MIS 7610 – Systems Analysis & Design  
Spring 2010  

Online Instruction and Online Instructor Meetings

<table>
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<tr>
<th>Instructor</th>
<th>Sandra Richardson, Ph.D.</th>
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<tbody>
<tr>
<td>Office Hours</td>
<td>In-office hours: Mon and Wed 4-5:30pm</td>
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<tr>
<td>Email/website</td>
<td><a href="mailto:Sandra.richardson@memphis.edu">Sandra.richardson@memphis.edu</a></td>
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<tr>
<td>Office/phone</td>
<td>FCBE Admin Bldg 313 901-678-4614</td>
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                      • Additional readings will be assigned throughout the semester; this may include the purchase of an additional book.  
                      • Access to University of Memphis e-courseware website (this is the main website for the course and is where you will find course info, discussions, course news, etc.) |
| Other materials used in class | • As assigned |

Course Goals and Objectives

This course addresses systems analysis and design of computer based information systems. The goal of this course is to introduce key concepts, techniques, tools, methodologies, and the organizational, social and ethical impacts of systems analysis development and design activities.

Upon completion of this course you should find that you have an improved understanding of the information systems development processes and methodologies related to systems development. You should have an increased awareness of how to understand user needs and capture user requirements. An increased understanding of the documents and reports required during the systems analysis and design process, project planning and management, as well as how to work together as an effective team. Finally you should have insight into current information systems trends, and ethical issues, and the associated analysis, development and design issues associated with those trends.

Instructor’s Expectations Online

This course is a class with ONLINE instruction and ONLINE instructor meetings. Thus, students are expected to be self-directing and self-starters. The online instruction portion of the class is set up so that you, as working professionals, can come to class whenever it fits your schedule. Weekly online lectures will be made available to you to listen to when you choose throughout the week. Lectures, coursework, homework, tests and discussions will all take place online.

The online portion of the course is conducted according to the “working schedule”. The working schedule will be updated regularly and will include homework assignments, test and project due dates, and other relevant information. It is your responsibility to check the working schedule frequently and adhere to the posted assignments, discussions, due dates, etc. It is up to you to keep track of the schedule and deadlines.

The instructor will gladly be available via email or during office hours to help you at any point in the course. Office hours are held Monday and Wednesdays between 5:00-6:30pm. I will also answer emails as often as I can. However, please understand that the course materials are available 24hours a day, but I am not. In general the turn around time will be pretty quick, and I will make sure that all emails are answered during office hours.
Online instructor meetings will take place throughout the semester in order to discuss projects. We will schedule a date and time for the meetings to be held online.

In general, students should assist the instructor in creating a positive, supportive online environment for learning. Most importantly, all participants in the class should be considerate of their classmates and treat them (an their opinions) with respect.

Students are expected to keep up with the assigned readings, discussions, and deliverables on a regular basis. Students are expected to participate in online discussions when appropriate and turn in assignments on the assigned due date, and no later. Examinations are to be taken when scheduled and no later. The drop boxes for assignments and tests will close at the posted deadline and will not be reopened for late assignments.

Course Requirements & Opportunities

This course will consist primarily of online lectures, online exercises, discussions, assignments, exams and team projects.

- **Online lectures**

  The majority of the course content will be delivered via online lectures through PowerPoint slides. A significant portion of the material is represented in the assigned textbook. However, there may be additional information included on the slides that is not covered in your text, you are responsible for all information covered in the PowerPoint presentations. Additional readings will be assigned and you will be responsible for that material as well.

- **Exercises, discussions and assignments**

  Each student should contribute to the course discussions to the extent that it is evident that the reading assignments have been done, and that a high degree of consideration has been given to them. Furthermore, students should offer high-quality (not necessarily high quantity) insights, make a positive contribution to his/her group, and class discussions, and demonstrate an appropriate level of knowledge on individual activities. These activities reinforce concepts and skill sets covered in class.

- **Exams**

  There will be two exams during the semester. The exams may be any combination of multiple choice, short answer and essay. However, the majority of the exams will be in an essay format.

- **Team project**

  Specific details for the project, including deadlines, will be available on the “working schedule”. In general, each student will participate in a semester-long team project designed to give students and opportunity to apply the techniques and tolls of systems analysis and design. The project is intended to provide a real-world development activity on a scale suitable for completion in one semester. Online instructor meetings will take place during the semester to discuss project progress.

  There will be a CONFIDENTIAL peer evaluation at the completion of the team project. Team members will be asked to evaluate each of the other group members. These evaluations will make up 10% of the overall project grade for each individual being evaluated. Individual evaluations will be treated with confidence and will not be divulged to other team members.

Grading Policy

Final grades will be calculated as follows:
Class Participation 10%
Midterm Exam 1 25%
Final Exam 2 25%
Assignments 20%
Team projects (w/ peer assessment) 20%
TOTAL 100%

Grading scale for the course:
A = 90 – 100%
B = 80 - 89%
C = 70 - 79%
D = 60 - 69%
F = below 60%

Grade appeals: It is important to recognize that grading necessarily reflects the instructor’s judgment regarding the quality of your work. As such, all grading is subjective, and different graders would undoubtedly grade work a bit differently. If you are not satisfied with your grade on an exam or homework assignment I am willing to review the situation. You may submit a brief written summary (or email) of the situation, along with a justification of why you believe a better score is warranted. Three key rules apply to a grade appeal: 1) You must submit your appeal within one week of receiving the grade, 2) When reconsidering your grade I will re-grade the entire assignment and reserve the right to change the grade higher or lower on any portion of the assignment if an appeal is requested, and 3) class time will not be spent to discuss grade appeals.

Grade Curving: I do not anticipate curving test, project or homework grades. However, if it looks as though the entire class performs poorly on a question or exam and I feel it is a reflection of something I have failed to communicate to the class as a whole or some failure in my teaching the subject I will curve the grades appropriately.

Student Disability  Any student who may need class or test accommodations based on the impact of a disability is encouraged to speak with me privately to discuss your specific needs. Students with disabilities should also contact Student Disability Services at 110 Wilder Tower, 678-2880. SDS coordinates reasonable accommodations for students with disabilities.

Academic Misconduct

The University of Memphis has clear codes regarding cheating and classroom misconduct. You are urged to refer to the Student Handbook section on academic misconduct for a discussion of these codes. I will adhere to University policies related to cheating and class misconduct. The University of Memphis policy regarding Classroom Misconduct will be enforced. Details of the policies can be in the Student Handbook or at the Office of Judicial and Ethical Programs web site http://www.people.memphis.edu/~jaffairs/. The handbook specifies that students are not to cause disturbances in the classroom. Any behavior that is distracting for other students or for your instructor is not allowed. Examples of disturbances or distracting behavior include arriving late, leaving early, use of cellular, wireless or digital devices unless approved in advance by your instructor, brining non-enrolled guests, etc. Your participation and behavior in class will be considered in determining your final grade.

Quoted from the University of Memphis website, “Plagiarism is a serious academic offense. The University of Memphis regards plagiarism as academic dishonest. The consequences of plagiarism including failing an assignment, receiving a lower grade, and even failing a course.”

If you have more than five (5) words lifted directly from another source then it is plagiarism. You must put those words in quotations and clearly acknowledge your source. Plagiarism will not be tolerated in this course.