



UNIVERSITY OF
CENTRAL FLORIDA

CIS 4524.OW61: Managing IT Integrations

College of Engineering and Computer Science
3 Credit Hours

Course Syllabus

Instructor:	Martin Roberts	Term:	Fall 2022
Office Location:	Virtual	Class Meeting Days:	N/A
Office Hours:	By appointment only	Class Meeting Time:	N/A
Phone:	None	Class Location:	Online
Email:	Webcourses@UCF messaging (preferred) or Martin.Roberts@ucf.edu	Course Modality:	W

TA(s):	Axel Lopez & Anna Grace Johnson	Email:	Webcourses@UCF messaging
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Course Description

This course focuses on the skills that are necessary to be part of an IT development team. Hiring managers are looking for more than a degree or a certification these days. They are also looking for applicants with leadership skills and project management potential. Throughout this semester you will learn what an IT project manager does, about the project management knowledge areas, and how these areas relate to secure information systems. Even if you choose to stay in a technical role, the knowledge you obtain in this course will help you and your future organization succeed.

Enrollment Requirements

CGS 2545C and COP 3223C and Information Technology major, with a grade of "C" (2.0) or better or COP 3503C and Computer Science major, with a grade of "C" (2.0) or better.

Course Activities

All course activities will take place in the Cengage MindTap platform. You should keep up with the Read, Visualize, Study, and Apply modules to learn the content and complete your assignments. There will also be Exam's that won't be inside these modules but are a graded component of this class.

Important Dates

Please keep up with the [UCF Academic Calendar](#) for the classes start date, the drop deadline, the withdraw deadline, any study dates, and the final examination period.

Assignment Submission

All assignments will be submitted in the Cengage MindTap tool.

Final Exam

You have one attempt at the “Post-Course assessment” which will be your final exam for this course. It is a comprehensive exam that is due on December 10th at 11:59 PM EST.

Assessment and Grading Procedures

Attendance Policy: None, this is an online course.

Make-up Policy: Only under extreme circumstances, in accordance with UCF’s policy on this.

Late Assignments: All assignments should be turned in on-time to get full credit. Quizzes and Tests can be submitted up to one day late with a 10% late penalty.

Grading Methods

- There will be no rounding grades in this course.
- You will have two attempts at Exam 1, 2, and 3 and each quiz. The most recent score will be used.
- Your lowest discussion grade and your lowest quiz score will be dropped.
- The exercises are to be submitted individually, even though you are expected to work on them as a group.
- The letter-only grading system will be used.
- See the charts below for more information:

Final Course Score	Grade
90-100	A
80-89	B
70-79	C
60-69	D
0-59	F

Basis for Final Grade

Assessment	Percentage of Final Grade
Exams (1-3 and the Final Exam)	40%
Case Study Group Assignments	20%
Quizzes	20%
Discussion Questions	20%

Make-up Exams and Assignments

Students will be allowed to turn in make-up work for university-sponsored events, religious observances, or legal obligations (such as jury duty). If you fall under a university approved reason to miss your assignment due date, then please reach out to me and I will happily grant you more time.

If you do not fall under a university approved reason to miss your assignment due date, then please do not reach out to me for an exception. This is simply not fair to the other students who did their work on time. I understand that life happens sometimes and something unexpected comes up. **For this reason, I've made a change to the course content this year and permitted you to work ahead on your coursework. You should complete your assignments ahead of time to help mitigate any unforeseen circumstances causing you to miss an assignment due date.**

Extra Credit

Something new that I will be offering this semester is extra credit. These will be in the form of the Module Exercises in MindTap. There are 13 exercises. For each exercise you complete, I will be offering one percentage point of extra credit on your final grade. For instance, if you complete all of your course assignments and you have a 59%, then you can complete one of these exercises to bring your grade up to a 60%. All extra credit will be due on December 6th, 2022.

Grade Dissemination

To comply with the Family Educational Rights and Privacy Act (FERPA), grades must not be released to third parties, which includes posting grades by name, SSN, or UCFID. All grades are disseminated via Webcourses. You can view the most specific grade information in the Cengage MindTap platform but the overall grade will be regularly synced to Webcourses.

Course Materials and Resources

- Cengage MindTap platform, available at the bookstore. Reference this course number (CIS 4524)
- Webcourses@UCF access via a computer.
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Policy Statements

Academic Integrity

Students should familiarize themselves with UCF's Rules of Conduct at <https://scai.sdes.ucf.edu/student-rules-of-conduct/>. According to Section 1, "Academic Misconduct," students are prohibited from engaging in

1. Unauthorized assistance: Using or attempting to use unauthorized materials, information or study aids in any academic exercise unless specifically authorized by the instructor of record. The unauthorized possession of examination or course-related material also constitutes cheating.
2. Communication to another through written, visual, electronic, or oral means: The presentation of material which has not been studied or learned, but rather was obtained through someone else's efforts and used as part of an examination, course assignment, or project.
3. Commercial Use of Academic Material: Selling of course material to another person, student, and/or uploading course material to a third-party vendor without authorization or without the express written permission of the university and the instructor. Course materials include but are

not limited to class notes, Instructor's PowerPoints, course syllabi, tests, quizzes, labs, instruction sheets, homework, study guides, handouts, etc.

4. Falsifying or misrepresenting the student's own academic work.
5. Plagiarism: Using or appropriating another's work without any indication of the source, thereby attempting to convey the impression that such work is the student's own.
6. Multiple Submissions: Submitting the same academic work for credit more than once without the express written permission of the instructor.
7. Helping another violate academic behavior standards.
8. Soliciting assistance with academic coursework and/or degree requirements.

Responses to Academic Dishonesty, Plagiarism, or Cheating

Students should also familiarize themselves with the procedures for academic misconduct in UCF's student handbook, *The Golden Rule* <<https://goldenrule.sdes.ucf.edu/>>. UCF faculty members have a responsibility for students' education and the value of a UCF degree, and so seek to prevent unethical behavior and respond to academic misconduct when necessary. Penalties for violating rules, policies, and instructions within this course can range from a zero on the exercise to an "F" letter grade in the course. In addition, an Academic Misconduct report could be filed with the Office of Student Conduct, which could lead to disciplinary warning, disciplinary probation, or deferred suspension or separation from the University through suspension, dismissal, or expulsion with the addition of a "Z" designation on one's transcript.

Being found in violation of academic conduct standards could result in a student having to disclose such behavior on a graduate school application, being removed from a leadership position within a student organization, the recipient of scholarships, participation in University activities such as study abroad, internships, etc.

Let's avoid all of this by demonstrating values of honesty, trust, and integrity. No grade is worth compromising your integrity and moving your moral compass. Stay true to doing the right thing: take the zero, not a shortcut.

Unauthorized Use of Websites and Internet Resources

There are many websites claiming to offer study aids to students, but in using such websites, students could find themselves in violation of academic conduct guidelines. These websites include (but are not limited to) Quizlet, Course Hero, Chegg Study, and Clutch Prep. UCF does not endorse the use of these products in an unethical manner, which could lead to a violation of our University's Rules of Conduct. They encourage students to upload course materials, such as test questions, individual assignments, and examples of graded material. Such materials are the intellectual property of instructors, the university, or publishers and may not be distributed without prior authorization. Students who engage in such activity could be found in violation of academic conduct standards and could face course and/or University penalties. Please let me know if you are uncertain about the use of a website so I can determine its legitimacy.

Unauthorized Distribution of Class Notes

Third parties may attempt to connect with you to sell your notes and other course information from this class. Distributing course materials to a third party without my authorization is a violation of our University's Rules of Conduct. Please be aware that such class materials that may have already been given to such third parties may contain errors, which could affect your performance or grade. Recommendations for success in this course include coming to class on a routine basis, visiting me during my office hours, connecting with the Teaching Assistant (TA), and making use of the Student Academic Resource Center (SARC), the University Writing Center (UWC), the Math Lab, etc. If a third party

should contact you regarding such an offer, I would appreciate your bringing this to my attention. We all play a part in creating a course climate of integrity.

In-Class Recording

Students may, without prior notice, record video or audio of a class lecture for a class in which the student is enrolled for their own personal educational use. A class lecture is defined as a formal or methodical oral presentation as part of a university course intended to present information or teach enrolled students about a particular subject. Recording class activities other than class lectures, including but not limited to lab sessions, student presentations (whether individually or part of a group), class discussion (except when incidental to and incorporated within a class lecture), clinical presentations such as patient history, academic exercises involving student participation, test or examination administrations, field trips, private conversations between students in the class or between a student and the faculty member, and invited guest speakers is prohibited. Recordings may not be used as a substitute for class participation and class attendance, and may not be published or shared without the written consent of the faculty member. Failure to adhere to these requirements may constitute a violation of the University's Student Code of Conduct as described in the Golden Rule.

Course Accessibility Statement

The University of Central Florida is committed to providing access and inclusion for all persons with disabilities. Students with disabilities who need access to course content due to course design limitations should contact the professor as soon as possible. Students should also connect with Student Accessibility Services (SAS) <<http://sas.sdes.ucf.edu/>> (Ferrell Commons 185, sas@ucf.edu, phone 407-823-2371). For students connected with SAS, a Course Accessibility Letter may be created and sent to professors, which informs faculty of potential course access and accommodations that might be necessary and reasonable. Determining reasonable access and accommodations requires consideration of the course design, course learning objectives and the individual academic and course barriers experienced by the student. Further conversation with SAS, faculty and the student may be warranted to ensure an accessible course experience.

Campus Safety Statement

Emergencies on campus are rare, but if one should arise during class, everyone needs to work together. Students should be aware of their surroundings and familiar with some basic safety and security concepts.

- In case of an emergency, dial 911 for assistance.
- Every UCF classroom contains an emergency procedure guide posted on a wall near the door. Students should make a note of the guide's physical location and review the online version at <<https://centralflorida-prod.modolabs.net/student/safety/index>>.
- Students should know the evacuation routes from each of their classrooms and have a plan for finding safety in case of an emergency.
- If there is a medical emergency during class, students may need to access a first-aid kit or AED (Automated External Defibrillator). To learn where those are located, see <<https://ehs.ucf.edu/automated-external-defibrillator-aed-locations>>.
- To stay informed about emergency situations, students can sign up to receive UCF text alerts by going to <<https://my.ucf.edu>> and logging in. Click on "Student Self Service" located on the left side of the screen in the toolbar, scroll down to the blue "Personal Information" heading on the Student Center screen, click on "UCF Alert", fill out the information, including e-mail address, cell phone number, and cell phone provider, click "Apply" to save the changes, and then click "OK."
- Students with special needs related to emergency situations should speak with their instructors outside of class.

- To learn about how to manage an active-shooter situation on campus or elsewhere, consider viewing this video (<<https://youtu.be/NIKYajEx4pk>>).

Deployed Active Duty Military Students

If you are a deployed active duty military student and feel that you may need a special accommodation due to that unique status, please contact your instructor to discuss your circumstances.