Course Syllabus
MIS 7620-001 – Business Machine Learning I
Fall Semester, 2020
3.0 Credit Hours
(Last updated: 7/31/2020)

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Office: FCB 363

Office Hours: Mondays and Wednesdays 2 p.m. – 3:30 p.m. and by appointment. All office hours will be conducted via Zoom.

Course Overview:
Business Intelligence is the study of computerized support for management decision making. Topics include data mining, artificial neural networks, text and web mining, data warehousing, expert systems, and knowledge management

Pre-Requisites/Co-Requisites:
There are no course pre-requisites to enrolling in this course. However, basic knowledge of statistics is helpful but not required. In general, it is assumed that all students who are registering for Fogelman College classes have successfully completed any pre-requisites or are enrolled currently in any co-requisites associated with this course.

Required Texts (and Related Materials):

Software:
This course makes extensive use of tools including Tableau and SAS Enterprise Miner. Instructions on how to access Tableau and SAS Enterprise Miner are available on eCourseware.

Location of Course Materials:
Course materials are available online at elearn.memphis.edu. They include lecture slides, handouts, data sets, assignments, grades and other course-related information. Course materials are organized into modules based on topics.

Course Objectives:
By successfully completing this course, students will be able to:

- Understand the basic concepts and techniques of business analytics
- Evaluate real-world business problems and identify appropriate analytical methods to solve these problems
- Perform data preparation and visualization
- Implement various analytical techniques
- Compare and assess model performance
- Develop data analytic thinking and problem-solving skills
- Develop proficiency in tools such as Tableau and SAS Enterprise Miner

Fogelman College: Learning Outcomes for Your Degree
This course is designed to help you to meet the overall learning objectives for the MSIS degree offered by the Fogelman College. You should take the time to become familiar with the overall learning objectives as a student in the MSIS degree program.

- Graduates will possess knowledge and skills related to data management for organizations
- Graduates will possess knowledge and skills in the area of business analytics
- Graduates will possess knowledge and skills in the analysis and design of information systems
- Graduates will possess knowledge and skills associated with being an Information Systems leader

Course Methodology:
This is a remote course. The class will be taught 100 percent online with no face-to-face meetings and involve both synchronous (set times) and asynchronous (no set times) elements. Class times exist in the schedule, and students are expected to log in during these set times.

To facilitate your active learning experience and to accommodate students with various educational backgrounds and different levels of experience, this class adopts a mixed learning approach by incorporating lectures and discussions on key concepts and methods as well as
self-paced learning of analytical tools using a flipped learning methodology. Learning materials for analytical tools will be posted on eCourseware in advance of the live session, and it is your responsibility to study these materials and be well prepared before attending the live session.

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, actively participating in discussions and hands-on activities, reviewing the course content after class, and completing assignments on time. Students are strongly encouraged to contact me to discuss any concerns about this course or seek any additional help with course materials if needed. It is critical that students have access to computers with the installed software tools or broadband Internet connection that will allow access to umApps throughout the semester.

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, response to emails within two (2) business days, and feedback on all work submitted within 7-10 calendar days.

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 according to the following table:

<table>
<thead>
<tr>
<th>Point Range</th>
<th>Assigned Grade</th>
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<tbody>
<tr>
<td>90-100 Points</td>
<td>A</td>
</tr>
<tr>
<td>80-89 Points</td>
<td>B</td>
</tr>
<tr>
<td>70-79 Points</td>
<td>C</td>
</tr>
<tr>
<td>60-69 Points</td>
<td>D</td>
</tr>
<tr>
<td>Under 60 Points</td>
<td>F</td>
</tr>
</tbody>
</table>

Your overall grade for the semester is based on how well you perform on a mixture of formal activities. A detailed description of each of the assessed activities can be found after the scoring summary table below.

Summary of Graded Activities
Points earned on the assessed activities will be distributed as follows:
<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Total Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Engagement and Participation</td>
<td>10</td>
</tr>
<tr>
<td>Assignments</td>
<td>25</td>
</tr>
<tr>
<td>Midterm</td>
<td>20</td>
</tr>
<tr>
<td>Final Exam</td>
<td>25</td>
</tr>
<tr>
<td>Group Project</td>
<td>20</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100 pts</strong></td>
</tr>
</tbody>
</table>

**Major Course Topics:**

- Supervised and Unsupervised Machine Learning Methods
- Data Mining Process
- Data visualization
- Decision Tree and its Business Applications
- Regression and its Business Applications
- Artificial Neural network and its Business Applications
- Model Assessment and Deployment
- Cluster Analysis and its Business Applications

**List of Formal Assessed Activities**

**Engagement and Participation:**

You are expected to stay engaged with the course by joining live lectures, contributing to discussions, and completing hands-on activities. You are responsible for the material covered. Lectures and slides and/or handouts will be posted on the course website. Please note that office hours are not a substitute for class engagement and participation.

**Assignments:**

Students will complete each assignment individually. Each assignment carries the same weight and your final assignment score will be based on the average of your assignment scores after dropping your lowest score. Assignments will be submitted on eCourseware unless specified otherwise. Due dates for all assignments will be strictly observed and no late submission will be accepted without the instructor’s approval. Plagiarism is strictly prohibited.

**Exams:**

There will be one midterm exam (20%) and one final exam (25%) for this course. Both are closed-book exams. It will cover lecture material, class discussion, and additional reading materials assigned by the instructor. The exam consists of multiple choice, true/false, and short answer questions. Please see the schedule for the exam dates.

If you know in advance that you will be absent the day of the scheduled exam, you need to make arrangements with me prior to the exam date. If you miss an exam because of illness or
other unforeseeable emergency (proper documentation required), you must contact me by email or phone within three days of the scheduled exam date to make arrangements for a makeup exam. Failure to do so will result in a grade of zero for the exam.

**Group Project:**

Project groups will consist of 3 to 4 students. Each group will select a business problem and the associated dataset(s) from current or completed data challenges (e.g., Kaggle, Yelp, Teradata university network, Alexion Analytics Challenge) or other sources with instructor’s approval. Students will then apply the techniques and methods learned in this class to explore, prepare, and analyze data, interpret findings, and complete a written report. Project deliverables include Tableau visualization, SAS Enterprise Miner project, a presentation, and a written-report at the end of the semester. Detailed requirements will be posted on eCourseware.Datasets used in projects of other courses may not be used in this course without the instructor’s approval. The project grade will be based on project proposal, progress reports, Tableau and SAS Enterprise Miner deliverables, presentation, written-report, and peer-evaluation.

**Schedule of Activities**

For a complete semester schedule of readings, activities, and due dates for assignments, please refer to the “Tentative Schedule” that can be found in the online course area under “Course Introduction”.

**Final Exam Schedule**

The final exam for this class will be scheduled according to the Registrar’s academic calendar website (opens in new window).

**Course Policies**

**E-MAIL:**

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:**

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 end of the semester. 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.

Students are expected to participate in all interactive aspects of the course. You should also regularly communicate with the instructor as part of your overall learning experience, check the
course website and your email frequently for announcements, and actively participate in classroom discussions (both formal and informal).

Note that class engagement and participation will contribute to your overall grade in the semester as noted earlier in this syllabus.

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:
Plagiarism, cheating and other forms of academic dishonesty are prohibited. Students guilty of academic misconduct, either directly or indirectly, through participation or assistance, are immediately responsible to the instructor of the class in addition to other possible disciplinary sanctions which may be imposed through the regular institutional disciplinary procedures (see https://www.memphis.edu/osa/students/academic-misconduct.php). If interested, you may refer to the Student Handbook in the section on Code of Student Rights & Responsibilities for information. 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).

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 (opens in new window).

Extra Credit:
There is no extra credit offered in this course. Your final grade will be computed based on your work on the formal/assessed activities previously described in this syllabus.

Reporting Illness or Absence:
Due dates and deadlines have been established for each graded assignment. In this course, deadlines are taken very seriously. Please do not wait until the last day to submit assignments or to take quizzes and exams. If an emergency should arise, it is the student’s responsibility to contact the instructor prior to the deadline to discuss the matter. A deadline extension will be considered only if all of the following conditions are met: (1) Extreme emergency and (2) Instructor contacted prior to the due date.

Inclement Weather:
In the event that inclement weather requires the cancellation of classes at The University of Memphis, local radio and television media will be immediately notified. Additionally, The University of Memphis has established an Inclement Weather Hotline at 901-678-0888 as well
as [LiveSafe (opens in a new window)](LiveSafe), UofM's comprehensive personal safety mobile app. This optional service is used in the event of an on-campus emergency, an unscheduled university closing, or a delay or cancellation of classes due to, for instance, inclement weather. Additional information on [LiveSafe (opens in a new window)].

**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 (opens in new window)](FCBE Student Services) page for information about:

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

**Student Accommodations**

Students with accessibility issues or learning accommodation issues due to a disability should contact Disability Resources for Students (DRS) to submit an official request for course accommodations. Contact DRS at 901.678.2880 or at drs@memphis.edu. ([https://www.memphis.edu/drs/index.php](https://www.memphis.edu/drs/index.php))

**Student Health**

Students who have a positive COVID-19 test should contact the Dean of Students at deanofstudents@memphis.edu.

**Student Resources**

Students who need additional resources can visit the Dean of Students Office website at [https://www.memphis.edu/deanofstudents/crisis/index.php](https://www.memphis.edu/deanofstudents/crisis/index.php).

**FCBE COVID-19 Notice**

Important considerations for students related to the ongoing COVID situation are available at [https://www.memphis.edu/fcbe/faculty/covid_19_notice.php](https://www.memphis.edu/fcbe/faculty/covid_19_notice.php).