STUDENTS ARE EXPECTED TO VIEW THE DAILY NOTES SECTION EACH DAY FOR THE ENTIRE TERM at http://www.westga.edu/~dturner/spring11.htm. The contents of the Daily Notes are technically part of the syllabus contract, read and apply them to your course as they can alter the terms of this syllabus.

FACULTY DATA:
Dr. Douglas Turner, Professor
Office – Room 2321
Phone: 678.839.4847

OFFICE HOURS:
- Tuesday 8:00 am – 11:00 am
- Wednesday 8:00 am – 11:30 am, (12:30 pm – 4:00 pm online virtual office hours).

COMMUNICATIONS:
- You are responsible to find out about any changes in due dates and course content.
- Students WILL NOT receive individual e-mails concerning course updates and changes.
- All changes and notifications concerning this course will be announced on the website http://www.westga.edu/~dturner/spring11.htm, view the Daily Notes section each day!
- All e-mails to the Professor are to be sent to dturner@westga.edu.
- As UWG is the official means of e-mail communication, only UWG issued e-mail addresses will be answered.
- Please be sure you have adequate space available in your UWG e-mail in box account, as only one attempt will be made to contact a valid uwg address.
- E-mails received after the close of office hours will be addressed at the next session of office hours.
- Contact me only at dturner@westga.edu (again, webct mail is not utilized) or visit with me during office hours.
- If I am not answering the door during posted hours please check with Ms. Runyan in room 2216 (mgnt office) as I am nearby and available.
- Any substantive changes to office hours will be posted in the “Daily Notes”.

PREREQUISITES:
CISM 3330
REQUIRED SUPPLIES:
- Windows XP or better, based software and hardware, a computer microphone for your computer (<$10.00).
- Each student is expected to develop their own listing of appropriate texts and reference books (see suggested text for research support).

LEARNING OBJECTIVES:
Learning Objectives as Related to Learning Goal(s)

1. Students will demonstrate an understanding of a specific assigned topic within the area of Management Information Systems in the context of historical development, technology or application usefulness and impact, competitive technologies or applications, and future trends (LG 2, LG 4, LG 6).

2. Students will demonstrate the ability to use both the library and on-line resources available to acquire relevant information for their project (LG 3, LG 4).

3. Students will demonstrate the ability to organize their work in an effective and professional manner utilizing verbal presentations, papers, and electronic media presentations (LG 1, LG 3).

4. Students to participate in the evaluation of presentations (LG 5, LG 6).

Assessment of Learning Objectives Tool(s)

1. Qualitative and quantitative analysis, written paper and narrated slide show.

2. Research proposal, written paper.

3. Individual presentations, written paper, development of narrated slide show.

4. Review of student presentations.

SCHEDULE:
This class is conducted similar to an independent study course.
- There are three scheduled course segments for this research class.
- Each scheduled course segment often requires MORE THAN ONE CLASS DAY TO COMPLETE.

- Additional days for each segment will be announced in class, so little advance notice is available (plan to attend class on anytime class time as reserved per the Scoop).
- Attendance is taken and penalties exist for missing meeting segment days.
Meeting Segment 1, Thursday (01/06/11)

Activity
- Orientation and discussion of the methodology and expectations of this course.

Expectations
- Visit the library and review IS related publications for ideas (consider purchase of the Technology Forecast: 2001-2003, PriceWaterhouse Coopers).

Outcome/Deliverable required from the student
- None.

Meeting Segment 2, Tuesday (01/25/11)

Activity
- Each student will present to the class a timed three minute outline of the topic area they select to do (no power points required).

Expectations
- Selection of a topic from the arena of Information Systems.
- There are multiple areas of interest, including; Database Management, Telecommunications, Business Process Analysis and Design, End User Development and Applications, and Web based Commerce. As the discipline of Information Systems is wide and varied, it is suggested that Information Systems Management students attempt to focus their long-term (employment) interest in a select area.

Outcome/Deliverable required from the student
- Student Research Proposal due.
  - The proposal you submit will be ONE sheet of paper, without page numbers or a cover page.
  - Use the back of the same sheet to print the second page of information.
  - This document will utilize an APA publication style, typed (600 dpi laser quality print), double spaced, times new roman 12 CPI font size, full justification.
  - Submission of the proposal is not an approval of the topic, all topics must be approved by the Professor.

The proposal will include:
1) Your full name and email address.
2) The title of your research.
3) Two to three paragraphs on the general topic of interest.
4) One paragraph on the specific research question of interest.
5) Two paragraphs on the specific technology or application to be examined.
6) At least three library verifiable (non web based) and documented references.

Meeting Segment 3, Tuesday (04/19/11) and Tuesday (04/26/11)

Activity
- Deliver PowerPoint to the class.

Expectations
- Each student will upload their research materials via the PowerPoint slide show.

Outcome/Deliverable required from the student
- The student will deliver the CD at the beginning of class to the Professor.
- The student will participate in reviewing the presentations of others (the evaluation form is now posted).

The Project CD will include:
The project CD will contain four files. The disk and the disk cover will have typed labels with your name, the presentation title, and CISM 3350 - Spring 2011.

THE FOUR FILES ARE:
1) A narrated PowerPoint presentation (approximately 22 slides excluding the reference slides) with an approximate 1400 narrated word count total.

SAVE THE FILE AS YOUR ASSIGNED NUMBER AS POSTED ON THE CISM 3350 STUDENT REVIEW MATRIX.
The presentation will have a run time of 8.0 minutes (more time is worse, not better), with the following format expected to be followed:
5 seconds - Title screen
60 seconds - Discussion of history
150 seconds - Discussion of technical aspects
90 seconds - Discussion of current applications
90 seconds - Discussion of growth and impediments to growth, competing technologies
60 seconds - Time allocated by you (for any type of relevant content)
25 seconds - 5 by 5, five references per slide; shown for five seconds each (no narration on these slides)
- This is a research presentation, place a strong emphasis on TECHNICAL information, and do not spend a great deal of time stating the obvious or common knowledge issues.
- The narrated PowerPoint presentation will be automated (not requiring the viewer to advance the slides).
- Pay close attention to sound quality as it is graded.
You may use a surrogate narrator, but the narrative text MUST BE of your own original composition.
- Hold down the useless graphics; use the slides to communicate facts not art and symbols.
- Do not just read the slides!
The slides should complement the narrative and add informational value.
2) A word document of the narrative transcript used.
This word file will be an exact duplicate of the narrative given in the presentation with proper notation for citations within the text.
- This document will utilize an APA publication style, typed (600 dpi laser quality print), double spaced, times new roman 12 CPI font size, full justification.
3) A word document of the reference listing used.
This word file will list the 25 references in APA style as mentioned above.
4) A word document of your student profile.
- The word document of your student profile (your full name, your student identification number, and email address).
- Also list a telephone number where you can be contacted at for any disk problems that may occur.

Review Of Other Presentations:
- Each WILL COMPLETE THE CISM 3350 STUDENT REVIEW MATRIX. A paper copy of your assessment is due for delivery to the Professor during class on Tuesday, 04/26/11.
- To qualify as a properly completed and submitted cism 3350 student review matrix the student is also required to e-mail a .xls copy of their evaluation to the Professor as an attachment by 2:00 pm Tuesday, 04/26/11.
- A properly complete a review for each presentation is required to receive full credit for attendance and review points.
GRADING PARAMETERS:
- Each student will only receive a letter grade for the course. A ten point grading scale is employed (A = 100 - 90, B = 89 - 80, C = 79 - 70, D = 69 - 60).
  05.0 points - Meeting two, three minute verbal outline.
  03.0 points - Written research proposal.
  10.0 points - Attendance credit equally divided by number of class meeting days.
  15.0 points - Properly completed presentation review forms.
  30.0 points - Physical CD. NOTE: There are four (4) correctly produced items on the CD, each missing component will result in a loss of one course letter grade.
    Loss of 10.0 points – Failing format requirements and/or grammar in word.doc
    Loss of 05.0 points – Failing to submit a correctly labeled CD and case.
  35.0 points - Presentation PowerPoint content (see grading content below).

SUGGESTED TEXTS FOR ISM:
- (these may be available at the library or on loan from the IS faculty)
  Business Process Analysis and Design (IS consulting)
  Reengineering the Corporation, Hammer, Micheal.
  Object-orientated Modeling and Design, Rumbaugh, James.
  Object oriented Approach, Satzinger, John.
  Database Management
  Database Processing, Kroenke, David.
  Decision Support Systems and Intelligent Systems, Turban, Efraim.
  Telecommunications and Network Management
  Business Data Communications and Networking, Fitzgerald, Jerry.
  Web based applications
  Web Database Construction, Khurana, Gunnit.
  Electronic Commerce, Schneider, Gary.

HOW TO RECORD A VOICE OVER IN POWERPOINT:
- This is an iterative process; quality is a function time invested.
  1) First prepare your slide graphs and text as you normally would for a PowerPoint slide presentation. You may find it helpful to add one additional blank slide to the end of the narrative slide show, as when you right mouse click and select PAUSE NARRATION the recording does not seem to save on the last slide.
  2) Go to the first slide using the NORMAL VIEW you wish to narrate.
  3) Go to RECORD NARRATION under the bar item SLIDESHOW.
  4) Set microphone level.
  5) After setting the microphone level click OK. This will put the screen in the SLIDESHOW format. YOU ARE NOW RECORDING YOUR NARRATION for the first slide. Each left mouse click or enter key will advance you into the next slide. To pause the narration use the right mouse click and select PAUSE NARRATION. Hit the Esc key to exit and save your recording.

COURSE POLICIES:
- There are required attendance days for this course.
- Students with special needs or requirements are expected to contact me privately within five business days after the beginning of the course.
- Failure to notify the Professor within the required time line may result minimal accommodations.
- This syllabus and the related course content are subject to change by the Professor.
- Changes to this syllabus will be identified by the syllabus revision number located on the top of the first page of the syllabus; new/revised editions of the syllabus will be posted in the Daily Notes at the http://www.westga.edu/~dturner/spring11.htm website.
- You are responsible to find out about changes to all course related data which may vary from the original syllabus by viewing the Daily Notes section on the http://www.westga.edu/~dturner/spring11.htm website (READ THIS SECTION DAILY).
- The Professor retains the right to subjectively evaluate an individual student's grade upward based upon observed performance.
- You are not allowed to turn in work completed for another class for credit in this class. For example, you cannot write one paper and turn it in for credit in two different classes.
- The State University of West Georgia Academic Honesty Policy will be enforced, you can read this policy at http://www.westga.edu/~vpaa/handrev/207.

Grading Content:

Flow of information / consistency
How well did you understand what was presented
Quality or depth of information presented
Proper use of graphics (too many, too little)
Speech quality (loudness, manner, evidence of practice)
Technical relevance and complexity
Discussion of history
Discussion of current applications
Discussion of growth (future)
Discussion of impediments to growth
Discussion of competing technologies
Time utilization (8 minute objective) can run over during 25 seconds for refs.
Slide count and 25 references, 5 by 5, five refs / five sec each
Overall review of individual presentation