Instructor: Sandra M. Richardson, PhD  
Phone1: 901.678.4014  
E-mail: sandra.richardson@memphis.edu  
Office: FCBE #313  
Office Hours: Tuesday 9:30-11:00am, Thursday 9:30-11:00am, or by appointment

As this is a fully online class, the standard means for communicating with the instructor is via course email throughout the semester (please use the email listed above, do NOT use the email function in eLearn!!!). However, meetings (FCBE#313), Skype meetings, and phone calls, can be scheduled on Tuesdays, Thursdays between 9:30-11:00am (Central Time), or by appointment.

Course Overview:

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.

Pre-Requisites/Co-Requisites:

None

Required Texts (and Related Materials):

- Additional readings will be assigned throughout the semester; this may include the purchase of an additional book.
- Other materials as assigned
- 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.)

Location of Course Materials:

This is a fully online course and all course materials (lectures, discussion topics, news, etc.) are located on the eCourseware website.

Course Objectives:

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.

Fogelman College: Learning Outcomes for Your Degree

This course is designed to help you to meet the overall learning objectives for the BBA degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the FCBE MSIS Program.

Course Methodology

This is an online course and much of the learning will be self-managed and self-paced. This has the benefit of accommodating each student’s unique schedule and learning style. Everything will be done fully online and asynchronously (meaning the class will not meet at specific times).

Professor’s Expectations of Students:

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 Tuesday’s and Thursday’s between 1:00-2:30pm, or by appointment. I will also answer emails as often as I can. However, please understand that the course materials are available 24 hours a day, but I am not. In general the turn-around time will be pretty quick, at minimum 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 (and 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.

Grading and Evaluation Criteria

Over the semester, you will have a variety of opportunities to earn points towards your final (overall) letter grade in this course. This section of the syllabus describes the assessed work you will be doing and how overall (final) letter grades will be computed.

Final Course Grades

Final course grades are earned as follows:

A = 90-100 Points
B = 80-80 Points
C = 70-79 Points
D = 60-69 Points
F = Under 60 Points

Summary of Graded Activities

Points earned on the assessed activities will be distributed as follows:

Assignments & Class Participation = 15%
Midterm Exam 1 = 35%
Final Exam = 25%
Project = 25%

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.

Course Requirements, Grading, and Evaluation Criteria

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. Exams will be submitted using Microsoft Work (no .pdf files, etc).

**Project:** Specific details for the project, including deadlines, will be provided.

**Schedule of Activities:** For a complete semester schedule of lectures, readings, assignments, discussion forums, please refer to the “Working Schedule” that can be found in the online course area under “Getting Started”.

**Final Exam Schedule:** The final exam for this class will be scheduled according to the UofM Academic Calendar.

Course Policies

**E-MAIL:**

Please send all correspondence to my university email account (sandra.richardson@memphis.edu) using your regular email, NOT through the eCourseware/eLearn email (email has a tendency to disappear in eCourseware/eLearn). All students are required to maintain and access their University of Memphis (@memphis.edu) email account. You will receive all official course correspondence at this email account. Any inability to receive incoming mail in a timely fashion (e.g., not regularly checking your email, having a “full mailbox” condition, etc.) is the student’s responsibility.
Attendance
Since this is an online class taught asynchronously, there are no scheduled meeting times. Thus, formal attendance will not be taken. However, you are expected to stay active and engaged throughout the academic term and keep up with the schedule of activities. Your full engagement in the class begins on the first day of the semester and should be maintained until the last assignment is submitted. For students receiving federal student loans, any lack of engagement in the course may be treated as non-attendance and potentially impact access to student loans in the future.

Adding / Dropping:
If you have questions about adding or dropping classes, please refer to the Registrar’s website.

Academic Integrity:
The Fogelman College of Business and Economics and the University of Memphis have clear codes regarding cheating and classroom misconduct. You are urged to refer to the Fogelman College of Business and Economics webpage on Academic Integrity for information on academic integrity and misconduct.

In addition, you are urged to read the University of Memphis 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 website. 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, bringing 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 include; 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.

TurnItIn – I will be using “TurnItIn” to evaluate all assignments for plagiarism. All students caught cheating will receive a minimum of an F on the assignment or exam in question, and potentially can fail the entire class, or expulsion from the University.

Classroom or Online Behavior:
All participants in the course should be considerate of the other course participants and treat them (as well as their opinions) with respect. The class will operate under the assumption that any and all feedback offered is positive in nature and that the intentions of the person(s) providing feedback are strictly honorable. Insensitivity in this area will not be tolerated. If you
have any questions about online communication, you should review the Fogelman College's Netiquette website.

**Late Assignments:**

Late assignments and projects are not accepted

**Syllabus Changes:**

The instructor reserves the right to make changes as necessary to this syllabus. If changes are necessitated during the term of the course, the instructor will immediately notify students of such changes both by individual email communication and posting both notification and nature of change(s) on the course bulletin board.

**Student Services**

Please access the FCBE Student Services page for information about:

- Students with Disabilities
- Tutoring and other Academic Assistance
- Advising Services for Fogelman Students
- Technical Assistance