# **MIS 2101 –Information Systems in Organizations Syllabus Spring 2015**

## Instructor Information

* Amy Lavin
* amyl@temple.edu
* Office: 731 Wachman Hall
* Phone: 215-204-1132
* Office Hours: Main Campus or virtually, Monday – Thursday, 9:00 AM to 4:00 PM by appointment

## Course Information

* Number and Section: MIS 2101, sections 701,702
* Title: Information Systems in Organizations
* Location: Webex
* Day & Time: Tuesday, 7-8:55 PM
* Prerequisite: Basic Computer Literacy (see [www.fox.temple.edu/foxclt](http://www.fox.temple.edu/foxclt))
* Course website: http://community.mis.temple.edu/mis2101sec701spring2015/

## Course Objectives

The primary objectives are:

* Explain the role of technology as a business enabler
* Identify and explain applications in a business setting
* Evaluate the organizational fit and suitability of business applications
* Interpret the interaction between technology, customers, processes, data, infrastructure, participants, and environment of an organization.

The secondary objectives are:

* Discriminate and synthesize between different sources of information as part of application acquisition or development
* List ethical and intellectual property challenges that arise from the use of technology
* Explain the evolving role of MIS in the organization, the MIS professional, and careers in MIS

## Course Materials

### Required

Instructions for purchasing course materials will be provided to all enrolled students via email. This course uses a custom textbook (ISBN #9781269561969) with material from:

1. Information Systems Today: Managing in the Digital World by Valacich and Schneider 6th edition with MyMISLab, and
2. Processes, Systems, and Information: An Introduction to MIS by Kroenke and McKinney with MyMISLab.

All of the above materials are **mandatory** for the course. Pearson course ID: CourseID: **lavin82104**

**Instructions for obtaining your Pearson e-book can be found on our course website: http://community.mis.temple.edu/mis2101sec701spring2015/**

## Grading Criteria

### Grading of Assignments

| **Component** | **% of Total** |
| --- | --- |
| Quizzes | 20% |
| Assignments | 20% |
| Exam #1 | 25% |
| Exam #2 | 25% |
| Class Participation & Reader | 10% |
| **Total** | **100%** |

### Grading Scale

| Points | Letter Grade | Points | Letter Grade |
| --- | --- | --- | --- |
| 94-100 | A | 73-76 | C |
| 90-93 | A- | 70-72 | C- |
| 87-89 | B+ | 67-69 | D+ |
| 83-86 | B | 63-66 | D |
| 80-82 | B- | 60-62 | D- |
| 77-79 | C+ | Below 60 | F |

Please note that it is against my policy to discuss grades on any exam, graded assignment or any other direct component of your final grade via e-Mail. If you would like to discuss how an exam or assignment was graded, please see me during office hours. If you are not available during office hours, please make an appointment with me for another time.

Please note that two weeks after a grade has been posted, the grade will be considered “final.” If you have an issue with a grade you are required to meet with me or make an appointment to meet with me during this two-week period. After this two-week period a grade will be considered “final” and is not up for discussion.

## Class Repeat Policy

A grade of a ‘C or better’ is required for all MIS courses in order to move onto the next course in sequence. MIS students are ONLY permitted to repeat a course one time. Any MIS student repeating a course should seek the guidance of the Senior Program Specialist or their Fox School UG advisor. MIS majors WILL NOT be permitted to register for a course a third time. Each time a student registers for a course and earns a grade, including a “W” when withdrawing from a course, will count towards this limit.

## Assignments

Assignments consist of hands on projects. These projects are one of the most important ways for you to learn and integrate the material of this class. If you do not do well with the projects then you will find it difficult to pass this class. The material involved in the projects is further tested in the exams. The primary projects for the course are:

### Project 1: Business Applications

This project has three major parts and will require students to understand how to use different application software to address a variety of business problems. Each section of the project involves reading, interacting with some software, copying computer screen images into your assignment to demonstrate your work, and responding to questions. Typical business applications addressed by this project will include: Customer Relationship Management (CRM), Decision Support Systems (DSS) and Business Intelligence (BI).

### Project 2: SAP

This project will give you hands on experience with a working SAP system, where you will be required to complete typical business functions in the areas of Procurement and Sales Orders Processing. SAP is the world leader in ERP, and this project will help demonstrate both the value and difficulty in integrating business functions, using a real world SAP system.

### Project 3: Digital Identity Management

This project will have several phases to it, where you will create an ‘e-portfolio’ for yourself, using WordPress and the Temple MIS Community site to create a professional resume and portfolio of yourself, and make it available to internet users. You will then learn how to use Google Analytics to measure and analyze the data and traffic your e-portfolio ad generates.

## Grading of Assignments

All assignments will be graded using a “fail, pass, pass-high” approach.

* **Zero credit will be earned for late or missed assignments**.
* Partial credit will be earned for assignments handed in on time where the quality of work is unacceptable (i.e. “Fail” - one or more of the questions were not answered, little care was shown when constructing the answers, or there were numerous spelling and grammatical errors.)
* Substantial partial credit will be earned for assignments which are handed in on time and the quality of the work is acceptable (i.e. “Pass” - all questions were answered and the answers were well-reasoned. There are few significant grammar or spelling errors.)
* Full credit will be earned for assignments handed in on time with quality of the work clearly demonstrating the student’s mastery of the subject matter, “Pass-High”.

The following table specifies the number of points be earned for each assignment for “Fail”, “Pass”, and “Pass-High”.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Assignment** | **Missing/Late** | **Fail** | **Pass** | **Pass-High** |
| Project 1 - Business Applications | 0 | 8 | 16 | 20 |
| Project 2 – SAP | 0 | 16 | 32 | 40 |
| Project 3 – Digital Identity Management | 0 | 16 | 32 | 40 |
| **Total** | **0** | **40** | **80** | **100** |

All written assignments will be submitted via OWLbox. More information will be provided on our course website.

**Class Reader/Article Review:** Technology is constantly evolving and changing. To supplement what we learn from our textbook, each student will be responsible for finding a relevant article pertaining to the class topic for their assigned week. Good places to look are: InfoWeek, ComputerWorld, Business Week etc… Students should select an article that is relevant to the topic of the week their assignment is due. When you post your article, please include 2-3 discussion questions that you would like your classmates to be thinking about for our in class discussion. You will then present the article and these discussion questions to the class at the beginning of our scheduled meeting.

Articles & discussion questions should be posted to our community site by *5PM on the Friday before our class meeting.*

Points earned will be based on how relevant the topic is to the evening's discussion and how well you explain those concepts and answer questions. If you are late to class, miss your article review or your headset does not work, you will receive 0 points for the assignment. There are 50 possible points for the Class Reader.

## Course Policies

|  |  |
| --- | --- |
| Availability of Instructor | * I am a full time administrator at Temple University and thus am on campus each day. I will be happy to meet with you virtually as well. If you would like to meet either in person or virtually, I encourage you to send me an email to find a time that works for both of us. * While every student is welcome to set up an appointment to help them gain a better understanding of material which they didn’t fully understand when they were in class, office hours are **NOT** for helping students catch up on material they missed because they were absent. |
| Attendance Policy | * Class discussion is intended to be an integral part of the course. Accordingly, **full attendance is expected by every student in the class**. * If you are absent from class, speak with your classmates to catch up on what you have missed. |
| **Quizzes** | * Quizzes are available in the MyMISLab that is part of your electronic text. Each week, you will complete the quizzes for the chapter(s) we are covering. *Quizzes are due by 7pm each Tuesday.* |
| **Class Etiquette** | * Please be respectful of the class environment. * Class starts promptly at 7PM. Please make EVERY effort to be on time, as I will communicate important information in the first few minutes of class. * Please be sure to mute your headset when you are not speaking to the class. |
| **Class Discussions** | * **Come to class prepared to discuss the required reading from your textbook!** * The focus of class will be to discuss the material in the text, **NOT TO COVER** the material in class. * Students will be called upon to share their thoughts on the required reading in a random fashion. Students may share their understanding of the material or, if they had questions about the material, ask insightful questions about the aspects they didn’t understand. Either way, students must demonstrate that they have completed the required reading and have thought about the material. * If a student is not prepared for class and is not in a position to discuss the material intelligently they may simply respond “Pass” and I will move on to another student and will not call on this student again during this class. However, if you choose to “Pass” during one class it will be extremely likely that you will be called upon during the next class. * Being absent from class or failure to be prepared for class when called upon will impact your final grade. **For every three times you are called on and you are absent or not prepared for class, you final grade will be reduced by one fraction of a letter grade.** * Being absent from class when called upon will be equivalent to using a “Pass.” |
| Blackboard vs. Community.MIS.Temple.Edu | * We will not be using Blackboard for this class. Instead, we will be using the web site [community.MIS.temple.edu](http://community.MIS.temple.edu/). This is a social networking site that has been set up by the MIS department. This site is essentially a fancy blogging tool. We will use it instead of Blackboard to share course documents and to facilitate online discussions outside of the classroom. You will find things like the syllabus, the slides we use in class and just about everything else out on this site. To access the blog you will need to enter your Temple AccessNet account and password. * Towards the right you will see a section which lists the courses offered by the MIS department this semester. You should see a link for this course followed by my last name. Follow this link to get to the blog for our class. * Please note that, like many other social networking sites, anything you post to this site is completely open; anyone in the world can read it. Please try to keep any posts on topic and professional. |
| Exams | * There will be two examinations during the semester. The exams cannot be made up, regardless of the reason for absence. The exams will be taken online. |
| Late Assignment Policy | * All assignments are due at the beginning of class. As you will note in the tentative schedule, we will typically discuss your deliverables on the due date. Accordingly, I cannot accept any late deliverables. **A deliverable is considered late if it is turned in after the beginning of class.** This time will be strictly enforced. * Equipment failure is not an acceptable reason for late submission of a project. During the semester, thumb drives will fail, printers will be out of service, and your e-mail will mysteriously not work. You should always make a backup of your files (if it is really important, make two backups). |
| Submission of Work | * Please submit all assignments via OWLbox. More directions will be provided in class. |
| Reading and Class Participation | * The primary source of material for this course is the textbook. In addition, supplemental materials will be provided to you as either hyperlinks to documents on the web, or materials posted to the class blog. * During many classes, we will have an interactive discussion of a case or a scenario. Without reading the assigned material, you will not be able to participate and you will find yourself lost * We will use PowerPoint slide decks to lead us through class discussions. Slide decks will be posted to the class blog. I **strongly encourage** you to print these slide decks out, take notes on them while completing your required reading, bring them to class, and use them to take notes. Students who do this consistently perform better on exams and earn significantly higher grades in this class. |

|  |  |
| --- | --- |
| Pearson Technical Support | * MyMISLab is provided by and supported by the publisher of our textbook, Pearson. * If you experience any problems accessing the textbook chapters or quizzes, please work with Pearson Technical Support to resolve these issues. * You have three ways of contacting Pearson Technical Support   + Self-Help (24x7): [http://247pearsoned.custhelp.com](http://247pearsoned.custhelp.com/)   + Chat (24x7): [http://247pearsoned.custhelp.com](http://247pearsoned.custhelp.com/)   + Phone (Mon-Fri 11:00 AM-7:00 PM): 800-677-6337 * Please note, if you call Pearson Technical Support, please get an “incident number”. Our representative from the publisher can use that incident number to follow up on issues and help ensure that they are resolved in a timely manner. Without this incident number, our representative cannot help you. |
| Macintosh Computer Users | * Please note that many students encounter problems accessing textbook materials and quizzes on MyMISLabs when using a Macintosh computer with the default system/browser settings. When a Macintosh computer is configured properly, it works well with MyMISLabs. Directions for properly configuring a Macintosh computer to accesses MyMISLabs will be e-mailed with the syllabus and will be posted to the class blog. |

## Plagiarism, Academic Dishonesty and Citation Guidelines

Plagiarism and academic dishonesty can take many forms. The most obvious is copying from another student’s exam, but the following are also forms of this:

* Copying material directly from the Internet (or another source) without a proper citation crediting the author
* Turning in an assignment from a previous semester as if it were your own
* Having someone else complete your lab assignment and submitting it as if it were your own
* Signing someone else’s name to an attendance sign-in sheet
* Use of assignments completed in one class as any part of a project assigned in another class
* Sharing/copying homework assignments.
* Use of unauthorized notes during an examination
* In cases of cheating, both parties will be held **equally responsible**, i.e. both the student who shares the work and the student who copies the work.

Of course, behavior like this will not be tolerated in this class. Penalties for such actions are given at my discretion, and can range from a failing grade for the individual assignment, to a failing grade for the entire course.

If you use text, figures, and data in reports that was created by others you must identify the source and clearly differentiate your work from the material that you are referencing. If you fail to do so you are plagiarizing. There are many different acceptable formats that you can use to cite the work of others (see some of the resources below). The formats are not as important as the intent. You must clearly show the reader what is your work and what is a reference to somebody else’s work.

Plagiarism is a serious offence and could lead to reduced or failing grades and/or expulsion from the university. The Temple University Student Code of Conduct specifically prohibits plagiarism (see [temple.edu/studentaffairs/policies/student-code-conduct.asp](http://www.temple.edu/studentaffairs/policies/student-code-conduct.asp)). The following excerpt defines plagiarism:

*The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.*

## Resources

* For a more detailed definition of plagiarism: Princeton University Writing Center on Plagiarism, <http://web.princeton.edu/sites/writing/Writing_Center/WCWritingRes.htm>
* How to successfully quote and reference material: University of Wisconsin Writers Handbook, http://www.wisc.edu/writing/Handbook/QuotingSources.html
* How to cite electronic sources: Electronic Reference Formats Recommended by the American Psychological Association, http://www.apastyle.org/elecmedia.html
* Temple University Writing Center, http://www.temple.edu/writingctr/

### Disability Disclosure Statement

Any student who has a need for accommodation based on the impact of a documented disability, including special accommodations for access to technology resources and electronic instructional materials required for the course, should contact me privately to discuss the specific situation by the end of the second week of classes or as soon as practical. If you have not done so already, please contact Disability Resources and Services (DRS) at 215-204-1280 in 100 Ritter Annex to learn more about the resources available to you. I/we will work with DRS to coordinate reasonable accommodations for all students with documented disabilities.

### Student and Faculty Academic Rights and Responsibilities

Please refer to Temple University’s Recommended Statement. The University’s policy on Student and Faculty and Academic Rights and Responsibilities (Policy #03.70.02) can be accessed through at: http://policies.temple.edu/getdoc.asp ?policy no=03. 70. 02.

### Technology Usage Policy

Read Temple University’s Technology Usage policy which includes information on unauthorized access, disclosure of passwords, and sharing of accounts. The [Temple University Technology Usage Policy](http://policies.temple.edu/PDF/84.pdf) can be accessed at http://policies.temple.edu/PDF/84.pdf.

## Projected Schedule

The schedule below is a tentative and is subject to updates and modifications as the course progresses. Updates to the schedule will be announced in class and posted to the class blog. **It is your responsibility to ensure you are aware of the updated class schedule.** Please get into the habit of checking the class blog before each class to make sure you get the most out of class time.

| **Week/Class #** | **Class Meeting Date** | **Topic** | **Reading** | **Deliverable** |
| --- | --- | --- | --- | --- |
| 1 | 1/13/15 | Course Introduction/Technology | Syllabus/Technology |  |
| 2 | 1/20/15 | Managing in a Digital World | Valacich - Chapter 1 | Quiz - Chapter 1 |
| 3 | 1/27/15 | Gaining Competitive Advantage Through Information Systems | Valacich - Chapter 2 | Quiz - Chapter 2 |
| 4 | 2/3/15 | Enabling Commerce Using the Internet | Valacich - Chapter 4 | Quiz - Chapter 4 |
| 5 | 2/10/15 | Enhancing Collaboration Using Web 2.0 | Valacich - Chapter 5 | Project 1 - Business Applications  Quiz - Chapter 5 |
| 6 | 2/17/15 | Enhancing Business Intelligence Using Information Systems | Valacich - Chapter 6 | Quiz - Chapter 6 |
| 7 | 2/24/15 | Enhancing Business Processes Using Enterprise Information Systems | Valacich - Chapter 7 | Quiz - Chapter 7 |
| 8 | 3/3/15 | Spring Break |  |  |
| 9 | 3/10/15 | Exam #1 | Chapters 1-7 (except 3) |  |
| 10 | 3/17/15 | Supporting Processes with ERP Systems | Kroenke: Chapter 1 | Quiz – Kroenke Chapter 1 |
| 11 | 3/24/15 | Supporting the Procurement Process with SAP | Kroenke: Chapter 2 | Project 3, Parts 1-3 Due  Quiz - Kroenke Chapter 2 |
| 12 | 3/31/15 | Supporting the Sales Process with SAP | Kroenke: Chapter 3 | Quiz – Kroenke Chapter 3 |
| 13 | 4/7/15 | Improving Supply Chains and Strengthening Customer Relationships Using Enterprise Information Systems | Valacich - Chapter 8 | Quiz - Chapter 8 |
| 14 | 4/14/15 | Developing and Acquiring Information Systems | Valacich - Chapter 9 | Project 2: SAP  Quiz - Chapter 9 |
| 15 | 4/21/15 | Securing Information Systems | Valacich - Chapter 10 | Quiz - Chapter 10  Project 3: Parts 4 & 5 Due |
| 16 | 4/28/15 | Study Day |  |  |
| 17 | 5/5/15 | Exam 2 |  |  |