



Integrated Science & Technology 264
Technology Foundations, Spring 2012
Course Syllabus

MWF 10:00am – 10:50am
ML 121

Instructor – John Sammons
Office – Prichard Hall 208
Office Phone – 304.696.7241
Cell Phone – 304.633.3411
eMail Address – john.sammons@marshall.edu

Office Hours:

Monday thru Friday 1:00Pm to 2:00PM

Textbooks

None

Course Description

This course introduces the student to the common technology and hardware used by knowledge workers and that pervades society as a whole. Topics include PC's, networks, the internet, web sites, security, mobile devices, GIS, etc.

Credit

The course is three (3) credit hours.

Pre/co-requisites

None.

Desired Objectives/Outcomes

Long after this course is over, you should be able to:

1. Demonstrate a fundamental understanding of the common technology used by knowledge workers as well as the significant people and companies that produce them.
2. Explain the core concepts of how these technologies and hardware components function.
3. Describe how the technologies presented in this course impact and affect our society, our professions, and our daily lives.

4. Demonstrate the skills necessary to continue learning about these technologies, people, and companies.
5. Recognize the importance of lifelong learning as it relates to the technologies covered in this course.

Instruction method

There will be 3 contact hours of classroom instruction per week. Coursework will include classroom lectures, a learning journal, and exams along with a variety of low, med and high stakes writing assignments. There is a writing guide for the course located on Blackboard that explains the writing requirements and assignments used in this class in more detail.

Evaluation method

Evaluation of the student's performance will be based on the quality of your writing assignments and exam results. Evaluation criteria for writing assignments will be distributed in advance in the form of rubrics. A comprehensive study guide will be provided before each exam.

Course Grading Policy

Midterm Exam	100
Final Exam	100
Learning Journal	200
Quizzes	150 (subject to change)
Professionalism	50
Total	600

Final letter grades are determined based on the following grading scale:

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

The instructor reserves the right to change these values depending on the overall class performance and/or extenuating circumstances.

Policy Statement

My 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.

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

If you are found cheating on projects or plagiarizing answers from the Internet or other sources 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.

Assignments: The course includes a number of projects. All assignments are due **BY THE BEGINNING OF CLASS** on their due date and must be submitted through the Blackboard Dropbox. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** Please do not procrastinate in working on your assignments or trying to submit through Vista as many others have done in the past. If you wait until the last night to start on the project or the last minute to submit, chances are, you will fail.

File Names: All electronic submissions **MUST** follow this file naming convention:

ist264_LastName_FirstInitial_Assignment Name.doc (“ist264_sammons_j_researchpaper.doc”)

Make-up Exams and Late Penalty: Make-up exams will not be given except under unusual circumstances and with satisfactory written justification. Any student who misses an exam due to an unexcused absence will receive a grade of zero for that exam with no opportunity for make-up or substitution. University excused absences or those occurring with a good reason (and that reason must be given prior to missing the exam – call and leave a message if you have to) will be excused. Make up exams must be taken within one week of the original scheduled date. The decision whether to give a make-up exam rests with the instructor.

Class Grade Appeals

Should wish to appeal a grade, test question, etc, you need to follow this procedure. You should send an email in Bb to the GA and CC 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 Bb, this should be done immediately after completion, before you leave class. You can copy and paste this information to make things simple. We will get back to you as soon as possible.

Attendance Statement

This course has no attendance requirement. That said, your attendance is **STRONGLY** encouraged. This course will incorporate several active learning activities. Your participation will be necessary in order for you to receive the maximum benefit from this course. If you miss class, it is your responsibility to catch up on material missed. It **is not** the responsibility of the instructor to catch you up on material missed during office hours, or re-lecture to you.

University Policies

You can access University policies here: http://www.marshall.edu/academic-affairs/?page_id=802. Policies include:

1. Academic Dishonesty
2. Excused Absence Policy for Undergraduates
3. University Computing Service Acceptable Use
4. Inclement Weather
5. Dead Week
6. Students with Disabilities
7. Academic Dismissal
8. Academic Forgiveness
9. Academic Probation and Suspension
10. Academic Rights and Responsibilities of Students
11. Affirmative Action
12. Sexual Harassment

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. If you can't be in class, I expect you to let me know ahead of time. Your classroom language and demeanor should also be professional.

Withdrawal Policy

The University withdrawal policy is followed in this course. The last day to drop an individual course for the Fall Semester is October 28, 2011.

University Holidays & Key Dates

January 16, Monday

Martin Luther King, Jr. Holiday – University Closed

March 16, Friday

Last Day to Drop a Full Semester Individual Course

March 18, Sunday – March 25, Sunday

Spring Break – Classes Dismissed

March 28, Monday

Classes Resume

April 6

Assessment Day – Classes Cancelled for University Wide Assessment Activities (TBA)

April 23, Monday – April 27, Friday

“Dead Week”

April 27, Friday

Last Class Day and Last Day to Completely Withdraw For Spring Semester

Topics and Methodology

The following outline delineates the *tentative* class schedule with topics to be addressed during the course. Please note this is a tentative schedule and it may change upon class progress:

Week	Lecture Topics
1	Intro, History of the PC
2	PC Hardware & Operating System
3	PC Hardware & Operating System
4	PC Hardware & Operating System
5	Data Storage
6	Data Storage Continued
7	Operating Systems & Software
8	Concept Mapping/ GIS /Midterm
9	Networking
10	Internet/Security
11	Internet/Security Continued
12	Mobile Devices
13	Apple & Macintosh
14	People & Companies
15	What's Next? / Ethical Aspects of Technology

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 and you are strongly encouraged to attend.

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.

Effort Required

For every one hour in class, the student is expected to put in an effort of at least 3 hours outside the class for studying and completing writing assignments. Depending upon background and preparedness, some students may have to put in additional effort. **PLEASE DO NOT PROCRASTINATE.** Prioritize, schedule, and take responsibility for your actions and you should do very well in this class.

Learning Journal

As part of this writing intensive class, each student must maintain a learning journal. This journal will contain a variety of low-medium stakes assignments, many to be done in class. It is your responsibility to keep it current. It will be turned in twice during the semester, once in middle and then at the end. Your grade will be based on a random sampling of five assignments. It is imperative that you commit the time and effort to complete the journal. Do NOT procrastinate.

Quizzes & Readings

The number of quizzes will vary, depending on class progress, participation, and the how well students keep up with assignments, readings, etc. Students are expected to keep up with all reading assignments and come to class prepared to discuss the material.

Due Dates/Late Assignments

No late assignments will be accepted without a University approved excuse. Most if not all of the assignments will be submitted through Blackboard. It's your responsibility to learn how to turn- in assignments through Bb. If you have issues or questions about the process, please let me know. Note that there are very specific cut-off times for submissions. Do NOT wait until the last minute as issues, etc. may arise. Should a technical issue arise, email your assignment to me with a short description of the error.

Communication

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.** Messages left on Blackboard will result in delayed responses. Please read and follow the guidelines outlined in the "How to Email Your Professor" article. There is a link to it posted on Bb. This will ensure you get a response and the course run smoothly.

Note about cell phones in class

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

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.

Social Networking

I often receive friend requests from students via Facebook. It is my policy however, not to accept these requests from current students. This is absolutely nothing personal, so please do not take it as such. You are welcome to follow me on Twitter and or join my network on Linked-In. Please join us on the MU Digital Forensics Facebook page.

Get Involved!

There are tremendous opportunities here beyond your coursework. The student chapter of AIDE (Appalachian Institute of Digital Evidence), internships, and research are just some of the possibilities. Involvement in these activities is what can separate your resume from the others. Do not miss this opportunity. See me for details.