Integrated Science & Technology 264
Technology Foundations
Course Syllabus: Fall 2018

Instructor – John Sammons
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Office Phone – 304-696-7241
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Office Hours:
Monday   11:00am – 12:00pm
Tuesday   1:00pm – 2:00pm
Wednesday   11:00am – 12:00pm
Thursday   1:00pm – 2:00pm
Friday   11:00am – 12:00pm
All other times by appointments

* Please send me an email to schedule a meeting if at all possible. Sometimes I get pulled away even during office hours.

Textbook

New Perspectives on Computer Concepts 2016 Enhanced, Introductory, 19th Edition; June Jamrich Parsons; Dan Oja; Course Technology; ISBN 13: 978-1-305-656291; Feb 25, 2016.

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
Demonstrate a fundamental understanding of the common technology used by knowledge workers as well as the significant people and companies that produce them.	Journal exercises.	Laboratory Journal Exercises, Final Exam
Explain the core concepts of how these technologies and hardware components function.	Maintenance of learning journal,	Discussion, Laboratory, Exams.
Describe how the technologies presented in this course impact and affect our society, our professions, and our daily lives.	Maintenance of course learning journal	Exams
Demonstrate the skills necessary to continue learning about these technologies, people, and companies.	Maintenance of learning journal	Exams
Recognize the importance of lifelong learning as it relates to the technologies covered in this course	Maintenance of learning journal	Exams

Blackboard – Unless otherwise stated, ALL assignments must be submitted on time through Bb. It's your responsibility to know how to do this. Late work will not be accepted without a verified or university approved excuse. Should you have some issue that prohibits you from doing meeting the deadline, you should email the assignment to me via my MU email account. This should be before the due date as well. If not, it will not be accepted. You should collect proof that supports your reason for the work being late. Work that is not in Bb will likely not be graded.

Grade Appeals – Should you feel an assignment/test question was graded in error, you may appeal. However, your appeal MUST FOLLOW THIS PROCEDURE and FORMAT. You will submit the appeal through Bb email only. Appeals sent elsewhere will not receive a response. The subject line MUST say this "APPEAL – Test/Assignment Name." In the body of the email list the entire question, your answer, and why you think you deserve credit.

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

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
Tests	600
Final Exam	100
Learning Journal	150
Quizlet	150
Total	**1000 (approx.)**

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 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

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.

Assignments:

Please do not procrastinate. If you wait until the last night to start an assignment, chances are, you will fail. All assignments MUST be submitted through Bb. Bb email is the secondary method of submission. My MU email address is choice of last resort. 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:

IST264_Last Name_First Initial_Assignment Name.doc ("ist264_sammons_j_researchpaper.doc")

Exams

There will be tests for each module. All exams will be administered through Bb. They will consist of T/F, multiple choice, short answer, matching, and fill in the blank questions. Prior to each module test, you will be permitted two attempts at a practice test. You would be wise to take advantage of this opportunity. In addition, you will be permitted TWO attempts at each of the actual tests. The HIGHEST score from those two attempts will be recorded as your final score.

Make-up Tests/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

While this is an online class and there is no classroom lecture or activities to attend, it is important to treat this class in the same manner you would an on-campus class. Schedule your time so that you are completing the required online sections in a timely manner and are therefore able to meet the deadlines and due dates posted in Bb.

Please note that if classes on campus are cancelled for some reason it does not change the due dates posted for this class.

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. Written communication with me must also be professional. You are expected to follow the guidelines in the "How to Email My Professor" article.

University Holidays & Key Dates

September 3, Monday
Labor Day – University Closed

October 8, Monday
Midterm grades due

October 26, Friday
Last Day to Drop

November 19, Monday – November 24, Saturday
Thanksgiving Break – Classes Dismissed

November 26, Monday
Classes Resume

December 3, Monday – December 7, Friday
Dead Week

December 7, Friday
Last Class Day

December 10, Monday – December 14, Friday
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.

Week	Topics	Reading Assignments	Due Dates
1	Module 0	Bb	Aug 20-Sept 24
2	Digital Content	Chap 1	Aug 27 – Aug 31
3	Digital Devices	Chap 2	Sept 3 – Sept 7
4	Digital Devices	Chap 2	Sept 10 – Sept 14
5	Networks	Chap 3	Sept 17 – Sept 21
6	Networks	Chap 3	Sept 24 – Sept 28
7	The Web	Chap 4	Oct 1 – Oct 5
8	The Web	Chap 4	Oct 8 – Oct 12
9	Mid-Term	Chap 1-4	Oct 15 – Oct 19
10	Software	Chap 6	Oct 22 – Oct 26
11	Software	Chap 6	Oct 29 – Nov 2
12	Digital Security	Chap 7	Nov 5 – Nov 9
13	Digital Security	Chap 7	Nov 12 – Nov 16
14		Thanksgiving Break	Nov 19 – Nov 23
15	Python	Extra credit	Nov 26 – Nov 30
16		Dead Week	Dec 3 – Dec 7
17	Final Exam	Final Exam	Dec 10 – Dec 14

Due Dates

Module 0
Quiz: 8-24-18, 11:30 PM
Journal: 8-24-18, 11:30 PM
Sign up for Quizlet: 8-24-18, 11:30 PM

Digital Content
Quiz: 8-31-18, 11:30 PM
Journal: 9-5-18, 11:30 PM
Test: 9-7-18, 11:30 PM

Digital Devices
Quizlet: 9-14-18, 11:30 PM
Journal: 9-19-18, 11:30 PM
Test: 9-21-18, 11:30 PM

Networks
Quizlet: 9-28-18, 11:30 PM
Journal: 10-3-18, 11:30 PM
Test: 10-5-18, 11:30 PM

The Web
Quizlet: 10-12-18, 11:30 PM
Journal: 10-17-18, 11:30 PM
Test: 10-19-18, 11:30 PM

Software
Quizlet: 10-26-18, 11:30 PM
Journal: 10-31-18, 11:30 PM
Test: 11-2-18, 11:30 PM

Digital Security
Quizlet: 11-9-18, 11:30 PM
Journal: 11-14-18, 11:30 PM
Test: 11-16-18, 11:30 PM

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 works 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) or Google Drive.

Blackboard and Module 0

You are expected to read and familiarize yourself with all of the material in Bb and its location. You should go through Bb and see what resources and information is available to you. From time to time, you may find assignments, etc. that are left over from a previous semester. Check the dates. Unless the dates are current, those assignments aren't applicable. You may also ask me for clarification. In regard to due dates, they should be clearly listed in Bb. The date in Bb is the date we will go by. If you need to know when something is due, check Bb. I don't commit to memory every due date for every assignment in all the classes I teach.

Communication

Private E-mail (Marshall email) 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 extremely delayed/no response. Please read and follow the guidelines outlined in the "How to Email Your Professor" article. There is a link to it posted on Bb.

All written communications, including discussion postings, emails and written assignments should be professional and courteous. Format, structure, organization, tone, clarity, spelling and punctuation all contribute to effective communication and are expected in all student communications. Any communication not deemed an appropriate business communication may be disregarded by the instructor or points may be taken off, at the sole discretion of the instructor. Students are expected to thoroughly proofread all communications

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.

There is a great deal of information in Bb regarding the conduct of the course, additional resources, etc. You are expected to read and navigate through this material.

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. Do NOT count on extra credit to save you from a failing grade.

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. There is lots of good information there including job and internship opportunities.

Please participate in our social media channels:

Facebook :: Marshall Digital Forensics & Appalachian Institute of Digital Evidence

Twitter :: @ MUDigForensics & @AppyIDE

Instagram :: MarshallUDigForensics

Join the student chapter of Appalachian Institute of Digital Evidence - http://www.appyide.org

Recommendations

I am very happy to write recommendations for students. My only requirement is that you give me a basis/foundation for a recommendation. Here's what I mean. If you don't get involved, earn average grades, show up late for class, do the bare minimum, don't do research, etc. I have nothing to write about.

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