



**Course** ITSS 3300 – Information Technology for Business  
**Professor** Lloyd A. Atabansi, PhD  
**Term** Fall 2019  
**Meetings** ITSS3300.006 – WF 8:30am – 9:45am, JSOM 11.210

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### PROFESSOR'S CONTACT INFORMATION

<b>Office location</b>	JSOM 3.604, Phone: TBD
<b>Email address</b>	<a href="mailto:lloyd.atabansi@utdallas.edu">lloyd.atabansi@utdallas.edu</a>
<b>Office hours</b>	Wednesday and Friday 10:00am-12:00pm, appointments are encouraged, via UTD email. Other times may be available, as needed.
<b>Teaching Assistant</b>	Kai Sun: <a href="mailto:kxs180088@utdallas.edu">kxs180088@utdallas.edu</a> Office: JSOM 14.315 Hours: Wednesday & Friday 10:00am – 12:00pm Schedule an appointment by sending email to TA
<b>Other information</b>	<p>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.</p> <p>eLearning will be used to post announcements, assignments and grades.</p> <p>You will be required to bring your web-enabled computing device to every class, since the in-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.</p> <p><i>*Please include the course number and section number in all email correspondence.</i></p>

### 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 &amp; Materials</b>	<p><u>No textbooks are required.</u> All information will be distributed in class. Comprehensive Lecture notes from the Publisher (Laudon) will be made available via eLearning. Students are strongly encouraged to read the Lecture Notes before class. Students who decide to invest in the Textbooks may do as. The reference texts include:</p> <ul style="list-style-type: none"><li>• <u>Management Information Systems: Managing the Digital Firm</u>, 16e, Laudon and Laudon, Pearson Education</li><li>• <u>Using MIS</u>, Kroenke and Boyle, Pearson Education, 10e</li></ul> <p>Software 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, Tableau (available in computer lab)</li><li>• <b>Optional:</b> Microsoft Visio (or other charting software), Microsoft Access</li></ul>

Note: Some assignments and exams will require the use and submission of Microsoft Excel files. Numbers (Apple) and Sheets (Google) file formats will **NOT** be accepted, nor graded.

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

8/21-2019 – 12/6/2019

Section 006 – WF 8:30am - 9:45am

(All classes meet in JSOM 11.210)

### Course Schedule, Assignments, and Due Dates

*This is a **FINAL** class schedule; changes to the schedule will be posted in eLearning.*

WEEK	Date	CONTENT	READINGS	ASSIGNMENTS
1	August 21 (W) August 23 (F)	Intro to the Course, IT and Business, plus Information Systems in Global Business Today	Laudon CH 1	
2	August 28 (W) August 30 (F)	Global E-Business and Collaboration	Laudon CH 2	
3	September 4 (W) September 6 (F)	Information Systems, Organizations and Strategy	Laudon CH 3	Assignment 1 – careers in is
4	September 11 (W) September 13 (F)	Achieving Operational Excellence: Business Processes and Enterprise Applications	Laudon CH 9	
5	September 18 (W) September 20 (F)	E-Commerce: Digital Markets, Digital Goods	Laudon CH 10	Assignment 2 – BPM
6	September 25 (W) September 27 (F)	Managing Knowledge and Artificial Intelligence  Enhancing Decision Making	Laudon CH 11, 12 Kroenke CH 7	Group Project 1
7	October 2 (W) October 4 (F)	<b>Exam 1</b>		Exam 1
8	October 9 (W) October 11 (F)	Foundations of Business Intelligence: Databases and Information Management	Laudon CH 6 Kroenke CH 5	Assignment 3 – Excel
9	October 16 (W) October 18 (F)	Business Intelligence	Laudon CH 6 Kroenke CH 3	
10	October 23 (W) October 25 (F)	Data Management	Laudon CH 6 Kroenke CH 5	Assignment 4 – Tableau
11	October 30 (W) November 1 (F)	Building Information Systems, Managing Projects, Managing Global Payments	Laudon CH 13, 14, 15 Kroenke CH 11,12	
12	November 6 (W) November 8 (F)	Securing Information Systems	Laudon CH 8 Kroenke CH 10	Group Project 2
13	November 13 (W)	IT Infrastructure and Emerging Technologies	Laudon CH 5	

<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.

	November 15 (F)			
14	November 20 (W) November 22 (F)	Telecommunications, The Internet, and Wireless Technology	Laudon CH 7 Kroenke CH 4, 6	Assignment 5 – SQL
15	November 27 (W) November 29 (F)	<b>Thanksgiving Break – No classes 11/25-11/29</b>		
16	December 4 (W) December 6 (F)	<b>Exam 2</b> <b>Reading Day Friday December 6, No Classes</b>		Exam 2
17		<b>Final Exam Week 12/7-12/13</b>		

## POLICIES

<b>Grading</b>	<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 the text, 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>• Assignments: 40%</li> <li>• Exams: 35%</li> <li>• Group Project: 15%</li> <li>• Attendance/Class Participation: 10%</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>
<b>Exams</b>	<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>
<b>eLearning</b>	<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. It is the students' responsibility to regularly check their UTD email accounts and the eLearning page for this course.</p>
<b>Assignments and Projects</b>	<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>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 will be considered to be 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>
<b>Class Attendance and Preparation</b>	<p><b>ATTENDANCE IS EXPECTED.</b> Looking at previous experiences with this and other classes, tardiness and absence are the main contributing factors to poor and failing grades. Students are expected to attend all classes to achieve maximum success. 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>Students are encouraged to actively participate in class discussions.</p>
<b>Email Use</b>	<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>
<b>Classroom Citizenship</b>	<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 time 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 as long as 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>, as long as they are used to read the textbook, or the class notes.</li> <li>v. <u>These rules will be enforced.</u></li> </ol>
<b>Special Assistance</b>	<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 is available on the internet.</p>
<b>Student Conduct and Discipline</b>	<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>
<b>Academic Integrity</b>	<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 Policies website (see below) for detailed information about academic dishonesty, including procedures for determining disciplinary action.</p>
<b>Judicial Affairs and Procedures</b>	<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> <li>• Having a substitute take a test and providing falsified identification for the substitute;</li> <li>• Fabricating data for lab assignments;</li> <li>• Changing a graded paper and requesting that it be re-graded;</li> <li>• Failing to turn in a test or assignment and later suggesting the faculty member lost the item;</li> <li>• Stealing another student's graded test and affixing one's own name on it;</li> <li>• Recording two answers, one on the test form, one on the answer sheet;</li> <li>• Marking an answer sheet to enable another to see the answer;</li> <li>• Encircling two adjacent answers and claiming to have had the correct answer;</li> </ul>

- 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>  
Updated: August, 2011

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 student'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;
- 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;

	<p>vii. the faculty member must not impose any independent sanctions upon the student in lieu of a referral to Judicial Affairs;</p> <p>viii. the faculty member may not impose a sanction of suspension or expulsion, but may make this recommendation in the referral documentation</p> <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 <u>F</u>.</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 style="text-align: center;">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>
<b>Religious Holy Days</b>	<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>
<b>Off-Campus Instruction and Course Activities</b>	<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>
<b>General Policies and Procedures</b>	<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>