



MIS 6326.501

Data Management

Syllabus – Fall 2016

Instructor: Kutsal Dogan, Ph.D., Professor of MIS
Phone: 972 883-5040

Class Time: Tuesdays 7:00 - 9:45 PM
Class Location: [JSOM 12.214](#)

Instructor's Office: [JSOM 3.711](#)
Office hours: Tuesdays, 4:00-6:00 PM, or by an appointment set via email for a mutually acceptable time.

Email: I use UTD eLearning site for most class communications. All questions (except those of a personal nature) should be posted via the Discussion Board tool, if possible, so that more people can benefit from your questions/my and your answers. All else can go to: kutsal.dogan@utdallas.edu
Please include your course code 6326.501 in your email subject.

Website: elearning.utdallas.edu

Teaching Assistant (TA): **Chintan Thakrar**
Email: cat150530@utdallas.edu
Office: [JSOM 2.604](#)
Office hours: Mondays 4:00-6:00 PM

General Course Information:

Introduces the basic concepts for the design and development of relational databases and database management. Topics include entity-relationship data model, logical database design, data administration, Structured Query Language, and database management issues, such as concurrency control, transaction management, data security, and integrity. A database management system software package is used to implement working database systems.

MS SQL Server Express database management system will be the main development tool, along with MS Access, MS Excel and MS Visio, to implement working systems.

Learning Outcomes and Goals:

Upon completion of this course, the *student will be able to*

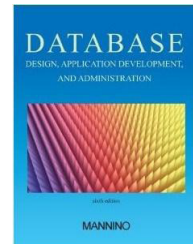
1. Describe relational database concepts and their relevance to information systems development and management.
2. Design/create a database using the entity relationship modeling technique.
3. Manipulate a database using the SQL language.
4. Create various data queries relevant to functional areas.

Textbook (recommended):

Michael V. Mannino. *Database Design, Application Development, and Administration* (6th Edition). Chicago Business Press (Distributed by Ingram Book Company), 2015. (ISBN: 978-0-9833324-2-8).

– Only the 6th edition is used in the class. ***The 5th or earlier editions are not acceptable textbooks.***

– Less expensive electronic rental/purchase options are available at the textbook Web site (<http://www.mmannino.com>).



Software Used:

Oracle via apex.oracle.com – free site – register online for a free account

MS Access - part of office suite and available at JSOM computer labs (all you need is a UTD NetID).

MS Excel - part of office suite and available at JSOM computer labs (all you need is a UTD NetID).

All students, staff, and faculty have the ability to install the Office suite for **free** on up to 5 devices. The service is called "Office365." It has an email component, which is exclusive to students. It also has a component that allows you to install Microsoft software and access 1 Terabyte of cloud storage space. Students can login by clicking the "Office 365 Login" on the right:

<http://www.utdallas.edu/ir/office365/>

MS SQL Server - You will need to download and install SQL Server 2012 (or newer) Express Edition on your personal machine, using instructions that will be provided in class. Windows OS is required to run SQL Server 2012 Express Edition and the other software listed above. Alternatively, use the computers at JSOM lab 1.211 when available (all you need is a UTD NetID).

(Other full versions of SQL Sever will be provided by the instructor via DreamSpark account)

MS Visio (will be provided by the instructor via DreamSpark account)

Academic Calendar and Course Outline:

The outline given here is a **tentative** schedule that I will do my best to follow as closely as possible.

However, any changes that may become necessary will be announced in class and posted in eLearning course site.

Week	Date	Text	Descriptions	Notes
1	8/23	Syllabus	Course Introduction	
2	8/30	Ch. 1	The Introduction to Database Management	Group Organization Assignment 0 Due
3	9/6	Ch. 3	The Relational Data Model	
4	9/13	Ch. 5 & 6	Entity Relationship Modeling and Database Design	
5	9/20	Ch. 5 & 6	Entity Relationship Modeling and Database Design	Project Step 1 report due.
6	9/27	Ch. 5 & 6	Entity Relationship Modeling and Database Design	Assignment 1 Due
7	10/4	Ch. 7	Normalization of Relational Tables	
8	10/11	Exam 1	Chapters. 1, 3, 5, 6, 7 and related material shared on eLearning or in class	
9	10/18	Ch. 4& 9	Structured Query Language	
10	10/25	Ch. 4& 9	Structured Query Language	
11	11/1	Ch. 4& 9	Structured Query Language	Assignment 2 Due
12	11/8	Ch. 4& 9	Structured Query Language	
13	11/15	Ch. 10	Views	
14	11/22	No Class	Fall Break	
15	11/29	Ch. 15	Transaction Management	Project Report Due
16	12/6	Exam 2	•Chapters. 4, 9, 10, 15, and related material shared on eLearning or in class (SQL files)	

The descriptions and timelines contained in this syllabus are subject to change at the discretion of the Professor.

Lecture Notes:

All lecture notes will be made available online as PowerPoint slides or PDF files on the class webpage through eLearning.

Class Website and Communications with the Instructor and the TA:

Both access to the course material and communications with the instructor and the TA will be possible through e-Learning site at <http://elearning.utdallas.edu> and via our official email accounts. To access you will need a UTD NetID and a password. Please do not use private email accounts to email us about personal/sensitive information about grades, etc. as there is no way for us to know who is on the other side. We will not respond to the private email accounts, specifically to the ones with funny user names like puremuscle@gmail.com, W8aMinute@yahoo.com, ... ☺

Throughout the semester your UTD e-mail may be used by your group members to reach you. You can access your UTD e-mail and/or forward it to your preferred e-mail

account. If you have any problem with your UTD NetID account contact assist@utdallas.edu or call the help desk at 972-883-2911. Please make sure you are good to go from day one!

Laptops and Other Equipment Use in Class:

If you bring a laptop, a PDA, iPad, Phone, etc. to the class; make sure you are using it properly for our class purposes. Playing solitaire, socializing online for non-class purposes (FB, Twitter, Snapchat, WeChat, Whatsapp, Vine, Periscope, etc.), listening to music, watching videos, doing homework for another class are examples of **improper** use. All these usually do not bother me personally but they surely distract the students in class (especially those sitting behind who can see your actions and interesting FB pictures). Please beware that I may have to warn you publicly in class if your distraction becomes extreme, in my view. Hopefully, that will not be the case.

Group Project and Assignments:

Individual Assignments: There will be one data modeling/analysis assignment and one SQL query assignment.

Group Project¹: Students are expected to voluntarily organize groups of up to 4 people. Each group must select a problem, and use Microsoft Access (optionally with the Microsoft SQL Server) to develop a prototype database.

- *Individual assignments must be done by individual students, not as a group.*
- No hand-written project report will be accepted; it must be word-processed PDF file.

Note that inter-group collaboration is **NOT** allowed and will be penalized according to the academic honesty guidelines of the University of Texas at Dallas. Solely the group members should do the work submitted by each group. It is your responsibility to familiarize yourselves with the academic honesty guidelines of the University of Texas at Dallas. A summary of these guidelines is provided at the end of this syllabus.

Each group needs to submit only one copy of the project (**except assignment 0, that assignment is an individual assignment and everyone needs to send an email to the instructor by the due date, no exceptions**). Any group work that is submitted can be submitted by one of the group members. However, you should provide the names of all group members on the material turned in. You will **NOT** be able to add a new group member once a project or part of it is turned in.

Please make sure that you contact your group members well in advance to participate in your assigned group work/project. If you fail to contribute to a group project, your group members have every right to remove you from your group. If a group decides to exclude a group member due to her/his failure to contribute, this must be done at least 24 hours before the group work is due. In this case, the remaining group members (or a representative) must send an email to the instructor, the teaching assistant, the group member being kicked out, and all the remaining group members notifying the change in the group membership structure (again, at least 24 hours in advance). Please make sure you keep the records of emails/Text messages/etc. proving the removed group

¹ More detail on this will be provided later.

member's non-participation and failure to make arrangements to contribute to group work. Please provide all necessary material evidence to the instructor via (perhaps in a separate email). The instructor will make sure that both the group and the member in question are fairly treated and evaluate the merits of exclusion. Note that this cannot be done without proper proof and due process. If the exclusion has merit, the group member being excluded from the group will have to submit his/her own individual work by the due date. The instructor will not offer extensions to the due date in case of group break-up, neither to the remaining group members nor to the excluded group member. So, plan in advance and set your group meeting schedules well ahead of due date.

Exams:

There will be 2 exams done individually. Each exam will be in-class, closed-notes and closed-book. The questions on the exams will be taken from the assigned readings of texts, class lectures and assignments. Exams may consist of short essay, short answer, problem solving, true/false, multiple-choice type questions. Some parts of the exam will be machine graded. You will need to bring a Scantron to each exam, form 882-E (small green form). No other type of Scantron forms will be acceptable. No makeup exams will be offered, so plan ahead for the exam dates. I will have the dates posted on the class eLearning site.

Course and Instructor Policies

Late Assignment or Project Report:

Late assignment returns are subject to penalties. Late submission of assignment or project work will be penalized by the reduction of the earned grade by **25%** for each late day. A penalty of **25% of the assignment value per day** (including weekends) is assessed on late assignments beginning on the day due.

Makeup for Assignments, Class Exercises and Activities:

There will be no makeups given to the grading activities done during scheduled class hours such as pop quizzes, in class exercises. Similarly, there will be no makeups for the assignments and project related activities submitted via eLearning. You must pay close attention to due dates of assignments from the first day of classes and schedule your personal activities around those dates.

Makeup for Exams:

There will be no general makeup exams offered, except for medical emergencies (written statement justifying the situation from a physician required). Scheduling an optional surgery or an operation on an exam date is not considered a medical emergency. So please do not attempt to get a makeup for non-emergency situations. The written statement should include the physician's address and phone number for the verification purpose.

Forming your Group (Assignment 0):

Form your group as soon as you reasonably can. Each member of the group needs to send an e-mail to the instructor **through ELearning**. The e-mail should list the names and phone numbers of all the members of the group, including the email sender. E-mail subject should be **Assignment 0**. This will help you and me to have a soft copy of your group members' names, contact information in ELearning for later use.

Course Grade:

Grades will be calculated according to the following weights. I do not plan on extra work or credit. Please make sure you adhere to the deadlines:

	Individual Weight	Total Weight
Assignments	4 %	8 %
Attendance, Class Participation and In-Class Quizzes	8 %	8 %
Group Project	14 %	14 %
Exams	35 %	70 %
Total		100 %

Based on the total course score (S) you accumulate throughout the semester, letter grades will be assigned as follows (subject to change):

- A if $\text{total_score} \geq (\text{median} + 0.5 \times \text{standard_deviation})$
- B if $(\text{median} - 1.0 \times \text{standard_deviation}) \leq \text{total_score} < (\text{median} + 0.5 \times \text{standard_deviation})$
- C if $(\text{median} - 1.8 \times \text{standard_deviation}) \leq \text{total_score} < (\text{median} - 1.0 \times \text{standard_deviation})$
- F if $\text{total_score} < (\text{median} - 1.8 \times \text{standard_deviation})$

Readings:

You are not required to read the chapters in advance. However if you happen to fall behind and have hard time following lecture, acquiring a copy of the textbook and reading it in advance is highly recommended so that it is easier for you to keep up with the pace in the classroom and learn efficiently.

Downloading and reviewing the material posted online in advance for each lecture is always a good idea.

Course Outline:

There is an outline of the course that is posted in this syllabus. However, the most up-to-date course outline will always be maintained online. It is your duty to visit the class website frequently for the changes made to the class schedule. However, your instructor will make every effort to inform you by eLearning announcements and e-mail, and with other means available if there are major changes in the outline such as class cancellations, homework due date changes, etc. I will do my best to maintain the exam dates/times. But beware that there are always external factors such as weather that may alter our plans. Please plan around the posted exam dates. If you are an international or out-of-state student, never purchase a plane ticket before the posted final exam week is over.

Working Together:

You may work together when learning how to use computers and applications. You may work together to understand the concepts. ELearning has a message board and you are encouraged to use the bulletin board for clarification or questions that may be answered by other students or by the instructor. Each student, however, is expected to complete the individual assignments and exams on her (his) own. **Copying the computer files of some other student in another group amounts to scholastic dishonesty** (see below) and will be subject to disciplinary actions that could result in a failing grade or other penalties from the University.

Comet Creed

This creed was voted on by the UT Dallas student body in 2014. It is a standard that Comets choose to live by and encourage others to do the same:

“As a Comet, I pledge honesty, integrity, and service in all that I do.”

Student Conduct and Discipline

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.

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 Rules and Regulations of the Board of Regents of the University of Texas System, *Part 1, Chapter VI, Section 3*, and in Title V, *Rules on Student Services and Activities of the Course Syllabus Page 8, University’s Handbook of Operating Procedures*. 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 (SSB 4.400, 972/883- 6391).

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.

Academic Integrity

The faculty and administration of the 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 for that degree, 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 school’s reputation matter to your success.

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:

- Coughing and/or using visual or auditory signals in a test;
- Concealing notes on hands, caps, shoes, in pockets or the back of beverage bottle labels;
- Writing in blue books prior to an examination;
- Writing information on blackboards, desks, or keeping notes on the floor;
- Obtaining copies of an exam in advance;
- Passing information from an earlier class to a later class;
- Leaving information in the bathroom;
- Exchanging exams so that neighbors have identical test forms;
- 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 regraded;
- 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.

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

(Updated: August, 2011)

Plagiarism on written assignments, especially from the web, from portions of papers for other classes, and from any other source is unacceptable. On written assignments, this course will use the resources of turnitin.com, which searches the web for plagiarized content and is over 90% effective.

During tests and quizzes, 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 iPads, iPhones, iPods, 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. Case Write-ups - Zero for the Assignment
3. Quizzes - Zero for the Quiz
4. Presentations - Zero for the Assignment
5. Group Work - Zero for the Assignment for all group members
6. Tests - 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 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;
- (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
- (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;
- (vi) the faculty member may consult with the dean of students in determining the recommended grade;

- (vii) the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;
- (viii) the faculty member may not impose a sanction of suspension or expulsion, but may make this *recommendation* in the referral documentation

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.

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).

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, Subchapter 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.

Email Use

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. 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. 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.

Withdrawal from Class

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.

Student Grievance Procedures

Procedures for student grievances are found in Title V, Rules on Student Services and Activities, of the university's *Handbook of Operating Procedures*.

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 dean 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.

Incomplete Grade Policy

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.

Disability Services

The goal of Disability Services is to provide students with disabilities educational opportunities equal to those of their non-disabled peers. Disability Services is located in room 1.610 in the Student Union. Office hours are Monday and Thursday, 8:30 a.m. to 6:30 p.m.; Tuesday and Wednesday, 8:30 a.m. to 7:30 p.m.; and Friday, 8:30 a.m. to 5:30 p.m.

The contact information for the Office of Disability Services is:
The University of Texas at Dallas, SU 22
PO Box 830688
Richardson, Texas 75083-0688
(972) 883-2098 (voice or TTY)

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.

It is the student's responsibility to notify his or her professors of the need for such an accommodation. Disability 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.

Religious Holy Days

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.

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.

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.

Off-Campus Instruction and Course Activities

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 http://www.utdallas.edu/BusinessAffairs/Travel_Risk_Activities.htm. Additional information is available from the office of the school dean.

The most up-to-date version of the academic calendar and the course outline will be posted as a separate file on UTD eLearning. For now please use the following outline as a guideline that is tentative and the descriptions and timelines contained in this syllabus are subject to change at the discretion of the instructor.

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Phone: 972 883-5040

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Please include your course code 6320.501 in your email subject.

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