

# Intro to IT and Applications - Fall 2020

<b>ITEC 3610</b>	<b>Instructors:</b> Bruce Bauer Cheryl Johnston Thomas Wallace	<b>Location &amp; Time:</b> Virtually - 12:15pm - 2:55pm - T/TH	<b>Prerequisites:</b> None
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## Faculty Contact Information

Bruce Bauer	brucebauer.info	blbauer@ualr.edu	EIT 558
Cheryl Johnston	cheryljohnstonmaioc.wordpress.com	cljohnston@ualr.edu	SPCH 211
Thomas Wallace	thomaswallace.net	tswallace@ualr.edu	EIT 547

## Course Materials

- Chromebook - Provided by Program with Agreement.
- All required materials will be available via individual faculty websites.
- **External / Cloud Storage** - 1GB Minimum (Google Drive works well).

## Course Overview

Learning has little meaning unless it produces a sustained and substantial influence on the way people think, act, and feel. The Information Technology Minor is a skill-based program. You will learn concepts and skills while learning how to apply them to make decisions that solve problems. This program is taught by a faculty team. Our responsibilities are to teach and act as coaches as you work to master the concepts. We model as a teaching team, the behavior and organization that is expected of you. We are each committed to both your intellectual and personal development.

## Course Relationship to ABET Curriculum

This course teaches students techniques, skills, and tools necessary for computing practice. It will also introduce students to local and global impacts of computing solutions on individuals, organizations, and society

## Course Relationship to ABET Student Outcomes

This course will help students to:

1. Analyze a complex computing problem and to apply principles of computing and other relevant disciplines to identify solutions.
2. Design, implement, and evaluate a computing-based solution to meet a given set of computing requirements in the context of the program's discipline.
3. Communicate effectively in a variety of professional contexts.
4. Function effectively as a member or leader of a team engaged in activities appropriate to the program's

discipline.

5. Support the delivery, use, and management of information systems within an information systems environment.

## Attendance

Your attendance is required. The semester is very challenging in both content and time. You and your classmates will suffer from your absence. Part of what we strive for in the IT Minor program is to prepare you for working in a technology-intensive job. You can't be successful at such a job if you aren't there. If you have to miss work or be late for work you would call the boss. If you cannot make it to class or if you cannot make it to class on time, please let an instructor know by email and keep a copy of that email. Excessive absences will be reflected in the final grade. Due to the COVID-19 Pandemic, this course has been migrated to an online only format. We will be using Google Blackboard Collaborate Ultra for online class meetings and individual meetings.

Attendance/Participation grades will be calculated by students participation in online lectures and timely submission of coursework. Students are expected to attend lectures online at the regularly scheduled times and participate throughout the duration of the lecture. During class discussions and soft skill activities you will be required to have your camera on in order to participate. If attendance on a particular day is not possible. Students should email the Instructor prior to class to make alternate plans for completion of that day's content.

## Grading

### Your grade will be based on these areas:

25% - Spreadsheet / Database Literacy

25% - Information Literacy and Web-based Publishing

25% - Internet Technologies - HTML5 & CSS

25% - Soft Skills\*

\* Soft skills Includes participation, in class discussions, demonstration of questioning and listening skills, team participation and leadership, attendance, oral presentations, reflective writing, and other components as assigned.

### Grading Scale:

A (Above Mastery)	100% - 90%
B (Mastery)	80% - 89%
C	70% - 79%
D	60% - 69%
F	Below 60%

## Policy for Late/Missed Work

Students are expected to turn in all assignments on time. Failure to do so will result in reduced or no credit for the assignment. Only in the case of extenuating circumstances will an extension be granted.

**Caution:**

- Only assignments completed and turned in by deadlines will be considered for Above Mastery (A). Once an assignment is submitted, it is graded and returned. If an assignment needs corrections, those instructions will be given and the grade will remain pending until corrections are complete. The instructions will also include a deadline for submission.
- There will be a grade penalty for submitting assignments in stages (unless assigned that way) or submitting the same assignment multiple times. Submit only the work you want graded.
- Plan ahead for problems with emailing assignments.
- Due to the cumulative nature of the course content only students who have received a grade of B or higher will be eligible to register for ITEC 3650 the following semester.

**Grade Appeal Policy**

<https://ualr.edu/policy/home/student/grade-appeals/>

**Office Hours and Instructor Presence**

Your success in this course is important to us. We will be available to meet in person or virtually at the following times:

**Bruce Bauer**

**Monday/Tuesday/Wednesday/Thursday** - 3:00pm-4:00pm | **Tuesday/Thursday** - 9:00am -11:00am

To schedule an appointment, visit [Bruce Bauer Appointment Calendar](#) or please email at [blbauer@ualr.edu](mailto:blbauer@ualr.edu).

**Cheryl Johnston**

**Monday/Wednesday** -11:00am-Noon | **Tuesday/Thursday**- 3:00-4:00pm

To schedule an appointment please email at [cjohnston@ualr.edu](mailto:cjohnston@ualr.edu).

**Thomas Wallace**

**Monday/Wednesday** - 9:00am-Noon | **Tuesday/Thursday** - 11:00am -Noon | **Friday** - 9:00am -Noon

To schedule an appointment please email at [tswallace@ualr.edu](mailto:tswallace@ualr.edu).

All course content will be delivered during the scheduled classroom sessions by the Instructor, except in cases of a relevant guest speaker. Additional support is available via EIT Student Academic Services. To schedule a tutoring session visit <https://ualr.edu/eit/tutor/>.

## **Course Format**

The course will be conducted as a seminar. Participation counts and may include small group presentations and exercises. A high level of student participation is required. Make sure that all assigned preparation and readings are done in advance and that you are ready to engage in full examination and discussion of topics. The instructor will not hesitate to call on students for questions and comments. It is, therefore, critical that reading assignments be completed before class in which they are addressed and reviewed.

## **Academic Integrity (501.13)**

Plagiarism on any assignment will at a minimum result in 0 points for the assignment. We reserve the right to pursue further disciplinary action if appropriate (e.g. any student caught cheating on an assignment/assessment will receive an "F" for the course, and we may pursue action with the Committee on Academic Integrity).

Plagiarism includes copying someone else's work and claiming it as your own, or collaborating excessively with another person or persons and claiming the work as solely your own. It is strongly recommended that students maintain a record of the preparation of their major assignments.

## **UA Little Rock Disability Policy**

Your success in this class is important to me, and it is the policy and practice of the UA Little Rock to create inclusive learning environments consistent with federal and state law. If you have a documented disability (or need to have a disability documented), and need an accommodation, please contact me privately as soon as possible, so that we can discuss with the Disability Resource Center (DRC) how to meet your specific needs and the requirements of the course. The DRC offers resources and coordinates reasonable accommodations for students with disabilities. Reasonable accommodations are established through an interactive process among you, your instructor(s) and the DRC. Thus, if you have a disability, please contact me and/or the DRC, at 501-569- 3143 (V/TTY) or 501-683- 7629 (VP). For more information, please visit the DRC website at [ualr.edu/disability](http://ualr.edu/disability).

## **Communication Skill Center**

The Communication Skill Center (CSC) is a resource devoted to helping campus and online students in the various stages of preparing a presentation. Services include, but are not limited to, anxiety management, brainstorming, research, content organization, PowerPoint/Prezi design and integration, and providing presenters with balanced feedback. The CSC currently offers its services in a virtual capacity. Appointments are available by phone at 501-569-8208, or email: [communication.skill.center@gmail.com](mailto:communication.skill.center@gmail.com). Book an appointment: <http://ualrcommunicationskillcenter.setmore.com>

## **UA Little Rock Inclement Weather Policy (215.1)**

1. During inclement weather, UA Little Rock will make a decision whether or not to close based on all available information.
2. The chancellor will decide whether or not conditions warrant canceling classes and activities and closing the campus or whether classes and activities will be canceled but with specified campus offices open. Online or web-enhanced classes will continue as scheduled at the discretion of the faculty member.

3. The UA Little Rock website, UA Little Rock email, the university's main telephone number (501.569.3000), and the Rave campus alert notification system are the official means of communicating information concerning weather-related closings.
4. When necessary, the university will announce a separate decision about canceling night classes (those classes starting at 4:20 p.m. or later) by 2 p.m., if possible.
5. Ordinarily, sites remote from campus such as the the Bowen Law School, the Arkansas Studies Institute, and the Benton Center will close or cancel classes and activities whenever the university does so. In some circumstances, however, a separate decision may be made whether or not a site remote from campus will be open or closed, and this decision will be announced through the university's official means of communicating weather-related closings.
6. Vice chancellors are responsible for seeing that necessary services are provided in their respective areas when the university is closed. Employees required to provide such services will be identified by their supervisors. Classified employees who must report to work when the university is closed due to inclement weather will be allowed compensation time of 1.5 hours for one hour worked. Persons who are not required to work when the university is closed will be granted authorized absence. Employees who do not report to work when the campus is open will be charged annual/compensatory leave or leave without pay. The Payroll Department will prescribe payroll reporting and timekeeping.
7. The Policy Advisory Council of the University Assembly will recommend to the chancellor if and when missed undergraduate and graduate class days should be made up. In the event that the university is closed during a final examination day, the provost, in consultation with the Faculty Senate president, will reschedule any missed graduate or undergraduate final examinations with the exception of online exams which will continue as scheduled.
8. Weather and road conditions vary from place to place. Employees and students are expected to exercise good judgment regarding the safety of travel when road conditions are affected by the weather.