

MIS 402 – Information Management

UMKC Spring 2012 | Tuesday & Thursday |

Course Policy Statement (Syllabus)

Instructor: Robyn M. Martin Office Hours: Tuesday & Thursday 8:00 - 9:00am and by appointment Office Location: Bloch 401	Primary E-Mail: Martinroby@umkc.edu All email <i>subject lines</i> must start with: MIS402 and Section #
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Course Description: MIS 402 introduces students to the usage of information technologies and systems in the enterprise. The impacts of these systems, business intelligence and decision support capabilities are explored as well.

Required Textbook:



M: *information systems*.

P. Baltzan and A. Phillips, McGraw-Hill/Irwin, 2011 (ISBN-13: 978-0-07-337683-7).

You may use the print edition of the text or an electronic version. The print version is available through the UMKC bookstore and online retailers. You can purchase electronic online and downloadable versions of the text at: <http://www.coursesmart.com/0077468686>. You may also be able to purchase the online or electronic version of the text from the UMKC bookstore.

Prerequisite: MIS 202 and STAT 235 or equivalents.

Course objectives for MIS 402:

Course Objectives: By the end of the course you should:

- Understand how Information Systems initiatives such as business process reengineering, supply chain management and customer relationship management can contribute to attaining competitive advantage by the enterprise.
- Become familiar with metrics for measuring Information Technology success.
- Be able to reason about ethical issues related to the use and deployment of Information Systems.
- Understand how Business Intelligence initiatives can contribute to the enterprise.

- Understand the value of Enterprise Resource Planning systems in integration across the enterprise.
- Understand the impacts of technologies such as the Internet, Web, and wireless technologies on enterprises.
- Understand how Information Systems applications are developed and acquired by enterprises.

Faculty allows recording:

University of Missouri System Executive Order No. 38 lays out principles regarding the sanctity of classroom discussions at the university. The policy is described fully in Section 200.015 of the Collected Rules and Regulations. In this class, students may make audio or video recordings of course activity unless specifically prohibited by the faculty member. However, the redistribution of any audio or video recordings of statements or comments from the course to individuals who are not students in the course is prohibited without the express permission of the faculty member and of any students who are recorded, including those recordings prepared by an instructor. Students found to have violated this policy are subject to discipline in accordance with provisions of Section 200.020 of the Collected Rules and Regulations of the University of Missouri pertaining to student conduct matters.

ADA:

- Office of Disabled Student Services: If you have any questions about a disability or desire accommodation under the Americans with Disability Act, please contact the Office of Disabled Student Services at 816-235-5696. The Office’s website can be accessed at: <http://www.umkc.edu/disability/>.

Class Site (@umkc.edu):

- <http://blackboard.umkc.edu/>
- You will need your UMKC Exchange username and password for access.

Incomplete:

- I am permitted to give incomplete grades to students who have been unable to complete the work of the course because of illness or serious reasons beyond their control. This work must be completed within one calendar year to avoid the incomplete grade lapsing to an F. You should bring up problems in advance when you can do so.

Withdrawals:

- All course withdrawals must be completed through the Registration Center in the UMKC Administrative Center. Students intending to withdraw from the course after the eighth week of class (fourth week in the summer session) are required to obtain a signature of both the instructor and an academic advisor before the course withdrawal is official.
- Telling the instructor that you intend to withdraw from the course or ceasing to attend class does not constitute an official withdrawal. The academic calendar in the class schedule/registration guide lists the official withdrawal dates.

Phones:

- Please turn off (or place on vibrate) all mobile phones, pagers and other alarms during class sessions.

Attendance:

- Students are expected to attend class. Each student is responsible for all information covered in lectures, all announcements made in class, and all handouts distributed during class.

Plagiarism/Cheating:

- Assignments are expected to be your own work.
- Neither copying, nor consulting texts, nor consulting notes, nor any form of cooperation during in-class quizzes/exams are allowed. Those engaging in any of these practices will receive a grade of zero on the test. If you have an Instant Messaging client running on your desktop during an examination, you will receive a grade of zero on the exam whether or not you used the IM program to contact anyone.
- Flagrant or repeated violations will result in additional disciplinary action.

Groups**Selecting and Managing Group Members:**

Discussing and analyzing new information with others is one successful method of learning. To that end, you will be asked to divide yourselves up into groups of 3 to 4 for some in-class activities. In total, 40% of the course grade will be devoted to group-related activities.

Time will be allotted in class to choose group members. You should select your fellow group members carefully. You may wish to ask the following questions to determine group member compatibility and expectations:

- What skills do group members have? Knowledge level regarding IT? Good at speaking, writing, presenting, organizing? Others?
- Do group members plan to attend class regularly?
- Do group members expect to be regularly prepared for class (e.g., will they complete reading assignments before class)?

Once groups have been chosen, they will be set for the remainder of the semester.

Nevertheless, occasionally group members find they are mismatched.

- If a group member wishes to join a different group, he or she may do so with the permission of everyone in both groups and notice (e-mail or written) of such to the instructor.
- If a group wishes to "fire" a member, every other member of the group must agree. First, the entire group must schedule a meeting with the instructor to attempt to reconcile differences. One week after that meeting, if every other member of the group still wishes to "fire" the group member, they may do so with notice (e-mail or written) of such to the instructor and the former member. "Fired" group members may join another group, if they can find one, or complete the remaining in-class work and/or case presentation alone.

In-Class Group Project:

The in-class group project grade will be awarded based on your participation in-class on the group project (attendance) and end of semester Project review.

It is possible to earn up to 50 points for the in-class group project.

Quizzes:

It is possible to earn up to 50 points during the semester via in-class quizzes. Quizzes cannot be made up. You will be allowed to miss 1 quiz during the semester. At the end of the semester, quiz points will be reviewed. If you have missed 1, 5 points will be added to the one you have missed.

Group Case Presentation:

20% of the course grade is based on a Group Case Presentation. Cases will be assigned during the semester. Each group will be responsible for taking the lead on one case and come to class ready to present the facts of the case, additional information from other sources related to the case, and answers to the case questions to the class. (All students must read the case and be prepared for the discussion.)

The groups for the case presentations will be the same as for the in-class group activities.

Exams:

- There will be three (3) *closed* book tests during the course of the semester. Each test will count for 20% of your grade, for a total of 60% of your final grade. The exams may cover any material discussed in class (including lectures and additional materials), assigned in the text (including chapters, business plug-ins, unit introductions, end of chapter/unit cases, key terms, etc.), and covered by quizzes.
- In addition, there will be a *comprehensive* makeup examination during finals week. You will take the *comprehensive* makeup exam if you miss any exam during the semester. If you have taken all three exams during the semester, you are excused from taking the *comprehensive* makeup. However, if you choose to take all 4 exams, your lowest exam grade will be dropped.
- To do well on the exams in this class, you must participate and read the assignments.
- With a documented excuse (e.g., your participation in university-sponsored activities), you **may** be able to make up the exam, contact the instructor no later than the date of the exam to make arrangements. If an exam is not taken due to absence for **any** reason, that exam score will be the one dropped.

Grades:

Percentage	Grade
90 – 100%	A
80 – 89.9%	B
70 – 79.9%	C
60 – 69.9%	D
Below 60%	F

Note: Make sure you review each Exam and each Group points awarded within 1 week of the points being posted to the Blackboard site. Notify the instructor immediately if you see any inaccuracy.

Point Breakdown			
Exams – 4 @ 20% each (lowest grade dropped if all 4 are taken)	60%	100 points each	300 points total
Quizzes	10%		50 Points
Group Project	10%		50 Points
Group Case Presentation	20%		100 Points
TOTAL	100%		500 points

- Your instructor has discretion over your grade, which includes attendance records, in-class assignments, quizzes, and so on.
- For your protection, keep a copy of any graded materials returned to you until you have received your semester grade report from the University.

Appeals:

- Students wishing to appeal a grade on a homework assignment or exam must provide the instructor with a clear and detailed written explanation of the reason for the appeal within seven days of the date the grade was distributed to the class. The instructor will respond to the appeal within seven days.

Class Cancellation:

- It is possible that it may be necessary to cancel class due to inclement weather. This class will meet if UMKC is open; conversely, if UMKC is closed, this class is canceled. Students who are unable to attend class during bad weather when the class has not been canceled should send an email to the instructor indicating this. If class is canceled due to any reason, all activities scheduled for the canceled session will take place during the next class meeting including exams.

A Note on Class Time and the Textbook:

- Class time is generally spent on concepts that require extra time due to their complexity. The fact that something is not mentioned in class does not mean it is unimportant. You are responsible for all topics in the text.

Modifications to the Course Syllabus:

- Time and schedule considerations may prompt modifications of this syllabus (deletion of assignments/topics, modification of examination dates, etc.). The instructor will explain any changes; however, it is the student's responsibility to keep up with any modifications that are made throughout the semester. Changes to the electronic syllabus will be announced during a regularly scheduled class period as well as an announcement made on the course's Blackboard site.

Course Schedule:

- Is available on the course's Blackboard site.

Acknowledgement: I would like to acknowledge and thank Sidne Ward, Ph.D, Associate Professor of MIS, for her input into the Syllabus, for sharing her Group Presentation Rubric and insight.