found cheating on projects or plagiarizing answers from the Internet or other sources (among other things), there will be no second chance. Your penalty is that you will receive a failing grade for the course. In those cases in which the offense is particularly flagrant or where there are other aggravating circumstances, additional, non-academic, sanctions may be pursued through the Office of Judicial Affairs. Notice of an act of academic dishonesty will be reported to the Department Chair, Dean of the College of Science, and to the Office of Academic Affairs. Please refer to the Marshall University Undergraduate Catalog for a full definition of academic dishonesty.

Your assignments may be analyzed using the anti-plagiarism suite of tools powered by Turnitin. Please visit http://turnitin.com for more information.

Class Grade Appeals:

Should you wish to appeal a grade, test question, etc, you MUST follow this procedure. You should send an email to me. The title of the email must read "GRADE APPEAL – Assignment Name" (i.e. Storage Quiz, Mid-Term, etc). The body of the email must include the question, question number, your answer, and why you think you deserve credit. For tests and quizzes in Blackboard, this should be done immediately after completion, before you leave class. You can copy and paste this information to make things simple. I will get back to you as soon as possible.

Electronic Submission Format:

File Names: All electronic submissions must follow this file naming convention: ist280_Last Name_First Initial_Assignment Name.doc Example: ist280_gardner_b_researchpaper.doc

Communications

Private E-mail will be used to make any general announcements, last minute changes, etc. It is *mandatory* that you monitor your email messages at least once a day. *PLEASE ONLY USE MY MARSHALL EMAIL ADDRESS FOR CORRESPONDENCE:* gardner62@marshall.edu. Messages left on Blackboard will result in a delayed response.

Please read and follow the guidelines outlined in the "How to Email Your Professor" blog post:
http://mleddy.blogspot.com/2005/01/how-to-e-mail-professor.html

All students are responsible for knowing the University Computing Services' Acceptable Use Policy available at http://www.marshall.edu/ucs/CS/accptuse.asp

Cell Phones in the Classroom:

Please set your cell phone ringer to *"Vibrate Only"* mode (or turn it off) before you enter the classroom.

Computer Use in the Classroom: Please *do not* use the computers in the classroom to surf social networks or other non-course related sites.

Professionalism:

In this course you will be treated as professionals and will be expected to behave and perform as such. *As professionals, you will be expected to attend class, be on time, complete all of your assignments, meet deadlines, ask questions when you don't understand, and participate. Your classroom language and demeanor should also be professional.*

Disclaimer

The instructor reserves that right to modify the course schedule and evaluation system should it become necessary for the effective conduct of the course.

Policy for Students with Disabilities

Marshall University is committed to equal opportunity in education for all students, including those with physical, learning and psychological disabilities. University policy states that it is the responsibility of students with disabilities to contact the Office of Disabled Student Services (DSS) in Prichard Hall 117, phone 304 696-2271 to provide documentation of their disability.

Following this, the DSS Coordinator will send a letter to each of the student's instructors outlining the academic accommodation he/she will need to ensure equality in classroom experiences, outside assignment, testing and grading. The instructor and student will meet to discuss how the accommodation(s) requested will be provided. For more information, please visit http://www.marshall.edu/disabled or contact Disabled Student Services Office at Prichard Hall 11, phone 304-696-2271.

University Policies:

By enrolling in this course, you agree to the University Policies listed below. Please read the full text of each policy be going to www.marshall.edu/academic-affairs and clicking on "Marshall University Policies." Or, you can access the policies directly by going to http://www.marshall.edu/academic-affairs/?page_id=802

Academic Dishonesty/ Excused Absence Policy for Undergraduates/ Computing Services Acceptable Use/ Inclement Weather/ Dead Week/ Students with Disabilities/ Academic Forgiveness/ Academic Probation and Suspension/ Academic Rights and Responsibilities of Students/ Affirmative Action/ Sexual Harassment

Dead Week

(SR-90-91-(95) 247 ASCR) The last five class days of the fall and spring semesters shall be designated as DEAD WEEK for undergraduate students. Examinations that are designated as 15% or more of the final course grade may not be given during this period. Major papers and/or projects defined as 15% or more of the final course grade may be assigned during this period only if stipulated in the official course syllabus which is to be distributed at the beginning of the semester. Night classes, laboratories, freshmen English composition courses, and any classes meeting once a week shall be exempt from the requirements. New material and make-up examinations may be introduced or conducted during the DEAD WEEK. DEAD WEEK is not intended to be incorporated in the summer sessions of the University.

Get Involved:

There are tremendous opportunities to learn and network beyond your coursework. The student chapter of AIDE (Appalachian Institute of Digital Evidence), internships, networking with professionals, and research are just some of the possibilities. Opportunities for extra credit exist for students who get involved in learning activities including conference, student groups, etc. See me for details.

IST Software Store

The IST department maintains agreements with various software publishers to provide software for its

computer labs as well as for its faculty, staff, and students. Students enrolled in IST department courses are eligible to receive a variety of software applications at no cost for use in their academic endeavors. This includes many of the same applications used in IST courses. You can find this information and more on the IST Web site at http://www.marshall.edu/isat/software/.

Accessing the Store

Students enrolled in this course will receive an email sent to their Marshall accounts containing information on accessing the store. Students will need to complete their account setup – which includes setting a password and agreeing to the included terms – in order to download the software. Once completed, students can use their individual accounts to "purchase" the applications. Purchasing an application will provide a license key and a link to download an installer.

Social Networking:

Follow me on: Facebook: https://www.facebook.com/oncee Twitter: @oncee Linkedin: www.linkedin.com/in/304blogs/

Other Twitter accounts to follow:
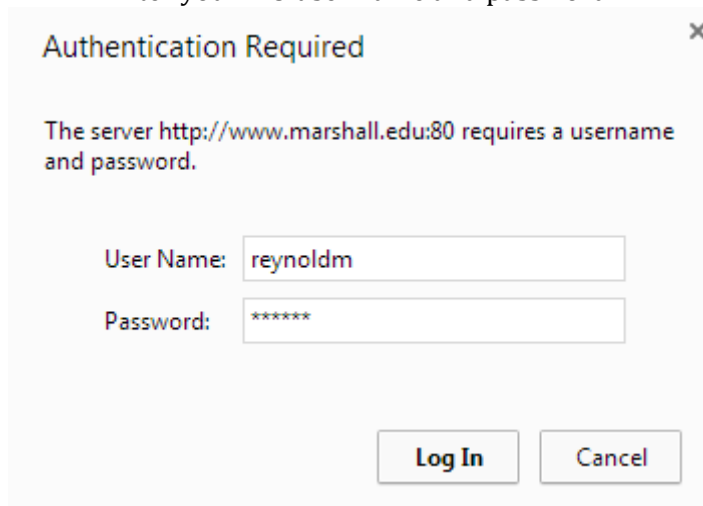
Twitter:: @MUDigForensics and @AppyIDE

Other websites of interest:

Appalachian Institute of Digital Evidence - http://www.appyide.org Integrated Science and Technology - http://www.marshall.edu/ISAT/

GEAR Upload Instructions for Students

1. Log into GEAR – go to www.marshall.edu/gear
2. Enter your MU user name and password

3. Click on "Upload New Artifact" under the GEAR Student Menu.
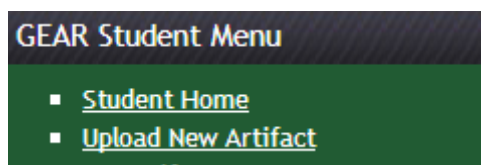
You should see a screen that looks like this.

Upload New Artifact

Assignment Selection

To begin the artifact submission process, you must first select the Term of the course you are submitting your artifact for. Once a term is selected a list of courses you are registered for in the GEAR system will populate. Selecting a course from the list will then bring up any assignments that the course instructor has created in the GEAR system.

Beginning with the Spring 2014 semester you will NOT be able to submit any artifacts that are not associated with a specific course assignment.

Select Term
[---Select Term--- ▼]

Select Course
[---Select Course--- ▼]

Select Assignment
[---Select Assignment--- ▼]

Artifact Information

Artifact Title
[   ]

Class Rank (Your class status at the time of completion of this assignment)
[---Select Class Rank--- ▼]

Describe how you think this assignment fulfills the outcomes and traits tagged in the assignment
[   ]

Artifact Selection

For initial submission of an artifact you need to upload a single file or point to an external file via that file's URL (make sure that file is set to be publicly accessible). If you need to submit multiple files for your artifact you can add extra files via the My Artifacts page.

File Source
[---Select File Source--- ▼]

4. To begin the upload process, you should select your term, course, and assignment (this is information the instructor has already entered that will populate the page of each student in the class). You notice that, once the assigment is slected a box will appear with the assignment instructions. This box includes the assignment title, description, instruction upload (which the student may download and read), the the learning outcome tags the instructor entered.

Select Term

2014 - Spring ▼

Select Course

MU 999: Demo ▼

Select Assignment

Essay on Global Issues ▼

Assignment Instructions

Assignment Title
Essay on Global Issues
Assignment Description
Refer to Uploaded Instruction File
Assignment Instruction Upload
Click to Download
Learning Outcome Tags
Intercultural Thinking: Global Awareness **Intercultural Thinking:** Global Contexts

5. Now, you should add you artifact title, choose your class rank from the drop-down menu, and describe how you artifact fulfills the outcome/s and trait/s to which the instructor tagged it.

Artifact Information

Artifact Title

[   ]

Class Rank (Your class status at the time of completion of this assignment)

---Select Class Rank--- ▼

Describe how you think this assignment fulfills the outcomes and traits tagged in the assignment

[   ]

6. Next, select and submit your artifact. An artifact may be uploaded directly to GEAR or linked from an ourside source.

File Source

---Select File Source--- ▼

---Select File Source---
Upload a file to GEAR
Link to an outside file

Submit Artifact

If uploaded to GEAR, choose a file, open, and submit.

File Source

Upload a file to GEAR ▼

Upload File

Choose File   Artifact Example 1.docx

Submit Artifact

If linking to an outide source, you must enter the weblink and submit.

File Source

Link to an outside file ▼

Enter Link (type or cut and paste URL)

Submit Artifact

7. Once your artifact is uploaded, you will see this screen.

Upload New Artifact

Your artifact has been successfully submitted!

To view your artifacts or to make changes to any artifacts that you have submitted, you can do so via the My Artifacts page of the GEAR system.

Clicking on the "My artifacts" link will bring up the assignment and artifact title:

My Artifacts

Term	Course	Assignment	Title	
2014 - Spring	MU 999 - Demo	Essay on Global Issues	Intercultural Thinking Paper	Select

Clicking on "Select" will bring up this screen

My Artifacts

Assignment Instructions

Course Information

MU 999 - Demo (2014 - Spring)

Assignment Title

Essay on Global Issues

Assignment Description

Refer to Uploaded Instruction File

Assignment Instruction Upload

Click to Download

Learning Outcome Tags

Intercultural Thinking: Global Awareness
Intercultural Thinking: Global Contexts

Artifact Information

Artifact Title

Intercultural Thinking Paper

Class Rank (Your class status at the time of completion of this assignment)

Junior

Describe how you think this assignment fulfills the outcomes and traits tagged in the assignment

This paper evaluates solutions to the problem of world hunger. In doing
so, it evaluates how different approaches to solving this problem will
impact each community.

Current Artifact Contents

Below will be all files and links that have been included for this artifact. You will be able to add and remove items to this artifact.

NOTE: An artifact MUST have at least one file or link to external resource on it. If you attempt to remove the last file or link you will be prevented from doing so

File Name	URL	Size	Uploaded On		
Artifact Example 1.docx		12 KB	2/25/2014	Download	Delete

Add New Item to Artifact

Similar to the original artifact creation process, select whether you will be uploading a file or linking to an external resource using the controls below. When you are ready, press the "Add Item" button to the right to include the new item with this artifact submission.

File Source

---Select File Source---

[Update Artifact]   [Delete Artifact]   [Cancel]

Please note that under "Current artifact contents" the artifact you uploaded can be downloaded or deleted. If your artifact consists of multiple files, you can add these now. Simply choose a new file and add the item. An item from an outside link also can be added.

File Name	URL	Size	Uploaded On		
Artifact Example 1.docx		12 KB	2/25/2014	Download	Delete

Add New Item to Artifact

Similar to the original artifact creation process, select whether you will be uploading a file or linking to an external resource using the controls below. When you are ready, press the "Add Item" button to the right to include the new item with this artifact submission.

File Source

[Upload a file to GEAR ▼]

Upload File

[Choose File] Artifact Example 2.docx

[Add Item]

The page now shows that the artifact consists of two files:

Current Artifact Contents

Below will be all files and links that have been included for this artifact. You will be able to add and remove items to this artifact.

NOTE: An artifact MUST have at least one file or link to external resource on it. If you attempt to remove the last file or link you will be prevented from doing so

File Name	URL	Size	Uploaded On		
Artifact Example 1.docx		12 KB	2/25/2014	Download	Delete
Artifact Example 2.docx		13 KB	2/25/2014	Download	Delete

Add New Item to Artifact

Similar to the original artifact creation process, select whether you will be uploading a file or linking to an external resource using the controls below. When you are ready, press the "Add Item" button to the right to include the new item with this artifact submission.

File Source

[---Select File Source--- ▼]

If you have questions, please ask your instructor of you may contact Mr. Doug Nichols at nichols35@marshall.edu