



ITSS 4390 Information Systems Capstone

Class Information

Term	Spring 2019
Course Number	ITSS 4390.001/4390.002
Class Meetings	Tuesday 1 - 3:45 pm / Wednesday 10 am - 12:45 pm
Classroom	4390.001 – JSOM 2.722; 4390.002 2.901

Instructor Information

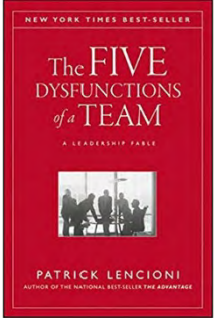
Instructor	Dr. Dawn Owens
Phone	972.883.4901
Email	dawn.owens@utdallas.edu <i>Please include the course number and section number in all email correspondence.</i>
Office Hours & Location	Tue/Thu. 10:00 – 11:00 AM ; Wed 1:00 – 2:00 PM Tues. 4:00 PM – 5:30 PM Schedule an appointment: http://itss.genbook.com



Course Information

Course Description	Project-based capstone course. Student groups apply management information technology and information systems principles and techniques which may include the analysis, design, and/or testing of information systems. They will also analyze organizational impacts associated with acquiring, designing, developing, and delivering information systems solutions. As a designated communication-enhanced course, ITSS 4390 also focuses on the refinement of students' business communications skills and their use of writing as a critical-thinking and learning tool. Students may also choose to take a 3 credit hour internship to satisfy this requirement. This course may also be used to satisfy the internship requirement.
Course Objectives	<ol style="list-style-type: none"> Using teamwork skills, translate broad goals and objectives into measurable tasks and deliverables. Produce deliverables that successfully address the project goals as defined in the statement of work or project charter. Effectively allocate tasks across team members and track progress against those goals. Apply knowledge from prior ITS coursework to advance and achieve project goals.
Prerequisites	ITSS 4330

Course Materials

<p>Textbooks</p>	<p><i>The Five Dysfunctions of a Team: A Leadership Fable</i> by Patrick Lencioni.</p>	
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Grading Policy

<p>Grading Policy</p>	<p>This course will feature a mix of activities and written and verbal assignments that may be in class or off campus. The instructor will provide detailed instructions as well as the grading criteria for each assignment. Please consult the course schedule for deadlines. Your final grade will be based on the total score of the following:</p> <p>Individual Assignments: 25%</p> <p>Progress Reports: 20%</p> <p>Project Deliverables and Presentation: 45%</p> <p>Attendance/Class Participation: 10%</p>
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Final Grading Scale

Final Point Total	Letter Grade
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62
F	59 & below

Course and Instructor Policies

Attendance	Attendance is not required, but it is expected. Attendance is extremely important. Students are expected to attend all classes to achieve maximum success. Attendance will be taken at the beginning of each class and will be used for class participation grading. <i>If you come in after attendance is called you will not get points for attending class. There is no makeup for missed in-class assignments.</i>
Exams	There are no exams in this class.
eLearning	eLearning will be used for class content (e.g., class slides and assignment descriptions) 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. It is the students' responsibility to regularly check eLearning and their UTD email accounts.
Instructor Response Policy	The instructor will respond to all student inquiries (emails and voice mails) within 48 business hours (excluding holidays and weekends).
Assignments	Written assignments must adhere to the APA style guide of formatting, citing, and referencing. Descriptions of assignments will be posted as they are assigned. All assignments will be submitted via eLearning. I do NOT accept assignments via email. If you submit an incorrect assignment or need to resubmit your assignment in eLearning you will be allowed to resubmit as long as it is before the due date. Send an email to the TA at least <u>12 hours</u> prior to the due date and I will clear your submission. Upon doing so, you will be able to resubmit.
Late Work	All assignments are due on the specified date. I do not accept late assignments unless prior arrangements have been made with the instructor in which case a penalty of 20% per day (including weekends) will be assessed. Why? Deadlines in the professional world are not a moving target. Missed deadlines affect product delivery, professional reputations, and revenue. Please plan accordingly. For these reasons, late work or incomplete work is not acceptable in this course EXCEPT in the most extreme and unlikely circumstances.
Grading	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. General grading criteria can be found in eLearning. Assignment specific grading criteria will be included with the assignment instructions.
Final Course Letter Grades	Final course letter grades are based solely on your performance on the graded assignments, exams, projects, and/or attendance. No bonus points, curves, extra credit, or additional assignments are offered. Do not assume that final grades will be rounded to the nearest whole number.
Classroom Conduct	I strongly encourage class discussion, questions, and enthusiasm about the course material. Please engage in class discussions. I do ask that you are respectful during class, be respectful to your peers who are part of the learning environment. This means no talking to other during class presentations, silence your cell phone, don't take calls in class.
Academic Integrity	DO NOT CHEAT and DO NOT PLAGIARIZE. All homework and exams are to be individual efforts. You are not to 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 will be considered to be an act of academic dishonesty.

All work should demonstrate the same professional and ethical standards expected of you in the workplace, including proofreading and editing carefully all work you submit in class. Professionalism and personal responsibility means that you use appropriate source citations so that you avoid violations of copyright and academic honesty, even if those violations are inadvertent. The University is committed to academic excellence and expects academic honesty from all members of the University community. Academic honesty includes adherence to guidelines established by the instructor for both individual and group work.

It prohibits representing the work of others to be one's own (plagiarism); receiving unauthorized aid on an assignment (cheating); and using similar papers or other work products to fulfill the obligations of different classes without the instructor's permission.

Any student engaged in academic dishonesty will be subject to disciplinary action. All cases of academic dishonesty will reported directly to Judicial Affairs. My recommendation for acts of academic dishonesty will be an F in the course. The importance of academic honest and my recommended sanctions are emphasized during class, in emails, and on the exams and assignments.

University Policies & Procedures

For information regarding general University policies and procedures, please go to <http://go.utdallas.edu/syllabus-policies>. These policies include the following:

- Technical Support
- Field Trip Policies, Off-Campus Instruction and Course Activities
- Student Conduct and Discipline
- Academic Integrity
- Copyright Notice
- Email Use
- Withdrawal from Class
- Student Grievance Procedures
- Incomplete Grade Policy
- Disability Services
- Religious Holy Days
- Avoiding Plagiarism
- Title IX
- Campus Carry