MIS 5370 - Database Management Design: Database Management Design (Sub II- Oct 21 to Dec 10)

Fall 2024 Syllabus, Section 780, CRN 14905

Instructor Information

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By appointment.
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Times and Location

Does Not Meet Face-to-Face

Course Description

The objectives and methods of database management are covered. Topics include objectives of data and database management, data models, elementary database design, data dictionaries, data integrity, security and privacy. Actual use of a commercial database management system is required. Prerequisites: MIS 5330 or concurrent enrollment.
Intnl Business&Tech Studies Department, Sanchez School of Business

Additional Course Information

This is a 100-percent online course that lasts 7 weeks.

Student Learning Outcomes

Upon successful completion of this course, each student will be able to:

1. Describe the role of databases in organizations.
2. Develop data models.
3. Apply industry standard techniques to analyze and describe data requirements of a business information system.
4. Use basic Structured Query Language (SQL) to manipulate a database.
5. Design and develop a database system based on a given set of data requirements.
6. Discuss database management and database security concepts.

Important Dates

Visit the Academic Calendar (tamiu.edu) (https://www.tamiu.edu/academiccalendar/) page to view the term's important dates.

Textbooks

Group	Title	Author	ISBN
Required	Database Systems: Introduction to Databases and Data Warehouses (2nd Edition)	Nenad Jukic, Susan Vrbsky and Svetlozar Nestorov, and Abhishek Sharma.	9781943153688

Other Course Materials

- **ERDPlus**. ERDPlus is a data modeling software suite developed in conjunction with the textbook and available free of charge to students.
  - This software will allow student to practice data modeling and database design concepts learned in the course.
- **PostgreSQL**. An open-source relational database.
- **You Tube Videos**. All videos are publicly available for educational purposes and are covered by fair use.
  - Videos explain course topics or provide tutorials. Also used to provide a guide for data analysis. These videos are required.
- **Online Articles**. All articles used in the course are publicly available and are covered by fair use.
  - Online articles are used in the course as teaching aids to explain course topics. Reading these articles is a required element of this course.

Grading Criteria

GRADE	PERCENTAGE
A	91-100
B	80-90.9
C	70-79.9
D	60-69.9
F	Below 60

Final Grade Breakdown

ASSIGNMENT	VALUE
Discussions	10%
Exercises (6x100 points)	60%
Final Project Report (300 points)	30%

Discussions in this course are meant to maintain students engaged and encourage students to 1. Ask questions regarding topics they need to reinforce, 2. Help classmates understand topics by providing support and additional explanations. During modules 1-6, students will be required to post a question on the ongoing module's topics, they will then be required to respond to two classmates' questions by the deadline. These discussions will help reinforce topics taught in the module and will provide a place for student-to-student interaction. Module 7 discussion post will consist of a student course reflection. This reflection does not require a subsequent response.

Exercises will consist of hands-on tasks and will include a written report portion. All exercises must be submitted on time. Late exercises submitted less than 24 hours late will receive an automatic 20% deduction. After 24 Hours the grade will be an automatic zero unless student has a university approved excused absence.

Final Project Report is an individual project. You will be asked to conduct research and report on a topic related to database administration and security. All projects should be concise, well written, professional in appearance, free from misspellings, grammatical mistakes, or other errors; with high standards of professionalism and academic honesty and should be reviewed by TAMIU Writing Center before submitted (if necessary).

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
10/21	Course Orientation Introduction to Database Systems and Database Terminology Operational Databases and ER Modeling	Chapters 1 & 2 and supplemental materials.	Exercise 1 and Discussion 1 Due midnight Sunday, Oct. 27.
10/28	Operational databases: Relational Database Modeling Operational Databases: Update Operations, Update Anomalies, & Normalization	Chapters 3 & 4 and supplemental materials	Exercise 2 and Discussion 2 Due midnight Sunday, Nov. 3.
11/4	Structured Query Language	Chapter 5 and supplemental materials.	Exercise 3 and Discussion 3 Due midnight Sunday, Nov. 10.
11/11	Operational Databases: Database Implementation & Use Database Security	Chapters 6 & supplemental materials.	Exercise 4 and Discussion 4 Due midnight Sunday, Nov. 17. Read project instructions and select a topic for your final project.
11/18	Object-Oriented Databases Object-Oriented Data Modeling Distributed Database, Blockchain, Parallel Databases, and Cloud Computing	Appendix 5 & 7 and supplemental materials.	Exercise 5 and Discussion 5 Due midnight Sunday, Nov. 24. Begin researching peer-reviewed journals and summarizing and citing articles for your final project.
11/25	Big Data and Data Lakes Data Governance and Data Management	Chapters 10 & Appendix 4 and supplemental materials.	Exercise 6 and Discussion 6 Due midnight Sunday, Dec. 1. Finish writing and do a final edit of your final project report.
12/2	DBMS Functionalities and Database Administration	Chapter 11 and supplemental materials.	Discussion 7 and final project report due on Sunday, Dec. 8.
12/9	Final exam.		Dec. 9.

University/College Policies

Please see the University Policies below.

COVID-19 Related Policies

If you have tested positive for COVID-19, please refer to the Student Handbook, Appendix A (Attendance Rule) for instructions.

Required Class Attendance

Students are expected to attend every class in person (or virtually, if the class is online) and to complete all assignments. If you cannot attend class, it is your responsibility to communicate absences with your professors. The faculty member will decide if your excuse is valid and thus may provide lecture materials of the class. According to University policy, acceptable reasons for an absence, which cannot affect a student's grade, include:

- Participation in an authorized University activity.
- Death or major illness in a student's immediate family.
- Illness of a dependent family member.
- Participation in legal proceedings or administrative procedures that require a student's presence.
- Religious holy day.
- Illness that is too severe or contagious for the student to attend class.
- Required participation in military duties.
- Mandatory admission interviews for professional or graduate school which cannot be rescheduled.

Students are responsible for providing satisfactory evidence to faculty members within seven calendar days of their absence and return to class. They must substantiate the reason for the absence. If the absence is excused, faculty members must either provide students with the opportunity to make up the exam or other work missed, or provide a satisfactory alternative to complete the exam or other work missed within 30 calendar days from the date of absence. Students who miss class due to a University-sponsored activity are responsible for identifying their absences to their instructors with as much advance notice as possible.

Classroom Behavior (applies to online or Face-to-Face Classes)

TAMIU encourages classroom discussion and academic debate as an essential intellectual activity. It is essential that students learn to express and defend their beliefs, but it is also essential that they learn to listen and respond respectfully to others whose beliefs they may not share. The University will always tolerate different, unorthodox, and unpopular points of view, but it will not tolerate condescending or insulting remarks. When students verbally abuse or ridicule and intimidate others whose views they do not agree with, they subvert the free exchange of ideas that should characterize a university classroom. If their actions are deemed by the professor to be disruptive, they will be subject to appropriate disciplinary action (please refer to Student Handbook Article 4).

TAMIU Honor Code: Plagiarism and Cheating

As a TAMIU student, you are bound by the TAMIU Honor Code to conduct yourself ethically in all your activities as a TAMIU student and to report violations of the Honor Code. Please read carefully the Student Handbook Article 7 and Article 10 available at https://www.tamiu.edu/scce/studenthandbook.shtml (https://www.tamiu.edu/scce/studenthandbook.shtml/).

We are committed to strict enforcement of the Honor Code. Violations of the Honor Code tend to involve claiming work that is not one's own, most commonly plagiarism in written assignments and any form of cheating on exams and other types of assignments.

Plagiarism is the presentation of someone else's work as your own. It occurs when you:

1. Borrow someone else's facts, ideas, or opinions and put them entirely in your own words. You must acknowledge that these thoughts are not your own by immediately citing the source in your paper. Failure to do this is plagiarism.
2. Borrow someone else's words (short phrases, clauses, or sentences), you must enclose the copied words in quotation marks as well as citing the source. Failure to do this is plagiarism.
3. Present someone else's paper or exam (stolen, borrowed, or bought) as your own. You have committed a clearly intentional form of intellectual theft and have put your academic future in jeopardy. This is the worst form of plagiarism.

Here is another explanation from the 2020, seventh edition of the Manual of The American Psychological Association (APA):

"Plagiarism is the act of presenting the words, idea, or images of another as your own; it denies authors or creators of content the credit they are due. Whether deliberate or unintentional, plagiarism violates ethical standards in scholarship" (p. 254). This same principle applies to the illicit use of AI.

Plagiarism: Researchers do not claim the words and ideas of another as their own; they give credit where credit is due. Quotations marks should be used to indicate the exact words of another. Each time you paraphrase another author (i.e., summarize a passage or rearrange the order of a sentence and change some of the words), you need to credit the source in the text. The key element of this principle is that authors do not present the work of another as if it were their own words. This can extend to ideas as well as written words. If authors model a study after one done by someone else, the originating author should be given credit. If the rationale for a study was suggested in the discussion section of someone else's article, the person should be given credit. Given the free exchange of ideas, which is very important for the health of intellectual discourse, authors may not know where an idea for a study originated. If authors do know, however, they should   acknowledge the source; this includes personal communications (p. 11). For guidance on proper documentation, consult the Academic Success Center or a recommended guide to documentation and research such as the Manual of the APA or the MLA Handbook for Writers of Research Papers. If you still have doubts concerning proper documentation, seek advice from your instructor prior to submitting a final draft.

TAMIU has penalties for plagiarism and cheating.

- **Penalties for Plagiarism**: Should a faculty member discover that a student has committed plagiarism, the student should receive a grade of 'F' in that course and the matter will be referred to the Honor Council for possible disciplinary action. The faculty member, however, may elect to give freshmen and sophomore students a "zero" for the assignment and to allow them to revise the assignment up to a grade of "F" (50%) if they believe that the student plagiarized out of ignorance or carelessness and not out of an attempt to deceive in order to earn an unmerited grade; the instructor must still report the offense to the Honor Council. This option should not be available to juniors, seniors, or graduate students, who cannot reasonably claim ignorance of documentation rules as an excuse. For repeat offenders in undergraduate courses or for an offender in any graduate course, the penalty for plagiarism is likely to include suspension or expulsion from the university.
  - *Caution*: Be very careful what you upload to Turnitin or send to your professor for evaluation. Whatever you upload for evaluation will be considered your final, approved draft. If it is plagiarized, you will be held responsible. The excuse that "it was only a draft" will not be accepted.
  - *Caution*: Also, do not share your electronic files with others. If you do, you are responsible for the possible consequences. If another student takes your file of a paper and changes the name to his or her name and submits it and you also submit the paper, we will hold both of you

responsible for plagiarism. It is impossible for us to know with certainty who wrote the paper and who stole it. And, of course, we cannot know if there was collusion between you and the other student in the matter.

- **Penalties for Cheating**: Should a faculty member discover a student cheating on an exam or quiz or other class project, the student should receive a "zero" for the assignment and not be allowed to make the assignment up. The incident should be reported to the chair of the department and to the Honor Council. If the cheating is extensive, however, or if the assignment constitutes a major grade for the course (e.g., a final exam), or if the student has cheated in the past, the student should receive an "F" in the course, and the matter should be referred to the Honor Council. Additional penalties, including suspension or expulsion from the university may be imposed. Under no circumstances should a student who deserves an "F" in the course be allowed to withdraw from the course with a "W."
  - *Caution*: Chat groups that start off as "study groups" can easily devolve into "cheating groups." Be very careful not to join or remain any chat group if it begins to discuss specific information about exams or assignments that are meant to require individual work. If you are a member of such a group and it begins to cheat, you will be held responsible along with all the other members of the group. The TAMIU Honor Code requires that you report any such instances of cheating.
- **Student Right of Appeal**: Faculty will notify students immediately via the student's TAMIU e- mail account that they have submitted plagiarized work. Students have the right to appeal a faculty member's charge of academic dishonesty by notifying the TAMIU Honor Council of their intent to appeal as long as the notification of appeal comes within 10 business days of the faculty member's e-mail message to the student and/or the Office of Student Conduct and Community Engagement. The Student Handbook provides more details.

Use of Work in Two or More Courses

You may not submit work completed in one course for a grade in a second course unless you receive explicit permission to do so by the instructor of the second course. In general, you should get credit for a work product only once.

AI Policies

Your instructor will provide you with their personal policy on the use of AI in the classroom setting and associated coursework.

TAMIU E-Mail and SafeZone

Personal Announcements sent to students through TAMIU E-mail (tamiu.edu or dusty email) are the official means of communicating course and university business with students and faculty —not the U.S. Mail and no other e-mail addresses. Students and faculty must check their TAMIU e-mail accounts regularly, if not daily. Not having seen an important TAMIU e-mail or message from a faculty member, chair, or dean is not accepted as an excuse for failure to take important action.

Students, faculty, and staff are encouraged to download the SafeZone app, which is a free mobile app for all University faculty, staff, and students. SafeZone allows you to: report safety concerns (24/7), get connected with mental health professionals, activate location sharing with authorities, and anonymously report incidents. Go to https://www.tamiu.edu/adminis/police/safezone/index.shtml for more information.

Copyright Restrictions

The Copyright Act of 1976 grants to copyright owners the exclusive right to reproduce their works and distribute copies of their work. Works that receive copyright protection include published works such as a textbook. Copying a textbook without permission from the owner of the copyright may constitute copyright infringement. Civil and criminal penalties may be assessed for copyright infringement. Civil penalties include damages up to $100,000; criminal penalties include a fine up to $250,000 and imprisonment. Copyright laws do not allow students and professors to make photocopies of copyrighted materials, but you may copy a limited portion of a work, such as article from a journal or a chapter from a book for your own personal academic use or, in the case of a professor, for personal, limited classroom use. In general, the extent of your copying should not suggest that the purpose or the effect of your copying is to avoid paying for the materials. And, of course, you may not sell these copies for a profit. Thus, students who copy textbooks to avoid buying them or professors who provide photocopies of textbooks to enable students to save money are violating the law.

Students with Disabilities

Texas A&M International University seeks to provide reasonable accommodations for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal education opportunity. It is the student's responsibility to register with the Office of Student Counseling and Disability Services located in Student Center 126. This office will contact the faculty member to recommend specific, reasonable accommodations. Faculty are prohibited from making accommodations based solely on communications from students. They may make accommodations only when provided documentation by the Student Counseling and Disability Services office.

Student Attendance and Leave of Absence (LOA) Policy

As part of our efforts to assist and encourage all students towards graduation, TAMIU provides
LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule (Section 3.07) and the Student LOA Rule (Section 3.08), which includes the "Leave of Absence Request" form. Both rules can be found in the TAMIU Student Handbook (URL: http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml (http://www.tamiu.edu/studentaffairs/StudentHandbook1.shtml/)).

Pregnant and Parenting Students

Under Title IX of the Education Amendments of 1972, harassment based on sex, including harassment because of pregnancy or related conditions, is prohibited. A pregnant/parenting student must be granted an absence for as long as the student's physician deems the absence medically necessary. It is a violation of Title IX to ask for documentation relative to the pregnant/parenting student's status beyond what would be required for other medical conditions. If a student would like to file a complaint for discrimination due to his or her pregnant/parenting status, please contact the TAMIU Title IX Coordinator (Lorissa M. Cortez, 5201 University Boulevard, KLM 159B, Laredo, TX 78041,TitleIX@tamiu.edu, 956.326.2857) and/or the Office of Civil Rights (Dallas Office, U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600). You can also report it on TAMIU's anonymous electronic reporting site: https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/).

TAMIU advises a pregnant/parenting student to notify their professor once the student is aware that accommodations for such will be necessary. It is recommended that the student and professor develop a reasonable plan for the student's completion of missed coursework or assignments. The Office of Equal Opportunity and Diversity (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodations. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students at the University, contact the Title IX Coordinator. In the event that a student will need a leave of absence for a substantial period of time, TAMIU urges the student to consider a Leave of Absence (LOA) as outlined in the TAMIU Student Handbook. As part of our efforts to assist and encourage all students towards graduation, TAMIU provides LOA's for students, including pregnant/parenting students, in accordance with the Attendance Rule and the Student LOA Rule. Both rules can be found in the TAMIU Student Handbook (https://www.tamiu.edu/scce/studenthandbook.shtml (https://www.tamiu.edu/scce/studenthandbook.shtml/)).

Anti-Discrimination/Title IX

TAMIU does not discriminate or permit harassment against any individual on the basis of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation or gender identity in admissions, educational programs, or employment. If you would like to file a complaint relative to Title IX or any civil rights violation, please contact the TAMIU Director of Equal Opportunity and Diversity/Title IX Coordinator, Lorissa M. Cortez, 5201 University Boulevard, Killam Library 159B, Laredo, TX 78041,TitleIX@tamiu.edu, 956.326.2857, via the anonymous electronic reporting website, ReportIt, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/), and/or the Office of Civil Rights (Dallas Office), U.S. Department of Education, 1999 Bryan Street, Suite 1620, Dallas, TX 75201-6810, 214.661.9600.

Incompletes

Students who are unable to complete a course should withdraw from the course before the final date for withdrawal and receive a "W." To qualify for an "incomplete" and thus have the opportunity to complete the course at a later date, a student must meet the following criteria:

1. The student must have completed 90% of the course work assigned before the final date for withdrawing from a course with a "W", and the student must be passing the course;
2. The student cannot complete the course because an accident, an illness, or a traumatic personal or family event occurred after the final date for withdrawal from a course;
3. The student must sign an "Incomplete Grade Contract" and secure signatures of approval from the professor and the college dean.
4. The student must agree to complete the missing course work before the end of the next long semester; failure to meet this deadline will cause the "I" to automatically be converted to an "F"; extensions to this deadline may be granted by the dean of the college. This is the general policy regarding the circumstances under which an "incomplete" may be granted, but under exceptional circumstances, a student may receive an incomplete who does not meet all of the criteria above if the faculty member, department chair, and dean recommend it.

WIN Contracts

The Department of Biology and Chemistry does not permit WIN contracts. For other departments within the college, WIN Contracts are offered only under exceptional circumstances and are limited to graduating seniors. Only courses offered by full-time TAMIU faculty or TAMIU instructors are eligible to be contracted for the WIN requirement. However, a WIN contract for a course taught by an adjunct may be approved, with special permission from the department chair and dean. Students must seek approval before beginning any work for the WIN Contract. No student will contract more than one course per semester. Summer WIN Contracts must continue through both summer sessions.

Student Responsibility for Dropping a Course

It is the responsibility of the student to drop the course before the final date for withdrawal from a course. Faculty members, in fact, may not drop a student from a course without getting the approval of their department chair and dean.

Independent Study Course

Independent Study (IS) courses are offered only under exceptional circumstances. Required courses intended to build academic skills may not be taken as IS (e.g., clinical supervision and internships). No student will take more than one IS course per semester. Moreover, IS courses are limited to seniors and graduate students. Summer IS course must continue through both summer sessions.

Grade Changes & Appeals

Faculty are authorized to change final grades only when they have committed a computational error or an error in recording a grade, and they must receive the approval of their department chairs and the dean to change the grade. As part of that approval, they must attach a detailed explanation of the reason for the mistake. Only in rare cases would another reason be entertained as legitimate for a grade change. A student who is unhappy with his or her grade on an assignment must discuss the situation with the faculty member teaching the course. If students believe that they have been graded unfairly, they have the right to appeal the grade using a grade appeal process in the Student Handbook and in the Faculty Handbook.

Final Examination

All courses in all colleges must include a comprehensive exam or performance and be given on the date and time specified by the Academic Calendar and the Final Exam schedule published by the Registrar's Office. In the College of Arts & Sciences all final exams must contain a written component. The written component should comprise at least 20% of the final exam grade. Exceptions to this policy must receive the approval of the department chair and the dean at the beginning of the semester.

Mental Health and Well-Being

The university aims to provide students with essential knowledge and tools to understand and support mental health. As part of our commitment to your well-being, we offer access to Telus Health, a service available 24/7/365 via chat, phone, or webinar. Scan the QR code to download the app and explore the resources available to you for guidance and support whenever you need it. The Telus app is available to download directly from TELUS (tamiu.edu) (https://www.tamiu.edu/counseling/telus/) or from the Apple App Store and Google Play.

Distance Education Courses

Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 (https://texreg.sos.state.tx.us/public/readtac$ext.TacPage/?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

This is a 100-percent online course. No in-person meeting is required.

Course Structure

This course is divided into 1 introductory module ("Start Here" module), 7 content modules, and a "Final Project Resources" module. Before students begin working on Module 1, they are expected to complete all course orientation activities listed under the "Start Here" module. Once this module is completed students can progress to Module 1 of the Course.

Each module is organized as follows: A brief module introduction is provided, module objectives are listed, all module activities are listed including all reading materials and all assessments that must be submitted in order to complete the module, links to any required lecture materials (articles, videos, etc.) are provided, links to any assessment activities (e.g., exercises), and finally a module summary highlighting what was learned in the module.

Student should complete all current module activities before moving on to the following module. Failure to do this may result in missed information and potentially lower grades.

A "Final Project Resources" module is provided for students to assist them in navigating the process of preparation, creation, and submission of the final project for this course. Students are expected to read this module thoroughly before they begin work on the final project. Students should begin working on their final project no later than week 4 of the course.

All exercises and projects for this course are due on Sundays by 11:59pm unless otherwise noted in the syllabus. All initial discussion posts will be due Sundays by 11:59 pm and all subsequent responses will be due Wednesdays by 11:59pm.

Late submissions are not accepted but early submissions are allowed and encouraged unless otherwise noted in the course syllabus. All assignments/assessments will be submitted via Blackboard; all grades and feedback will be provided through Blackboard gradebook.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

My preferred method of communication is via my TAMIU email. I will respond within 2 business days (M-F). If you contact me over the weekend you can expect to hear from me on Monday.

Assignments and Assessments
Feedback and grades will be provided within 72 hours of the due date for all assignments and discussions. Feedback and grades for the final project will be provided prior to the final grade submission deadline provided by the university. Assignments submitted within 24 hours after a deadline will receive an automatic 20% deduction. Anything submitted 24 hours after the due date will receive an automatic grade of 0. If you have an official university excused absence, please contact your instructor immediately to avoid receiving the late penalties.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/netiquette.shtml/)** for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Additional Hardware. None.

Additional Software. You will need the following additional software: Microsoft windows is necessary, Microsoft PowerPoint for creating and viewing presentations, Microsoft Excel to import data, and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.edu/**. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite**.

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at **elearning@tamiu.edu**.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Web Conferences/Synchronous sessions

Not required.

Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.

• At least 90 --- *A*
• At least 80 but less than 90 --- *B*
• At least 70 but less than 80 --- *C*
• At least 60 but less than 70 --- *D*
• Less than 60 --- *F*

Rubrics (may be included here and in the Syllabus and Overview in the course)

All rubrics can also be viewed in Blackboard by clicking on the assignment link and then on "View Rubric". Rubrics points received will also be part of the feedback received by students.

Exercise Rubric

Hands-on Task - 70% of exercise grade and will be assessed as follows:

Excellent	95-100%
Very Good	90-94%
Good	80-89%
Poor	70-79%
Very Poor	0-69%

Discussion - 30% of exercise grade and will be assessed as follows:

Excellent	95-100%
Very Good	90-94%
Good	80-89%
Poor	70-79%
Very Poor	0-69%

Final Project Rubric

Content Relevance - 50% of grade and will be assessed as follows:

Proficient	90-100%
Competent	75-89%
Novice	0-74%

Organization - 20% of grade and will be assessed as follows:

Proficient	90-100%
Competent	75-89%
Novice	0-74%

Grammar - 20% of grade and will be assessed as follows:

Proficient   90-100%

Competent   75-89%

Novice   0-74%

References - 10% of grade and will be assessed as follows:

Proficient   90-100%

Competent   75-89%

Novice   0-74%

Late Work Policy

Assignments submitted within 24 hours after a deadline will receive an automatic 20% deduction. Anything submitted 24 hours after the due date will receive an automatic grade of 0. If you have an official university excused absence, please contact your instructor immediately to avoid receiving the late penalties.

Course Evaluation

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Online Courses and On-Campus Meetings

Texas Administrative Code (TAC), Title 19, Part 1, Chapter 2, Subchapter J, Section 2.202 (https://texreg.sos.state.tx.us/public/readtac$ext.TacPage/? sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=2&rl=202), defines distance education as the formal educational process that occurs when students and instructors are not in the same physical setting for the majority (more than 50%) of instruction. Distance education includes hybrid and 100% online courses and programs as defined by the Texas Higher Education Coordinating Board (THECB):

- **Hybrid Course** - A distance education course in which more than 50 percent but less than 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations.
- **100-Percent Online Course** - A distance education course in which 100 percent of instructional activity takes place when the student(s) and instructor(s) are in separate physical locations. **Requirements for on-campus or in-person orientation, testing, academic support services, internships/fieldwork, or other non-instructional activities do not exclude a course from this category.**

This is a 100-percent online course. No in-person meeting is required.

Course Structure

This course is divided into 1 introductory module ("Start Here" module), 7 content modules, and a "Final Project Resources" module. Before students begin working on Module 1, they are expected to complete all course orientation activities listed under the "Start Here" module. Once this module is completed students can progress to Module 1 of the Course.

Each module is organized as follows: A brief module introduction is provided, module objectives are listed, all module activities are listed including all reading materials and all assessments that must be submitted in order to complete the module, links to any required lecture materials (articles, videos, etc.) are provided, links to any assessment activities (e.g., exercises), and finally a module summary highlighting what was learned in the module.

Student should complete all current module activities before moving on to the following module. Failure to do this may result in missed information and potentially lower grades.

A "Final Project Resources" module is provided for students to assist them in navigating the process of preparation, creation, and submission of the final project for this course. Students are expected to read this module thoroughly before they begin work on the final project. Students should begin working on their final project no later than week 4 of the course.

All exercises and projects for this course are due on Sundays by 11:59pm unless otherwise noted in the syllabus. All initial discussion posts will be due Sundays by 11:59 pm and all subsequent responses will be due Wednesdays by 11:59pm.

Late submissions are not accepted but early submissions are allowed and encouraged unless otherwise noted in the course syllabus. All assignments/assessments will be submitted via Blackboard; all grades and feedback will be provided through Blackboard gradebook.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails
My preferred method of communication is via my TAMIU email. I will respond within 2 business days (M-F). If you contact me over the weekend you can expect to hear from me on Monday.

Assignments and Assessments
Feedback and grades will be provided within 72 hours of the due date for all assignments and discussions. Feedback and grades for the final project will be provided prior to the final grade submission deadline provided by the university. Assignments submitted within 24 hours after a deadline will receive an automatic 20% deduction. Anything submitted 24 hours after the due date will receive an automatic grade of 0. If you have an official university excused absence, please contact your instructor immediately to avoid receiving the late penalties.

Course Communication Guidelines (Netiquette)

There are course expectations concerning etiquette or how we should treat each other online. We must consider these values as we communicate with one another. Visit **Instructional Technology and Distance Education Services' web page on Netiquette (http://www.tamiu.edu/distance/students/ netiquette.shtml/)** for further instruction.

Accommodations/Accessibility Policy

Texas A&M International University seeks to provide reasonable accommodation for all qualified persons with disabilities. This University will adhere to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations as required to afford equal educational opportunity. It is the student's responsibility to register with the Director of Student Counseling and to contact the faculty member in a timely fashion to arrange for suitable accommodation. For more information, contact the online at **Office of Disability Services for Students (DSS)**, via phone at 956.326.3086 or by visiting the staff at the Student Center, room 118. A link to the Disabilities Services for Students site has also been included under the "Resources" tab inside the course.

Student Support Resources

The University wishes to have all students succeed in their courses. To provide support to our students, an array of services in the areas of technology support, academic support, student support, and accessibility support may be found at the University. For more information, visit the Instructional Technology and Distance Education Services page on **University Resources and Support Services**.

Computer/Technology Requirements

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Online students will need regular access to a personal computer that runs on a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage when using the learning management system (LMS) of the University.

Additional Hardware. None.

Additional Software. You will need the following additional software: Microsoft windows is necessary, Microsoft PowerPoint for creating and viewing presentations, Microsoft Excel to import data, and Microsoft Word for viewing course files and submitting assignments. TAMIU Students may access online versions of this software through their Dusty Office 365 account at **https://dusty.tamiu.edu/**. This site also provides students access to download the Microsoft suite for educational use. **See instructions for downloading the Microsoft Office suite**.

Note: Students, if you do not own the required hardware or software or do not have access to the Internet, it will be highly challenging for you to make any progress in this class. However, my goal is to assist you in finding solutions and guide you appropriately most of the required materials can either be found free of charge at TAMIU's library, classrooms, and available computer labs. **Visit Media Services' web page on the availability of on-campus computer labs.** In addition, you may also purchase any of these items at any electronic store.

Learning Management System (Blackboard)

Students are provided with an orientation (*eLearning (Blackboard) Student Orientation*) and access to guides on how to use the Blackboard LMS. Guides may be available at **Instructional Technology and Distance Education Services' Student eLearning Tutorial Videos page** or by contacting the eLearning team at **elearning@tamiu.edu**.

Minimum Technical Skills Expected

When participating in distance education courses, it is vital to consider the technology involved in order to have a successful course. Students in distance education should have knowledge of basic computer and Internet skills, as mentioned on the **Instructional Technology and Distance Education Services' webpage**.

Technical Support Services

Because of the nature of distance education courses, the Office of Information Technology (OIT) computing and information services are vital to the success of online students. This webpage covers contact information for Distance Education Services (Blackboard Support), the OIT Help Desk, and E-mail support: **Technical Support Services**.

Web Conferences/Synchronous sessions

Not required.

Grading Scale/Schema (after Grade Breakdown section)

In determining the final course grade, the following scale is used in percentage or point value.
- At least 90 --- *A*
- At least 80 but less than 90 --- *B*
- At least 70 but less than 80 --- *C*
- At least 60 but less than 70 --- *D*
- Less than 60 --- *F*

Rubrics (may be included here and in the Syllabus and Overview in the course)

All rubrics can also be viewed in Blackboard by clicking on the assignment link and then on "View Rubric". Rubrics points received will also be part of the feedback received by students.

Exercise Rubric

Hands-on Task - 70% of exercise grade and will be assessed as follows:

Excellent	95-100%
Very Good	90-94%
Good	80-89%
Poor	70-79%
Very Poor	0-69%

Discussion - 30% of exercise grade and will be assessed as follows:

Excellent	95-100%
Very Good	90-94%
Good	80-89%

Poor   70-79%

Very Poor   0-69%

Final Project Rubric

Content Relevance - 50% of grade and will be assessed as follows:

Proficient   90-100%

Competent   75-89%

Novice   0-74%

Organization - 20% of grade and will be assessed as follows:

Proficient   90-100%

Competent   75-89%

Novice   0-74%

Grammar - 20% of grade and will be assessed as follows:

Proficient   90-100%

Competent   75-89%

Novice   0-74%

References - 10% of grade and will be assessed as follows:

Proficient   90-100%

Competent   75-89%

Novice   0-74%

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