MIS 5360 - Management of Info Systems: Management of Info Systems (Sub I- Aug 24 to Oct 09)

Fall 2026 Syllabus, Section 680, CRN 18420

Instructor Information

Daniel Covarrubias, Ph.D.
Adjunct Professor & Director of the Sanchez School Texas Center for Border Economic and Enterprise Development
Email: dcova@tamiu.edu
Office Hours:
Virtually W, Th. 6:00-9:00pm (By Appointment)

Times and Location

Does Not Meet Face-to-Face

Course Description

Issues relating to the administration of computer-based systems including planning and development; control and evaluation; organization and personnel. Societal and technological issues are also addressed from both a domestic and global managerial perspective.
Intnl Business&Tech Studies Department, Sanchez School of Business

Student Learning Outcomes

Course Objectives

Upon successful completion of this course, each student will:

- **CO1**: Assess the most effective and efficient information resource management techniques.
- **CO2**: Analyze the most desirable means to evaluate business processes to improve work practices.
- **CO3**: Assess the procedure to deploy information and information systems in a different business context.

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	Managing and Using Information Systems: A Strategic Approach, 7th Edition	Keri E. Pearlson, Carol S. Saunders, Dennis F. Galletta	9781119560562

Other Course Materials

- The instructor provides written lectures and conceptual videos that cover the module topics.
- The instructor offers supplemental video lectures for each module.
- The instructor provides interactive decision simulations ("The Strategy Room") hosted on his personal labs site, where students apply module concepts to real-world business scenarios and compare their strategic choices against classmates after each deadline.

Grading Criteria

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

LATE WORK POLICY

No late work accepted. All course materials, modules, and due dates are available from the first day of this seven-week course. Please plan accordingly and submit all work by the posted deadlines. This policy reflects professional workplace expectations where deadlines are non-negotiable.

Grading and Evaluation

Final Grade Breakdown

Discussion Forums
Each module contains one discussion forum. Initial posts must be at least 250 words and demonstrate master's-level analysis with examples and research findings. Students must respond to at least two peers with substantive replies of 100 words each that advance the discussion beyond simple agreement.

Module Assignments
Each module includes one assignment requiring:

- Title and reference pages
- Minimum 1,250 words (excluding title/reference pages)
- At least four outside sources
- APA format with proper citations

Case Studies

Two case studies will be used to assess the application of course concepts.

Each case study (100 points) requires:

- In-depth answers to case questions
- Minimum 300 words
- APA format compliance

Examinations
Midterm and final quizzes each contain 50 questions worth 100 points total.

ASSESSMENTS	WEIGHTS
Assignments	35%
Discussions	35%
Case Studies	10%
Midterm Quiz	10%
Final Quiz	10%
Total	100%

Extra Credit (Optional)

Two optional extra credit opportunities are available from the first day of class. Neither is required, and neither replaces the graded work above.

Coursera Certificate
Complete the "Generative AI in Software Development" certificate (offered by Amazon through Coursera at no cost to you under the Texas A&M University System license, approximately 20 hours of work) by Friday, October 9, 2026. Completing the certificate earns a 10% bonus added to both your Midterm Quiz and Final Quiz scores. Enrollment instructions are in the Coursera - Extra Credit folder in Blackboard.

The Strategy Room
Each module includes an optional interactive decision simulation hosted on the instructor's labs site. You step into a real-world scenario, make strategic calls under real constraints, and see how your thinking compares to your classmates after each module deadline. Complete all 7 simulations (25 to 30 minutes each) to earn 10 extra credit points on your Final Quiz score. The access link, password, and weekly schedule are in The Strategy Room item in Blackboard.

Schedule of Topics and Assignments

Week of	Agenda/Topic	Reading(s)	Due
8/24	Module #1 - 1 Assignment, 1 Discussion	The information systems strategy triangle	8/30/2026 11:59pm CST
8/31	Module #2 - 1 Assignment, 1 Discussion	Information resource and organizational strategy	9/6/2026 11:59pm CST
9/7	Module #3 - 1 Assignment, 1 Discussion,	IS Digital transformation, Architecture and Infrastructure.	9/13/2026 11:59pm CST
9/14	Module #4 - 1 Assignment, 1 Case Study, 1 Midterm Quiz	Security	9/20/2026 11:59pm CST
9/21	Module #5 - 1 Assignment, 1 Discussion	IT Maturity framework and governance	9/27/2026 11:59pm CST
9/28	Module #6 - 1 Assignment, 1 Discussion	Sourcing and IT Project management	10/4/2026 11:59pm CST
10/5	Module 7 - 1 Assignment, 1 Case Study, 1 Final Quiz	Business intelligence, privacy, and ethics; Final quiz	Assignment & Case Study: 10/7/2026 11:59pm CST Final Quiz: 10/9/2026 11:59pm CST

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)

In the classroom, students are expected to listen attentively, participate respectfully, and adhere to established rules. Behavior that interferes with the class lecture may result in disciplinary action, ensuring a productive and respectful learning environment for everyone. Any disputes over academic matters should be addressed calmly and constructively, ideally during designated times such as office hours or after class. If a student does not agree with a decision, they can request a meeting with the instructor to discuss their concerns in more detail. Should further resolution be needed, the student may escalate the matter to the department head or use formal grievance procedures as outlined in the sections below. (please refer to Student Handbook Article 4 (https://www.tamiu.edu/handbook/article-04.shtml)).

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 Student Handbook (https://www.tamiu.edu/handbook/index.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 SafeZone (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 Disability Services for Students located in Student Center 124. 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 Office of Disability Services for Students.

For accommodations or assistance with disabilities, contact the Disability Coordinator, Karla Pedraza, at karla.pedraza@tamiu.edu, call 956.326.2763, or visit Student Center 124.

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: Student Handbook (https://www.tamiu.edu/handbook/index.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. Students who experience or observe alleged or suspected discrimination due to their pregnant/parenting status, should report to 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, *Report It*, at https://www.tamiu.edu/reportit (https://www.tamiu.edu/reportit/index.shtml).

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 Compliance (Lorissa M. Cortez, lorissam.cortez@tamiu.edu) can assist the student and professor in working out the reasonable accommodation. For other questions or concerns regarding Title IX compliance related to pregnant/parenting students, contact the Title IX Coordinator. In the event that a student needs 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 LOAs 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*.

For parenting-related rights, accommodations, and resources, contact the Parenting Liaison, Mayra Hernandez, at mghernandez@tamiu.edu, call 956.326.2265, or visit Student Center 226.

For pregnancy-related rights, accommodations, and resources, contact the TIX Coordinator, Lorissa Cortez, at lorissaM.cortez@tamiu.edu, call 956.326.2857, or visit Killam Library 159.

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, 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 (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

Course Structure

Students in this course should undertake the weekly readings, instructor-written lectures, conceptual and supplemental videos, and assignments, and engage in weekly discussions with their peers. Weekly discussion boards and assignments are due as indicated, along with the two case studies and two quizzes. The instructor will provide regular and prompt feedback to students on their submitted work.

This is an online course. A significant difference between online and more traditional lecture or face-to-face courses is that in an online course the student is much more responsible for carefully, thoroughly, and thoughtfully reading and reviewing the assigned material. Paying attention to detail is crucial. Furthermore, the style of communication in an online course is different than in a face-to-face class. While an online student can always use email to ask the instructor questions or request more information, this lacks the immediacy and richness of communication in a face-to-face class. Simply put, an online student will likely have to work harder to learn the material than a student in a lecture-based class. The course will be conducted via TAMIU's eLearning facility (BLACKBOARD). Students are expected to learn how to log on to and use BLACKBOARD on their own.

Information about BLACKBOARD is available at https://elearning.tamiu.edu/default.asp. Please review this information, including the guides, instructions, and videos for using BLACKBOARD.

If you have any questions, please feel free to contact me. The preferred method is via BLACKBOARD's email service. If you have difficulty with that, my TAMIU email address, office phone number, and office hours are at the top of this syllabus.

This course is sequenced in Blackboard from one module to the next. It is recommended that you navigate through each module in order as a class, following the course schedule. Course materials include reading assignments, lectures or presentations, images, watching videos, writing assignments, discussion forums, and quizzes and tests. All activities will be submitted digitally.

Late Work Policy

No late work accepted. All course materials, modules, and due dates are available from the first day of this seven-week course. Plan accordingly and submit all work by the posted deadlines. This policy reflects professional workplace expectations where deadlines are non-negotiable.

Exams

The following will govern how exams are administered:

- The midterm and final quizzes will be available on the date corresponding to their respective modules, as per the schedule. You can take them at any time while they are up. Once you start an exam, you will have 1 hour and 30 minutes to take the exam unless the clock strikes 11:59 pm on the last day before you finish.
- The midterm and final quizzes consist of 50 multiple-choice questions.

Academic Honesty

Plagiarism is the presentation of someone else's work as one's own. Recently, the Internet has complicated the picture. Obtaining information from the Internet and presenting it as one's own is still considered plagiarism. Copying another student's paper or a portion of the paper is usually called "copying." Neither plagiarism nor copying will be tolerated. Should a faculty member discover that a student has committed plagiarism, the student will receive a grade of 'F' in that course. If necessary, the matter may be referred to the TAMIU Honor Council for possible disciplinary action.

Student-Instructor Communication Policy and Response Time

Announcements/Course Messages/Emails

- Students will receive responses to their messages on BlackBoard within 24 to 48 hours and only on weekdays.

Assignments and Assessments

- Students are to send homework via Blackboard attachments, wikis, and discussion boards.
- Email is not an acceptable method for submitting homework.
- Students will get feedback on their assignments from the instructor within one week after submission.
- Students will receive responses to their messages on BlackBoard within 24 to 48 hours and only on weekdays.

Course Communication Guidelines (Netiquette)

The A.R. Sanchez, Jr. School of Business 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. ARSSB will always tolerate diverse, 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

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 for all students to succeed in their courses. To provide support to our students, the University offers a range of services in the areas of technology support, academic support, student support, and accessibility support. 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 require regular access to a personal computer with a broadband Internet connection.

It is recommended that you meet the technical requirements listed on the Instructional Technology and Distance Education Services' webpage (https://www.tamiu.edu/distance/students/technology-requirements.shtml) when using the learning management system (LMS) of the University.

Additional Hardware. Recently purchased laptops may have these built-in web cameras. If you do not have this equipment, it is recommended to purchase a stand-alone webcam, microphone, or a webcam with a built-in microphone from your local electronic store or any online store.

NOTE: Instructional Technology and Distance Education Services may check out available webcams to students on a first-come, first-served basis. To check out a webcam, please stop by Killam Library, Room 259, and request an available webcam.

Additional Software. You will need the following additional software: Microsoft PowerPoint for viewing lesson presentations 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

This is an online course. Web conferences/synchronous sessions with the instructor can be requested via email.

Rubrics

A rubric for Blackboard Discussion Board Grading is available in each Discussion in Blackboard.

A rubric for Assignment Grading is available in each Assignment in Blackboard.

A rubric for Case Studies Grading is available in each Case Study in Blackboard.

Course Evaluation

At the end of this course, students are encouraged to complete a course evaluation, which will be sent to them via email and through a course link.

Syllabus Subject to Change

While information and assurances are provided in this course syllabus, it should be understood that content may change in accordance with new research and literature and that events beyond the instructor's control could occur. Students will be informed of any substantive occurrences that will produce syllabus changes.

Proctoring

Respondus LockDown Browser is required to take the midterm and final quizzes. Contact elearning@tamiu.edu for instructions on how to install and adopt it in an exam.

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