**Course Syllabus**

**MIS 4800 – Strategy/Management/Acquisition**  
**Spring Semester, 2018**  
**3.0 Credit Hours**  
(Last updated: 12/9/2018)

**Instructor:** Ruby Booth, MS  
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**Course Overview:**

Explores acquisition, development, and implementation of plans and policies to achieve efficient and effective information systems; investigates issues and approaches in managing the IS function and how IS function supports and enables organizational capabilities and strategies.

**Pre-Requisites/Co-Requisites:**

This is the capstone course for all BIT majors. Lower division core courses must be completed before enrollment in this course is permitted. Specific requirements are MIS 3770, 3775, 3790. The prerequisites focus predominantly on various skills and technologies needed for business information systems, while MIS 4800 focuses on the managerial issues that occur because of those skills and technologies as well as the management issues regarding the people and procedures involved.

**Required Materials:**

To complete some of the assignments, you will need access to specific software programs. The University provides access these programs. You may access these programs using your own computer or computers in any of the three FCBE computer labs (FCB 100, 373, and 377).
- **Microsoft Office Suite** for either the PC or MAC. U of M students may install Microsoft Office on a PC or MAC by following the instructions here: [GetOffice](#).

**Required Texts (and Related Materials):**

No textbook is required for this course. All other recommended texts or related materials will be provided by your instructor over the course of the semester.

**Location of Course Materials:**

All course materials will be provided online or in class. You are expected to frequently check the [eCourseware website (opens in new window)](#).

**Course Objectives:**

This course focuses on the issues and techniques involved with the effective strategic management of the IS function rather than the IS development covered in other courses.

Students are expected to be able to:

1. examine the internal, external, and strategic planning issues involved in IS management. For example, internal IS issues include the management of IS professionals, project teams, and the acquisition of hardware, software, and services.

2. understand the aspects of the IS manager’s role as designer, facilitator, and change agent in managing the development and implementation of computer–based information systems and in managing the evolving IS organization.

3. demonstrate an ability to identify critical versus non-critical issues as well as the best solutions in specific situations and proper implementation of changes needed.

4. Effectively discuss recent current issues related to management of a wide range of IS topics, showing an ability to talk well and a good knowledge of current issues.

**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 BBA degree program.

- [BBA Program Outcomes (opens in browser window)](#)

**Professor’s Expectations of Students:**

In general, you should assist the instructor in creating a positive, supportive environment for learning by staying engaged in the course and actively participating in all discussions. You are expected to attend class and to check both your @memphis.edu email and e-courseware communications in a regular and timely fashion.
Student's Expectations of the Professor:
In my role as your instructor, there are certain things you can expect from me including: well-organized and engaging learning experience, support and guidance in the event of difficulty, and feedback on assignments in a timely manner.

Syllabus Changes:
The instructor reserves the right to make changes as necessary to this syllabus. Students should check e-courseware for the most up-to-date information regarding assignments and their due dates. Every semester’s students are different, with different skill-levels and experiences, so be prepared for assignments and due dates to change.

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 types of assessed work you will be doing and how overall, final letter grades will be computed.

Final Course Grades:
Your final letter grade is based on your overall average. Your overall average is calculated as the sum of all the points you earned on graded assignments divided by the total number of points possible. The letter grade is based on the following schedule:

- Above 90%  A
- Above 80% but below 90%  B
- Above 70% but below 80%  C
- Above 60% but below 70%  D
- Below 60%  F

Your overall grade for the semester is based on how well you perform on a mixture of formal activities including some mix of discussions, deliverables, assignments, and projects. I do not expect to assign quizzes, unless class attendance or focus is lacking.

Scoring Methodology Used to Determine Course Grade:
Unless stated otherwise your tasks in this class are to be completed as your individual work. You must complete these tasks as instructed and upload them into the appropriate e-courseware location by the deadline in order to receive full credit.

Your final grade will be determined by dividing the points you have earned by the total points available. In general, tasks that take more time and effort will be worth more points. Points earned on the assessed tasks will be distributed as follows:
Discussions

Discussions, both online and in class, will be considered part of your final grade. In general discussions will be scored from 0-5 points, with online discussions graded by individual and in class discussions graded by whole class participation of those students in attendance.

Assignments

Short, topical assignments will generally run from 1-2 pages in length and will be graded on a 0-10 point scale.

Deliverables

In a typical semester, students will be required to complete 2-3 deliverables over the course of this semester. A deliverable is, simply put, an output that you provide to a boss or client. Each deliverable you will complete in this course is something that you might be asked to create in your professional career. These will be scored on a 0-20 point scale. Due dates for these deliverables will be announced well in advance.

Final Project

In lieu of a final exam for this course, you will have a final project. It will be graded on a 0-30 point scale and will demonstrate your cumulative mastery of course concepts.

A NOTE ON CITATIONS

Most tasks in this course require research. You are expected to reference sources in the work you turn in. Work without citations will not be graded.

Final Exam Schedule

A final exam is not currently scheduled, since the assignments and projects planned during the course will serve as complete coverage of all the topics studied. The final exam for this class, if one should be scheduled, will occur according to the Registrar's academic calendar website.

Course Policies

Email:

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. It is your responsibility to check your inbox frequently and read all email messages from the course instructor.
Attendance:

Your consistent attendance is expected. As this course does not rely on a textbook, your presence in class is your primary method of gaining the information necessary to complete the course objectives.

Adding / Dropping:

If you have questions about adding or dropping classes, please refer to this page on the Registrar’s website (opens in new window).

Academic Integrity:

The University of Memphis has clear codes regarding cheating and classroom misconduct. If interested, you may refer to the Student Handbook section on academic misconduct for a discussion of these codes. Note that using a “Solutions Manual” is considered cheating. Should your professor have evidence that cheating occurred, she may take steps as described on the campus’ Office of Student Conduct website (opens in new window). If you have any questions about academic integrity or plagiarism, you are strongly encouraged to review the Fogelman College’s Website on Academic Integrity (opens in new window).

Specific rules to be emphasized regarding academic conduct in this course:

- **Plagiarism will not be tolerated.** All assignments will be checked for originality. If you have questions regarding what constitutes original work, please do not hesitate to contact me. **If you turn in the work of another as your own, you will receive an F in this course.**
- All tasks are individual assignments and each person is expected to create their own files and do their own work.
- You are expected to turn in your assignments on time. The due dates for assignments are provided on the weekly schedule (below). 10% will be deducted for each day that an assignment is late. Late assignments must be turned into the late assignment drop box on e-courseware.

Turnitin

As noted on the FCBE Academic Integrity website, the campus has a full license to Turnitin.com as an aid to students in better understanding how to submit research and writing that adheres to our principals of individual academic achievement. In this course, there are several written activities and deliverables that will be submitted using the course dropbox. In all of those cases, your work will be submitted to the Turnitin.com service for validation as your original work.

Participation:

To be successful in this course as a student, you must stay active and involved throughout the entire semester. Students are expected participate in all aspects of the
course. You should also check into the course frequently for announcements, actively participate in discussions, and communicate with the instructor as needed.

**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](opens in new window).

**Late Assignments:**

Activities and deliverables submitted late suffer a penalty. A 10% penalty is incurred for each day that an assignment is late. If you must turn in an assignment late and do not wish to suffer a penalty, contact the instructor.

**Technical Difficulties:**

If you experience a technical difficulty, it is the student’s responsibility to contact the appropriate technical support venue (usually the University of Memphis technical support help desk) to resolve the issue.

If you experience a technical difficulty:

1. Contact University of Memphis technical support help desk. Contact the ITS Service Desk at 901.678.8888. (Available 24 hours a day, excluding posted holidays)
2. Send a copy of your help desk support ticket to me via email.
3. Promptly follow the instructions provided by ITS staff until the issue is resolved.

**Reporting Illness or Adverse Events:**

If you experience an illness or other adverse events, contact your instructor. Missing lectures and deadlines can result in serious harm to your grades. Stay in communication to minimize these negative consequences.

**Student Services**

Please access the [FCBE Student Services](opens in browser window) page for information about:

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