



**Course** ITSS 3300.007 – Information Technology for Business  
**Professor** Jeffrey Word, Ph.D.  
**Term** Fall 2022  
**Meetings** Mon-Wed 1:00PM - 2:15PM, JSOM 2.722

**PROFESSOR’S CONTACT INFORMATION**

<b>Office location</b>	JSOM By Appointment
<b>Email address</b>	<a href="mailto:jeffrey.word@utdallas.edu">jeffrey.word@utdallas.edu</a>
<b>Office hours</b>	By Appointment
<b>Teaching Assistant</b>	Ping Tang, <a href="mailto:pxt170008@utdallas.edu">pxt170008@utdallas.edu</a>
<b>Communications</b>	E-mail is recommended for <b>ALL</b> communications during the semester, using <u>UTD email system</u> for incoming and outgoing messages. Using your personal email address is <b>STRONGLY</b> discouraged, due to security and spam blocking concerns.  Announcements, assignments and grades will be posted in eLearning. Microsoft TEAMS will be used for virtual meetings and recordings.

**GENERAL COURSE INFORMATION**

<b>Pre-requisites, Co-requisites, &amp; Other Restrictions</b>	No Pre-requisites are required for this course.
<b>Course Description</b>	Examines key business processes in organizations and how information systems support the execution and management of these processes. The course focuses on using information technology and information systems to support decision-making, thus blending technical and managerial topics. Students will be exposed to principles of information technology and information systems and work directly with a variety of information systems tools and techniques. (3 semester hours)
<b>Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Describe and model key business processes and apply knowledge of information technologies to support operational and strategic business processes.</li> <li>2. Apply information systems viz. spreadsheet and analytics software, to solve business problems.</li> <li>3. Understand core IS concepts within an organization such as data management, information technology, enterprise systems, information systems management, and business intelligence that enable students to relate information systems to their field of study.</li> <li>4. Describe the evolving nature of IS and IT and their role in today’s organizations.</li> </ol>
<b>Required Texts, Software &amp; Materials</b>	<p>No textbooks are required, but the following text will be referenced heavily.</p> <ul style="list-style-type: none"> <li>• <u>Using MIS, Kroenke and Boyle, Pearson Education, 11e</u></li> </ul> <p>Software and Web Sites to be used in class (Free download links will be provided in class):</p> <ul style="list-style-type: none"> <li>• <b>Required:</b> Microsoft Excel (Office 365 provided to UTD students at no additional cost), Tableau (free download), Microsoft Teams, UTD eLearning</li> <li>• <b>Optional:</b> Microsoft Visio (or other charting software), Lucid Chart (free download)</li> </ul> <p>Note: Some assignments and exams will require the use and submission of Microsoft Excel files. Numbers (Apple) and Sheets (Google) file formats will <b>NOT</b> be accepted, nor graded.</p>
<b>Technical Requirements</b>	You will be required to have your web-enabled computing device for <u>every class</u> , since class activities and tests will utilize e-Learning. Please see the instructor as soon as possible if you do not have access to the required type of device.

## COURSE MODALITY

<p><b>Instructional Mode</b></p>	<p>As described in the Coursebook, the class will be held in-class, in-person modality.</p> <p>For more information on instructional modes, visit <a href="https://coursebook.utdallas.edu/modalities">https://coursebook.utdallas.edu/modalities</a>.</p>
<p><b>eLearning and Course Platforms</b></p>	<p>This course can be accessed using your UT Dallas NetID account on the <a href="#">eLearning</a> website. Please see the course access and navigation section of the <a href="#">Getting Started with eLearning</a> webpage for more information. To become familiar with the eLearning tool, please see the <a href="#">Student eLearning Tutorials</a> webpage.</p> <p>The course will utilize the following platforms:</p> <ul style="list-style-type: none"> <li>• Announcements, written lecture materials, assignments and grades will be posted in the course's eLearning site. It is the students' responsibility to regularly check their UTD email accounts and the eLearning page for this course.</li> <li>• Microsoft TEAMS will be utilized for lectures and other live communications</li> <li>• Recorded (and annotated) lectures and other communications will be available on Microsoft TEAMS, as well</li> </ul> <p>Active links to TEAMS will be available in the eLearning web site.</p> <p>In addition to a confident level of computer and Internet literacy, certain minimum technical requirements must be met to enable a successful learning experience. Please review the important technical requirements on the <a href="#">Getting Started with eLearning</a> webpage.</p> <p>UT Dallas provides eLearning technical support 24 hours a day, 7 days a week. The <a href="#">eLearning Support Center</a> includes a toll-free telephone number for immediate assistance: (1-866-588-3192), email request service, and an online chat service.</p>
<p><b>Technical Requirements and Resources</b></p>	<p>Beginning in Spring 2020, undergraduate and graduate students will be required to have their own laptop for their classes. While JSOM Technology and Facilities services does not support student laptops, the UTD Tech store can help. The UTD Tech store is located in the Visitor's Center, or you can reach them at 972-883-6500.</p> <p>If taking a proctored exam remotely, a webcam will be required.</p> <p><b>Distance Learning Student Resources</b> - Online students have access to resources including the McDermott Library, Academic Advising, The Office of Student AccessAbility, and many others. Please see the <a href="#">eLearning Current Students</a> webpage for more information.</p>

<p><b>Exams and Proctoring</b></p>	<p>To maintain required academic integrity of this course, examinations may require the use of Honorlock, a widely used proctoring service, for online assessment proctoring. Your webcam is recording you during your test or assessment, but no one is watching your exam in real time. Honorlock uses technology to monitor your session, and, if it senses that something is wrong, it will trigger a pop in by a live proctor. The proctor will assess the situation, help you get back on track, and document this for your instructor. After your test, exam proctors may review the exam session to look for any potential violations, and the recording will also be sent to your instructor along with any notes from our proctors.</p> <p>To successfully take an exam, you must have a web camera with microphone, a laptop or desktop computer (no tablets/phones), Chrome browser, a reliable internet connection and your photo ID. You will be prompted to install the Honorlock Chrome Extension (which you can remove after you finish the test). You will then access the exam within your eLearning course and go through the authentication process. Your microphone and web camera will be used by Honorlock to monitor you throughout your test or assessment. <b>YOUR ACTIVITIES ARE RECORDED WHILE YOU ARE LOGGED INTO OR TAKING YOUR ASSESSMENT(S). THE RECORDINGS SERVE AS A PROCTOR AND WILL BE REVIEWED AND USED IN AN EFFORT TO MAINTAIN ACADEMIC INTEGRITY.</b></p> <p>Privacy Note: Honorlock is FERPA compliant and uses securely encrypted protocols to save and view all test taker assets. Only key staff within Honorlock will have access to provide quality control and support, and are bound to the FERPA privacy requirements</p> <p>For more information, visit the university's Honorlock web page at <a href="https://ets.utdallas.edu/testing-center/honorlock">https://ets.utdallas.edu/testing-center/honorlock</a></p>
<p><b>Server Unavailability or Other Technical Difficulties</b></p>	<p>The University is committed to providing a reliable learning management system to all users. However, in the event of any unexpected server outage or any unusual technical difficulty which prevents students from completing a time sensitive assessment activity, the instructor will provide an appropriate accommodation based on the situation. Students should immediately report any problems to the instructor and contact the online <a href="#">eLearning Help Desk</a>. The instructor and the eLearning Help Desk will work with the student to resolve any issues at the earliest possible time.</p>
<p><b>Class Attendance and Participation</b></p>	<p><b>ATTENDANCE IS EXPECTED.</b> Regular class participation is expected regardless of course modality. Students who fail to participate in class regularly are inviting scholastic difficulty. A portion of the grade for this course is directly tied to your participation in this class, through periodic quizzes, discussion, and engaging in group or other activities during class that solicit your feedback on homework assignments, readings, or materials covered in the lectures (and/or labs).</p> <p>Attendance will be taken periodically and used in consideration for the Participation grade; however, this grade will also reflect the instructor's judgment of the value of contributions to class discussion. <b>There is no makeup for missed in-class assignments and/or quizzes.</b></p>
<p><b>Class Recordings and Materials</b></p>	<p>The instructor may record meetings of this course. Any recordings will be available to all students registered for this class as they are intended to supplement the classroom experience. Students are expected to follow appropriate University policies and maintain the security of passwords used to access recorded lectures. Unless the Office of Student AccessAbility has approved the student to record the instruction, <b>students are expressly prohibited from recording any part of this course.</b> Recordings may not be published, reproduced, or shared with those not in the class, or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. If the instructor or a UTD school/department/office plans any other uses for the recordings, consent of the students identifiable in the recordings is required prior to such use unless an exception is allowed by law. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p> <p>The instructor may provide class materials that will be made available to all students registered for this class as they are intended to supplement the classroom experience. These materials may be downloaded during the course; however, these materials are for registered students' use only. Classroom materials may not be reproduced or shared with those not in class or uploaded to other online environments except to implement an approved Office of Student AccessAbility accommodation. Failure to comply with these University requirements is a violation of the <a href="#">Student Code of Conduct</a>.</p>

**COVID-19  
Guidelines and  
Resources**

The information contained in the following link lists the University's COVID-19 resources for students and instructors of record. Please see <http://go.utdallas.edu/syllabus-policies>.

**Classroom Safety and COVID-19**

To help preserve the University's in-person learning environment, UT Dallas recommends adhering to the University's [CDC Updated Guidelines](#) issued on July 30, 2021. All Comets are strongly encouraged to wear face coverings indoors regardless of vaccination status.

**Accommodations for Students Who Miss Class for Reasons Unrelated to COVID-19**

Individual faculty maintain their discretion on whether and how to accommodate student absences unrelated to COVID-19.

**Accommodations for Students Who Must Isolate or Quarantine Due to COVID-19**

To keep the UT Dallas community as safe as possible, the University requires students who test positive for COVID-19 or who are close contacts as determined by the campus contact tracing program to isolate or quarantine as applicable. Faculty will be notified by the Dean of Students' Office if a student in their class has been required to isolate (positive case) or quarantine (exposed). Faculty must make lectures available for those students during the period the students must isolate or quarantine. Faculty who need assistance with providing these students access to course content can contact the eLearning Team at [elearning@utdallas.edu](mailto:elearning@utdallas.edu). Faculty have the discretion to set an attendance policy for their in-person meetings, but the absences due to COVID-19 cannot be counted against an isolated or quarantined student.

**Verifying COVID-19 Isolations or Quarantines**

Students need to self-report COVID-19 positive results or exposures via an [online form](#) so that university campus tracers can verify, record, and take necessary campus precautions. When faculty are notified by students rather than by the Dean of Students' Office that the students are isolating or quarantining, the faculty should remind students to self-report via the form; students should not attend class until cleared by campus tracers. Vaccinations are widely available, free and not billed to health insurance. The vaccine will help protect against the transmission of the virus to others and reduce serious symptoms in those who are vaccinated. You are encouraged to [get a COVID-19 vaccine](#) and register your vaccination status through the [voluntary vaccine report form](#). If you have received your COVID-19 booster, you may register your status through the [voluntary COVID-19 booster reporting form](#).

**Student Safety**

[Student Safety](#) remains an important part of the UT Dallas' efforts to protect our community. All students will adhere to the Comet Commitment. Unvaccinated Comets will be expected to complete the mandatory [Required Daily Health Screening](#). Those students who do not comply will be referred to the Office of Community Standards and Conduct for disciplinary action under the [Student Code of Conduct – UTSP5003](#). Visit [Comets United webpage](#) to obtain the latest information on the University's guidance and resources for campus health and safety.

## TENTATIVE CALENDAR, ASSIGNMENTS and KEY DATES<sup>1</sup>

Fall 22: Aug 22 – Dec 14  
Section 007 Monday & Wednesday  
1:00pm - 2:15pm JSOM 2.722

<b>Wk</b>	<b>Date</b>	<b>Material to be Covered</b>	<b>Material</b>	<b>Assignments<sup>2</sup></b>
1	Aug 22, 24	Intro to the Course Importance of MIS in Business	IT and Business	Assignment: Essay
2	Aug 29, 30	IT and Organizational Strategy Business and Strategy	IT and Organizational Strategy	
3	Sept 7	Process, Organizations, and Information Systems	Business Process and Data Flow	Assignment: BPM
4	Sept 12, 14	Enterprise Applications, ERP E-Commerce	Enterprise Apps e-Commerce	
5	Sept 19, 21	Interactive: Excel Intro	Handouts	Assignment Excel
6	Sept 26, 28	Social Media	Social Media	
7	Oct 3, 5	Knowledge Management, Collaboration, Content Management, and Artificial Intelligence	Knowledge Mgmt and Intelligent Techniques	
<b>8</b>	<b><u>Oct 10, 12</u></b>	<b><u>Exam 1 – Review, Test</u></b>	Exam 1 Review	
9, 10	Oct 17, 19, 24, 26	Interactive: Excel Pivot Tables, Tableau	Handouts	Assignment: Tableau (in-class)
11	Nov 7, 9	Information Technology Management (HW, SW, Mobile, Internet, Wireless Technology, Telecommunications, Cloud) Info Security (On-line)	Hardware Infrastructure and Cloud	Assignment: Online Privacy and Security
12	Nov 14, 16	Data Processing, Databases, and Data Management Interactive: Excel VLOOKUP	Data and Databases	Assignment: Data flow and SQL
	Nov 21, 23	NO CLASS Thanksgiving Break		
13	Nov 28, 30	Systems Development and Project Management Uncertainties <b><u>Excel Practical Test – (Schedule Time in Testing Center)</u></b>	Analysis, Design, Development, and Project Mgmt	
14	Dec 5, 7	Business Intelligence and Information Systems for Decision Making	BI and Decisions	
<b>15</b>	<b><u>Dec 12, 14</u></b>	<b><u>Exam 2 – Review, Test</u></b> <b><u>(No Cumulative Final)</u></b>	Exam 2 Review	

<sup>1</sup> Any changes to this schedule will be announced in class or through eLearning and it is the student's responsibility to keep track of them.

<sup>2</sup> Specific topics and due dates for individual assignments will be described as each is posted in eLearning.

## CLASS POLICIES

<p style="text-align: center;"><b>Grading</b></p>	<p>This course will feature a mix of activities and written assignments that may be in class or on campus. Homework will include readings from research materials, assignments, and activities that usually require the student to complete some type of task. Projects will also require outside research. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines.</p> <p>Your grade will be based on the total score of the following:</p> <ul style="list-style-type: none"> <li>• 2 Exams: (20% each = 40%). The exams are not cumulative.</li> <li>• Excel Practical Test: (10%). Administered in Testing Center</li> <li>• Individual Assignments: (35%)</li> <li>• Attendance, Participation, Discussion Boards, and Quizzes: (15%).</li> </ul> <p>Resulting in a letter grade of:</p> <ul style="list-style-type: none"> <li>• 93% and above = A</li> <li>• 90%-92.9% = A-</li> <li>• 87-89.9 % = B+</li> <li>• 83-86.9 points = B</li> <li>• 80-82.9 points = B-</li> <li>• 77-79.9 points = C+</li> <li>• 73-76.9 points = C</li> <li>• 70-72.9 points = C-</li> <li>• 67-69.9 points = D+</li> <li>• 63-66.9 points = D</li> <li>• 60-62.9 points = D-</li> <li>• Below 60 = F</li> </ul> <p>All grades will be posted as available, in eLearning throughout the term.</p>
<p style="text-align: center;"><b>Exams</b></p>	<p>Exams are scheduled well in advance. Missing an exam results in a score of zero. Make-up exams will be given only for <u>justified</u> situations; discuss it with the instructor <b>BEFORE</b> the scheduled exam. If you contact the instructor after the exam, it is considered missing the exam, and no credit will be given for missed exams.</p> <p>If participating asynchronously and unable to take the exam at its regularly scheduled date and time, the student <b>MUST</b> contact the instructor prior to its regular schedule to arrange a specific date/time to take the exam.</p> <p>Exams may be proctored, in which case specific instructions will be provided. Note that proctored remote exams might require the student to have a broadcasting webcam.</p>
<p style="text-align: center;"><b>eLearning</b></p>	<p><b>eLearning</b> will be used for all class content (e.g., class slides and assignment descriptions), exams, and the recording of grades. Slides will be posted before class is held. Class announcements (e.g., change in assignment dates) will be sent to the student email on record in eLearning, and posted in eLearning.</p> <p>It is the students' responsibility to regularly check their UTD email accounts and the eLearning site for this course.</p>

<p><b>Quizzes, Discussion Boards, Assignments and Projects</b></p>	<p>Assignments will generally be posted well in advance of their due date, depending on our progress in the class. Assignment specific grading criteria will be included with the assignment description and instructions.</p> <p>Quizzes and Discussion Boards will be used throughout the course and constitute the participation component of the final grade. There will be no make-up for missed quizzes or discussion boards.</p> <p>All assignments will be submitted for grading into eLearning before the due date and time posted. The assignment posting link in eLearning will not be available after the due date and time.</p> <p><b><u>NEITHER LATE SUBMISSIONS NOR HOMEWORK ASSIGNMENTS SENT BY EMAIL WILL BE ACCEPTED AND THUS WILL NOT BE GRADED</u></b> unless prior arrangements are made and verified with the instructor. There will be no make-up assignments, nor considerations for last-minute technical difficulties preventing submissions to eLearning, so plan ahead. Students may submit (and resubmit, as it is before the due date) interim work into eLearning, to ensure their work will be graded.</p> <p>Written assignments must adhere to the APA style guide of formatting, citing, and referencing.</p> <p><b>DO NOT CHEAT and DO NOT PLAGIARIZE. All individual assignments and exams are to be individual efforts. You may collaborate with other students, or to discuss homework or assignments with other students prior to submission. Copying of homework, assignments, or exams, in whole or in part, from other students or from assignments from previous semesters, or will be considered an act of academic dishonesty. Posting class work on public web sites is also considered an act of academic dishonesty.</b></p> <p>You are encouraged to ask questions, raise issues and make observations about homework; please be advised that if you have a question or issue with your assignment grade, your entire assignment is subject to re-review (re-grading) which may or may not result in additional point deductions.</p>
<p><b>Email Use</b></p>	<p>The University of Texas at Dallas recognizes the value and efficiency of communication between faculty/staff and students through electronic mail. At the same time, email raises some issues concerning security and the identity of each individual in an email exchange. <u>The university encourages all official student email correspondence be sent only to a student's U.T. Dallas email address and that faculty and staff consider email from students official only if it originates from a UTD student account.</u> This allows the university to maintain a high degree of confidence in the identity of all individual corresponding and the security of the transmitted information. UTD furnishes each student with a free email account that is to be used in all communication with university personnel. The Department of Information Resources at U.T. Dallas provides a method for students to have their U.T. Dallas mail forwarded to other accounts.</p>
<p><b>Classroom Citizenship</b></p>	<ol style="list-style-type: none"> <li>i. <u>Class begins on time.</u> Please maintain class decorum and be respectful towards fellow students in the class. If you have a doubt or misunderstanding regarding course work feel free to discuss it with your instructor.</li> <li>ii. <u>Using your phone during class is not permitted and it is rude.</u> Keep it on silent at all times and away from your desk. No texting. Offenders will be asked to turn off their phones. If this is a recurring problem, students will be asked to give their phones to the instructor which will be returned at the end of the class session. <b>No pictures or video during class time</b>, unless approved by the instructor -- it distracts everyone, and it is a violation of privacy.</li> <li>iii. <u>Use of your computer may be required at times during the class and is allowed if it is not interrupting the class or distracting other students in the classroom.</u> If such situation occurs, the first time you will be asked to turn off your computer. Recurrent offenders will be asked to leave the classroom.</li> <li>iv. <u>Use of tablets is allowed</u>, if they are used to read the textbook, or the class notes.</li> <li>v. <u>These rules will be enforced.</u></li> </ol>
<p><b>Special Assistance</b></p>	<p>For help you succeed in the class, the following resources are available:  Your instructor, TA for the Class, the Student Success Center (MC1.302), the Student Counseling Center (SSB 4.600) and the New Student Programs Office (SSB 3.600) among other resources. Of course, a myriad of free resources are available on the internet.</p>

<p style="text-align: center;"><b>Student Conduct and Discipline</b></p>	<p>The University of Texas System and The University of Texas at Dallas have rules and regulations for the orderly and efficient conduct of their business. It is the responsibility of each student and each student organization to be knowledgeable about the rules and regulations which govern student conduct and activities. General information on student conduct and discipline is contained in the UTD publication, <i>A to Z Guide</i>, which is provided to all registered students each academic year.</p> <p>The University of Texas at Dallas administers student discipline within the procedures of recognized and established due process. Procedures are defined and described in the <i>Rules and Regulations, Board of Regents, The University of Texas System, Part 1, Chapter VI, Section 3</i>, and in Title V, Rules on Student Services and Activities of the university's <i>Handbook of Operating Procedures</i>. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations (SU 1.602, 972/883-6391).</p> <p>A student at the university neither loses the rights nor escapes the responsibilities of citizenship. He or she is expected to obey federal, state, and local laws as well as the Regents' Rules, university regulations, and administrative rules. Students are subject to discipline for violating the standards of conduct whether such conduct takes place on or off campus, or whether civil or criminal penalties are also imposed for such conduct.</p>
<p style="text-align: center;"><b>Academic Integrity</b></p>	<p>The University is committed to academic excellence and expects academic honesty from all members of the University community and believes that it is essential for academic excellence and integrity. The faculty and administration of the Jindal School of Management expect from our students a high level of responsibility and academic honesty. Because the value of an academic degree depends upon the absolute integrity of the work done by the student, it is imperative that a student demonstrate a high standard of individual honor in his or her scholastic work. We want to establish a reputation for the honorable behavior of our graduates, which extends throughout their careers. Both your individual reputation and the University's reputation matter to your success.</p> <p>Scholastic dishonesty includes, but is not limited to, statements, acts or omissions related to applications for enrollment or the award of a degree, and/or the submission as one's own work or material that is not one's own. As a general rule, scholastic dishonesty involves one of the following acts: cheating, plagiarism, collusion and/or falsifying academic records.</p> <p><u>Cheating (receiving unauthorized aid on an assignment)</u>, includes but is not limited to the use or attempted use of unauthorized materials, information, or study aids in any academic exercise; the use of sources beyond those authorized by the instructor in completing any academic exercise or, engaging in any behavior specifically prohibited by the faculty member in the course syllabus or class discussion. Academic exercise includes all forms of work submitted for credit or hours.</p> <p><u>Plagiarism (representing the work of others to one's own)</u>, especially from the web, from portions of papers for other classes, and from any other source is unacceptable and will be dealt with under the university's policy on plagiarism (see general catalog for details). This course will use the resources of turnitin.com, which searches the web for possible plagiarism and is over 90% effective.</p> <p>Students suspected of academic dishonesty are subject to disciplinary proceedings. Penalties for academic dishonesty include a grade of "F" on the work in question or for the course. In addition, any student engaged in academic dishonesty will be subject to disciplinary action. Please refer to the General Polices website (see below) for detailed information about academic dishonesty, including procedures for determining disciplinary action.</p>
<p style="text-align: center;"><b>Judicial Affairs and Procedures</b></p>	<p>The Judicial Affairs website lists examples of academic dishonesty. Dishonesty includes, but is not limited to cheating, plagiarism, collusion, facilitating academic dishonesty, fabrication, failure to contribute to a collaborative project and sabotage. Some of the ways students may engage in academic dishonesty are:</p> <ul style="list-style-type: none"> <li>• Coughing and/or using visual or auditory signals in a test;</li> <li>• Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;</li> <li>• Writing in blue books prior to an examination;</li> <li>• Writing information on blackboards, desks, or keeping notes on the floor;</li> <li>• Obtaining copies of an exam in advance;</li> <li>• Passing information from an earlier class to a later class;</li> <li>• Leaving information in the bathroom;</li> <li>• Exchanging exams so that neighbors have identical test forms;</li> </ul>

- Having a substitute take a test and providing falsified identification for the substitute;
- Fabricating data for lab assignments;
- Changing a graded paper and requesting that it be re-graded;
- Failing to turn in a test or assignment and later suggesting the faculty member lost the item;
- Stealing another student's graded test and affixing one's own name on it;
- Recording two answers, one on the test form, one on the answer sheet;
- Marking an answer sheet to enable another to see the answer;
- Encircling two adjacent answers and claiming to have had the correct answer;
- Stealing an exam for someone in another section or for placement in a test file;
- Using an electronic device to store test information, or to send or receive answers for a test;
- Destroying or removing library materials to gain an academic advantage;
- Consulting assignment solutions posted on websites of previous course offerings;
- Transferring a computer file from one person's account to another;
- Transmitting posted answers for an exam to a student in a testing area via electronic device;
- Downloading text from the Internet or other sources without proper attribution;
- Citing to false references or findings in research or other academic exercises;
- Unauthorized collaborating with another person in preparing academic exercises.
- Submitting a substantial portion of the same academic work more than once without written authorization from the instructor.

Please refer to <http://www.utdallas.edu/judicialaffairs/UTDJudicialAffairs-Basicexamples.html>

Unless otherwise specifically authorized by the instructor, during the test, students in this section are not allowed to have with them any food or drinks, scratch paper, course materials, textbooks, notes, invisible ink pens, or electronic devices, including iPad, iPhone, iPod, MP3 Players, earphones, radios, smart phones, cameras, calculators, multi-function timepieces, or computers. When possible, students should sit in alternating seats, face forward at all times, and remove any clothing which might conceal eye movements, reflect images of another's work, or hide course material for copying. Exam proctors will monitor any communication or signaling between students by talking, whispering, or making sounds, or by using your hands, feet, other body movements, the test paper itself or your writing implement.

Students in this course suspected of academic dishonesty are subject to disciplinary proceedings, and if found responsible, the following minimum sanctions will be applied:

1. Homework – Zero for the Assignment
2. Presentations – Zero for the Assignment, if assigned
3. Group Work – Zero for the Assignment for all group members
4. Test and Paper – F for the course

These sanctions will be administered only after a student has been found officially responsible for academic dishonesty, either through waiving their right for a disciplinary hearing, or being declared responsible after a hearing administered by Judicial Affairs and the Dean of Student's Office.

In the event that the student receives a failing grade for the course for academic dishonesty, the student is not allowed to withdraw as a way of preventing the grade from being entered on their record. Where a student receives an F in a course and chooses to take the course over to improve their grade, the original grade of F remains on their transcript, but does not count towards calculation of their GPA.

The Jindal School of Management also reserves the right to review a student's disciplinary record, on file with the Dean of Students, as one of the criteria for determining a student's eligibility for a scholarship.

#### **Judicial Affairs Procedures**

Under authority delegated by the Dean of Students, a faculty member who has reason to suspect that a student has engaged in academic dishonesty may conduct a conference with the student in compliance with the following procedures:

- i. the student will be informed that he/she is believed to have committed an act or acts of academic dishonesty in violation of university rules;
- ii. the student will be presented with any information in the knowledge or possession of the instructor which tends to support the allegation(s) of academic dishonesty;
- iii. the student will be given an opportunity to present information on his/her behalf;

	<ul style="list-style-type: none"> <li>iv. after meeting with the student, the faculty member may choose not to refer the allegation if he/she determines that the allegations are not supported by the evidence; or</li> <li>v. after meeting with the student, the faculty member may refer the allegations to the dean of students along with a referral form and all supporting documentation of the alleged violation. Under separate cover, the faculty member should forward the appropriate grade to be assessed if a student is found to be responsible for academic dishonesty;</li> <li>vi. the faculty member may consult with the dean of students in determining the recommended grade;</li> <li>vii. the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;</li> <li>viii. the faculty member may not impose a sanction of suspension or expulsion, but may make this recommendation in the referral documentation</li> </ul> <p>If the faculty member chooses not to meet with the student and instead forwards the appropriate documentation directly to the dean of students, they should attempt to inform the student of the allegation and notify the student that the information has been forwarded to the Office of Dean of Students for investigation.</p> <p>The student, pending a hearing, remains responsible for all academic exercises and syllabus requirements. The student may remain in class if the student's presence in the class does not interfere with the professor's ability to teach the class or the ability of other class members to learn. (See Section 49.07, page V-49-4 for information regarding the removal of a student from class).</p> <p>Upon receipt of the referral form, class syllabus, and the supporting material/documentation from the faculty member, the dean shall proceed under the guidelines in the Handbook of Operating Procedures, Chapter 49, Sub-chapter C. If the respondent disputes the facts upon which the allegations are based, a fair and impartial disciplinary committee comprised of UTD faculty and students, shall hold a hearing and determine the responsibility of the student. If they find the student in violation of the code of conduct, the dean will then affirm the minimum sanction as provided in the syllabus and share this information with the student. The dean will review the student's prior disciplinary record and assess additional sanctions where appropriate to the circumstances. The dean will inform the student and the faculty member of their decision.</p>
<b>Withdrawal from Class</b>	<p>The administration of this institution has set deadlines for withdrawal of any college-level courses. These dates and times are published in that semester's course catalog. Administration procedures must be followed. It is the student's responsibility to handle withdrawal requirements from any class. In other words, I cannot drop or withdraw any student. You must do the proper paperwork to ensure that you will not receive a final grade of "F" in a course if you choose not to attend the class once you are enrolled.</p>
<b>Student Grievance Procedures</b>	<p>Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's <i>Handbook of Operating Procedures</i>.</p> <p>In attempting to resolve any student grievance regarding grades, evaluations, or other fulfillments of academic responsibility, it is the obligation of the student first to make a serious effort to resolve the matter with the instructor, supervisor, administrator, or committee with whom the grievance originates (hereafter called "the respondent"). Individual faculty members retain primary responsibility for assigning grades and evaluations. If the matter cannot be resolved at that level, the grievance must be submitted in writing to the respondent with a copy of the respondent's School Dean. If the matter is not resolved by the written response provided by the respondent, the student may submit a written appeal to the School Dean. If the grievance is not resolved by the School Dean's decision, the student may make a written appeal to the Dean of Graduate or Undergraduate Education, and the deal will appoint and convene an Academic Appeals Panel. The decision of the Academic Appeals Panel is final. The results of the academic appeals process will be distributed to all involved parties. Copies of these rules and regulations are available to students in the Office of the Dean of Students, where staff members are available to assist students in interpreting the rules and regulations.</p>
<b>Incomplete Grades</b>	<p>As per university policy, incomplete grades will be granted only for work unavoidably missed at the semester's end and only if 70% of the course work has been completed. An incomplete grade must be resolved within eight (8) weeks from the first day of the subsequent long semester. If the required work to complete the course and to remove the incomplete grade is not submitted by the specified deadline, the incomplete grade is changed automatically to a grade of F.</p>
<b>Disability Services</b>	<p>The goal of Student AccessAbility is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Student AccessAbility services is located in room SSB 3.200 Office hours are Monday through Thursday, 8 am to 6 pm and Friday, 8 am to 5 pm The contact information for the Office of Student AccessAbility:</p>

	<p>The University of Texas at Dallas, SSB 3.200  studentaccess@utdallas.edu  (972) 883-2098 (voice or TTY)</p> <p>Essentially, the law requires that colleges and universities make those reasonable adjustments necessary to eliminate discrimination on the basis of disability. For example, it may be necessary to remove classroom prohibitions against tape recorders or animals (in the case of dog guides) for students who are blind. Occasionally an assignment requirement may be substituted (for example, a research paper versus an oral presentation for a student who is hearing impaired). Classes enrolled students with mobility impairments may have to be rescheduled in accessible facilities. The college or university may need to provide special services such as registration, note-taking, or mobility assistance.</p> <p>It is the student's responsibility to notify his or her professors of the need for such an accommodation. AccessAbility Services provides students with letters to present to faculty members to verify that the student has a disability and needs accommodations. Individuals requiring special accommodation should contact the professor after class or during office hours.</p>
<p><b>Religious Holy Days</b></p>	<p>The University of Texas at Dallas will excuse a student from class or other required activities for the travel to and observance of a religious holy day for a religion whose places of worship are exempt from property tax under Section 11.20, Tax Code, Texas Code Annotated.</p> <p>The student is encouraged to notify the instructor or activity sponsor as soon as possible regarding the absence, preferably in advance of the assignment. The student, so excused, will be allowed to take the exam or complete the assignment within a reasonable time after the absence: a period equal to the length of the absence, up to a maximum of one week. A student who notifies the instructor and completes any missed exam or assignment may not be penalized for the absence. A student who fails to complete the exam or assignment within the prescribed period may receive a failing grade for that exam or assignment.</p> <p>If a student or an instructor disagrees about the nature of the absence [i.e., for the purpose of observing a religious holy day] or if there is similar disagreement about whether the student has been given a reasonable time to complete any missed assignments or examinations, either the student or the instructor may request a ruling from the chief executive officer of the institution, or his or her designee. The chief executive officer or designee must take into account the legislative intent of TEC 51.911(b), and the student and instructor will abide by the decision of the chief executive officer or designee.</p>
<p><b>Off-Campus Instruction and Course Activities</b></p>	<p>Off-campus, out-of-state, and foreign instruction and activities are subject to state law and University policies and procedures regarding travel and risk-related activities. Information regarding these rules and regulations may be found at <a href="http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm">http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm</a>. Additional information is available from the office of the school dean.</p>
<p><b>General Policies and Procedures</b></p>	<p>For more information regarding general University policies and procedures, please refer to <a href="http://go.utdallas.edu/syllabus-policies">http://go.utdallas.edu/syllabus-policies</a>. These policies include the following:</p> <ul style="list-style-type: none"> <li>• Technical Support</li> <li>• Field Trip Policies, Off-Campus Instruction and Course Activities</li> <li>• Student Conduct and Discipline</li> <li>• Academic Integrity</li> <li>• Copyright Notice</li> <li>• Email Use</li> <li>• Withdrawal from Class</li> <li>• Student Grievance Procedures</li> <li>• Incomplete Grade Policy</li> <li>• Disability Services</li> <li>• Religious Holy Days</li> <li>• Avoiding Plagiarism</li> </ul>