



## **Integrated Science & Technology 264**

Technology Foundations

Course Syllabus Spring 2014

**Spring 2014**

**MWF 11:00 – 11:50**

**Morrow Library 119**

**Instructor** – John Sammons

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**Office Hours:**

Mon – 1:00 – 3:00

Tues – 11:00 – Noon

Weds – 1:00 – 2:00

Fri – 1:00 – 2:00

**Required Textbook**

*New Perspectives on Computer Concepts 2014*; June Jamrich Parsons; Dan Oja; Course Technology;  
ISBN 978-1-285-09692-6; January 30, 2013

**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.

## 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
<b>Demonstrate</b> 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 & hands on laboratory exercises. Maintenance of laboratory journal	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Midterm Exam, Final Exam
<b>Explain</b> the core concepts of how these technologies and hardware components function.	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Midterm Exam, Final Exam
<b>Describe</b> how the technologies presented in this course impact and affect our society, our professions, and our daily lives.	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Out of Class Laboratory Exercises, Midterm Exam, Final Exam
<b>Demonstrate</b> the skills necessary to continue learning about these technologies, people, and companies.	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class Laboratory Exercises, Out of Class Laboratory Exercises, Midterm Exam, Final Exam
<b>Recognize</b> the importance of lifelong learning as it relates to the technologies covered in this course	In-class lecture & hands on laboratory exercises. Maintenance of laboratory journal, Creation of concept maps	Classroom Discussion, Laboratory Journal Exercises, In-Class, Out of Class Laboratory Exercises, Midterm Exam, Final Exam

## 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. You are expected to take an active role in your learning. Discussions and writing assignments play significant roles in the conduct of the course.

This course will be taught using active learning and “flipped classroom” methodologies. This means that lectures, as a delivery method will be limited. For students, this means that you will be expected to complete all assigned “pre-work” before the start of class, participate in group assignments, and complete in-class exercises.

There is a writing guide for the course located on Blackboard that explains the writing requirements, assignments, and the reasoning behind them. You need to read this as it will explain most of the common assignment types and answer many of your questions.

### **Course Point Distribution**

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

Assignment/Assessment	Points Possible
Midterm & Final Exam	200
Tests	1100 (Approx. Subject to change based on progress)
Learning Journal/Other Assignments	330 (Approx. Subject to change based on progress)
<b>Total</b>	<b>1630</b> (Approx. Subject to change based on progress)

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. Please note that your final grade will be calculated by hand, NOT from the totals/weights that you may see on Bb. Grades will be posted as quickly as possible into the Bb system as quickly as possible. However, please keep in mind that those times will vary.

### **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.

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](http://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](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

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.

*Assignments:* The course includes a number of writing assignments. All assignments are due **BY THE BEGINNING OF CLASS** on their due date. **NO LATE ASSIGNMENTS WILL BE ACCEPTED.** There are VERY specific cutoff dates/times for submission. Please do not procrastinate. If you wait until the last night to start a writing assignment, chances are, you will fail. All (or the majority of) assignments **MUST** be submitted through Bb. Should some technical issue arise that makes this impossible, the instructors University email address will serve as the secondary means of submission. Bb email is the last method of submission. Should submission prove to be impossible, students are expected to leave a voice mail on the Instructors office phone. In ALL instances any email or voicemail **MUST** have a date/time stamp that is **BEFORE** the due date/time of the assignment. Submissions that do not will be rejected.

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

Ist447\_Last Name\_First Initial\_Assignment Name.doc ("ist447\_sammons\_j\_researchpaper.doc")

*Exams/Quizzes:* There will be tests for each module as

*Make-up Quizzes/Assignments and Late Penalty:* 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 or those occurring with a good reason (and that reason must be given prior to missing the quiz/assignment) 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. Please note, your university excuse **MUST** be received by me within **TWO** weeks of the missed assignment/test. Excuses received after that time period will not be accepted.

## **Attendance Statement**

Attendance is very important in this course and as such is **MANDATORY**. You will be permitted three (3) unexcused absences during the semester. Each student will start the semester with 100 pts. Every unexcused absence thereafter will result in a 10 pt. deduction.

If you miss class, it is your responsibility to catch up on material missed, and it will not be the responsibility of the instructor to catch you up on material missed during office hours, or re-lecture to you. Throughout the semester,

there will be in-class assignments that are done for a grade. Those assignments cannot be made up without a university excused absence. Exit slips in the learning journal are one example.

### **Class Cancellation**

There may come a time during the semester when class could be cancelled (illness, weather, etc). Should that occur, I will notify everyone through their official university email as well as post an announcement on Bb. You are responsible for checking these early and often to ensure that class will be held as scheduled. Should there be some technological issue that prevents me from doing that, a sign should be posted on the classroom door.

### **University Holidays & Key Dates**

**January 20, Monday**

MLK Holiday – University Closed

**March 5 – March 8**

Midterms

**March 17 - 22**

Spring Break – Classes Dismissed

**March 24, Monday**

Classes Resumes

**March 28, Friday**

Last Day to Drop

**April 21 - 25**

AIDE Conference (Some classes may be cancelled)

**April 28 – May 2**

“Dead Week”

**May 2, Friday**

Last Class Day

**May 5 –May 9**

Final Exams

## **Topics and Methodology**

The following outline delineates the tentative class schedule with topics to be addressed during the course. Please note these topics and schedules are tentative. This class will be taught using active learning principles and techniques. There is a considerable amount of information about the daily conduct of the course on Blackboard. You are expected to read and follow those guidelines and Instructions.

<b>Week</b>	<b>Dates</b>	<b>Topics</b>	<b>Reading Assignments</b>
<b>1</b>	Jan 13-17	Intro, Prezi, Vue	TBD
<b>2</b>	Jan 20-24	Computers & Digital Basics	Chap 1
<b>3</b>	Jan 27-31	Computer Hardware	Chap 2
<b>4</b>	Feb 3-7	Software	Chap 3
<b>5</b>	Feb 10-14	Operating Systems & File Mgt.	Chap 4
<b>6</b>	Feb 17-21	Local Area Networks	Chap 5
<b>7</b>	Feb 24-28	Midterm	N/A
<b>8</b>	Mar 3-7	The Internet	Chap 6
<b>9</b>	Mar 10-14	Web & Email	Chap 7
<b>10</b>	Mar 17-21	Spring Break	N/A
<b>11</b>	Mar 24-28	Digital Media	Chap 8
<b>12</b>	Mar 31 –Apr 4	The Computer Industry	Chap 9
<b>13</b>	Apr 7 -11	Info Systems, Analysis & Design	Chap 10
<b>14</b>	Apr 14-18	Databases	Chap 11
<b>15</b>	Apr 21-25	Programming	Chap 12
<b>16</b>	Apr 28-May 2	Review for Final Exam	

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.

## **Expectations**

1. Work/Think Hard
2. Participate
3. Act with Integrity
4. Embrace the Challenges
5. Tell Me if You Have a Problem
6. Own Your Mistakes and Shortcomings
7. Help Your Fellow Students
8. Be Willing to Work Outside Your Comfort Zone
9. Have FUN!
10. Treat Everyone with Respect
11. Read the Syllabus
12. Check Bb and Your Email Very Often
13. Check Bb for Due Dates and Assignment Specifics

14. Read All of the Assigned Materials

15. Come to Class

## **Technical Competencies**

Students are expected to be proficient working with Microsoft Office products or their equivalent. In addition, students will need to an application to create concept maps. VUE, from Tufts University is the recommended tool for this purpose. It's a free, open source tool that woks well on Windows or Macintosh computers. It can be downloaded here: <http://vue.tufts.edu/>. VUE is very simple to use with a very short learning curve. Students are also expected to be proficient using the Blackboard system.

## **Effort Required**

This course requires significant effort both in and out of class. Outside of class students will be expected to keep pace with the reading/videos and come to class prepared. If you come to class unprepared it will negatively impact your ability to complete the lab exercises. 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. **DO NOT PROCRASTINATE.** Prioritize, schedule, and take responsibility for your actions and you should do very well in this class. To be successful in this course, you **MUST** take an active role in the learning process.

## **Learning Journal**

As part of this class, each student must maintain a learning journal. This journal will contain a variety of assignments, many to be done in class. It is your responsibility to keep it current. It will be turned in at the end of each learning module. Do NOT procrastinate. You will need your journal during almost every class. It is your responsibility to ensure that it's available and kept safe. When you submit your journal, it should be for a specific module ONLY. Not one big cumulative document. You would be wise to make frequent back-ups of your journal. You may want to consider using Dropbox ([www.dropbox.com](http://www.dropbox.com)) or Google Drive.

## **Tests & Readings**

The number of test may vary, depending on class progress, participation, and the how well students keep up with assignments, readings, etc. Ideally we will have one per module/unit. Students are expected to keep up with all reading assignments and come to class **prepared** to discuss the material and complete in-class exercises.

## **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. Using my University email ensures you get a response and the course run smoothly. During periods of inclement weather, check your email and Bb the night before, and the morning of class to see if it has been cancelled.

### **Note about cell phones and Internet in class**

Please set your cell phone ringer to "Vibrate Only" mode (or turn it off) before you enter the classroom. While in class, you will be expected to work on class related materials/assignments. Please do not surf the Internet and work on other assignments unless authorized by the instructor.

### **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.

### **Extra Credit**

Extra credit MAY be offered during the semester. These assignments would be considered optional.

### **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 IST Facebook and MU Digital Forensics Facebook page.