



SYLLABUS   
College of Computing and Software Engineering

Department of Information Technology

IT7723: IT Strategy, Policy and Governance

Summer 2022

# Course Information

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Class meeting time: NA Online only

Modality and Location: *Face to Face course; Building and Room Number*

*Syllabus is posted in D2L*

# Instructor

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**Rich Halstead-Nussloch, Ph.D.** Professor

**Course Department/College:** Information Technology/College of Computing

**Hybrid Meeting Time/Location:** N/A

**Emergency E-mail:** [rhalstea@kennesaw.edu](mailto:rhalstea@kennesaw.edu) (Emergency only, please)

C**ourse Materials are available in D2L:** <http://d2l.kennesaw.edu>

**Normal Class E-mail:** Use D2L class email to me (rhalstea)

**Office Phone:** (470) 578-5509 (Please leave voicemail if I don’t answer)

**Office Location:** Kennesaw State University**,** Marietta Campus,J361- Closed for Summer

**Office Hours:** Online only; Send D2L email or use Google Voice # (470) 242-4377 to text me.

**Virtual Office Hours:** by email (use D2L email please), a Google resource, or by appointment

**Google resources (In texts, voicemails and emails please tell me which class and section you are in):**

**Cell/Google Voice #:** (470) 242-4377 Text messages from your cell work best, or leave me voicemail with callback # if I don’t answer

Most of my time online will be in the afternoons and evenings. If you need to communicate with me privately, please send me an email through D2L or a text from your mobile phone to my Google Voice # (tell me who you are and which class and section you are in) and I will respond as quickly as possible, aiming for within 48 hours. I am not generally available online on weekends, holidays and breaks and generally will respond the next business day following the weekend, holiday or break. I strive to grade or provide feedback on all assignments within two weeks of the due date.

**Course Communication**:

# Email is the best way to reach the instructor. Use D2L email if possible. Instructor’s KSU email (rhalstea@kennesaw.edu) should only be used when you don’t have access to D2L site.

# Students’ emails- I aim to reply within 2 business days. Weekend and holidays don’t apply.

# When emailing the instructor using accounts other than D2L email, put the course number in the subject line. Emails without proper subject line will not receive a response.

# Avoid using personal email. Sensitive information (such as your grades) can ONLY be sent to D2L email or KSU email account.

# Course Description

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**Prerequisites/Corequisites**:

**Credit Hours:** *3-0-3 (3 hours of lecture, zero lab hours, 3 hours credit)*

**Required Texts**: All required materials are available in D2L

**Recommended Texts***: N/A*

**Course Description:**

An elective, integrative course with a major project to apply elements and best practices of the field focusing on IT strategy, policy, and governance. It is best taken after a student has started the MSIT core courses.

# Technology Requirements:

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* This class uses D2L as hosting site. Run a system check to ensure your computer work with D2L. Check out UITS D2L training: <http://uits.kennesaw.edu/support/d2ltraining.php> .
* Internet Connection. A high-speed Internet connection such as DSL or cable Internet access is highly recommended. You may also use computer labs on campus to complete the coursework.

# Student Learning Outcomes

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By the end of this course, a student should be able to:

* Define and discuss major concepts and methods of IT policy, strategy, and governance.
* Apply modern tools, techniques, methods, and best practices for developing, implementing, and maintaining IT policies, strategic plans, and governance.
* Formulate business needs and requirements into IT policies, strategies, and governance in a systematic and consistent manner to maximize the value of IT to the organization.
* Develop aspects of IT policy, strategy, and governance.

# Course Requirements and Assignment

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| --- | --- |
| **Deliverable Item** | **(Incremental) Submissions** |
| Four Exercises A1 through A4 | * A1 The Working IT Professional * A2 IT Strategy * A3 IT Policy * A4 IT Governance |
| Exercise A5-IT Professional Toolkit (timely submission of intermediate products is necessary for a grade of A) | * A5.Idea * A5.OutlinePlan * A5.Status * A5.Final |
| Engagement for Success from D2L Interactions and/or Explicit Engagement Report | OPTIONAL A7, otherwise D2L Analytics will determine this deliverable. |
| Exercise A6- IT Professional Perspective Presentation | * A6.Draft * A6.Final |

# Evaluation and Grading Policies

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Students will earn a course grade according to the following weighting scheme:

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| --- | --- |
| **Deliverable Item** | **Weight in Grade** |
| Exercise A5-IT Professional Toolkit (timely submission of intermediate products is necessary for a grade of A) | 45% total as-   * A5.Idea- 5% * A5.OutlinePlan- 5% * A5.Status- 5% * A5.Final- 30% |
| Four Exercises A1 through A4 | 20% total as-  5% each for 20% overall weight |
| Engagement for Success (Optionally Includes External Activities as Reported in A7 and/or Analytics from D2L Interactions) | 15% total, mixing student’s choice of   * External Activities as described in D2L * D2L Analytics   + Percent topics read   + Percent on-time assignments   + Normalized class rank of discussions read   + Normalized class rank of discussion posts and replies |
| Exercise A6- IT Professional Perspective Presentation | 20% total as-   * A6.Draft- 5% * A6.Final- 15% |
| **Total** | **100%** |

Detailed grading criteria are available in D2L for how Toolkits and Presentations will be graded in the rubric. Assignments should be turned in using the D2L Assignment Tool by the time and date listed in the Assignment Tool. I strive to provide feedback and grade all assignments turned in on time within 2 weeks.

## **Grading Scale:**

90% - 100% A

80% - 89% B

70% - 79% C

60% - 69% D

0% - 59% E

Grades will be rounded up if they are > or = .5 or above, for example, an 89.6 is an A, but 79.2 is a C.

# Course Policies

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# Course Attendance Policy

# Grading Items Turnaround Time

* The grades for labs/assignments/projects will be available within two weeks after the due date

# Assignments & Exam Policy

* All assignments **MUST** be submitted through D2L (<https://kennesaw.view.usg.edu/> ) course website by the deadline specified in course calendar. Email submission will **NOT** be accepted.
* Any assignment that is more than 24 hours late is subject to a 10% penalty at the discretion of the instructor.

Please contact the instructor if you have any questions.

**Student Responsibility**

For this class, you are expected to spend seven to eight hours each week on coursework:

* Check KSU email regularly;
* Login D2L course website frequently to access the course material (at least every other day);
* Follow the weekly study guide in the learning module;
* Study the assigned material such as virtual lectures, textbook chapters and the PowerPoint slides;
* Complete assignments (assignments, discussion, project) on time.

**Tips for Effective Online Learning**

For an online class, students can really enjoy the benefits of learning at you own pace and at the place of your choice. Below are some tips for effective online learning.

* *Check D2L course website frequently*. It’s recommended that students should login D2L course site **AT LEAST** every other day. Always be aware of current status of the course. Take advantage of the posted learning material such as recorded lectures.
* *Work with the instructor closely*. If you have any question, contact the instructor immediately. You can either email or text me and your message is guaranteed to be replied within 12 hours.
* *Start your work early*. If you can start a task early, don’t start late. Assuming you spend the same amount of time completing the task, starting later will be much more stressful than starting early. Never start until the last minute! You’ll have no turnaround time if you need help or something happens.
* *Keep up with the work*. Don’t fall behind. If you do, contact the instructor immediately for what you need to do. The instructor may also contact you if he is concerned. Respond to the instructor’s inquiry promptly.

**Class Communication Rules**

In any classroom setting there are communication rules in place that encourage students to respect others and their opinions. In an online environment, the do's and don'ts of online communication are referred to as **Netiquette**. As a student in my course you should:

* Be sensitive and reflective to what others are saying.
* **Avoid typing in all capitals** because it is difficult to read and is considered the electronic version of 'shouting'.
* Don't flame - These are outbursts of extreme emotion or opinion.
* Think before you hit the post (enter/reply) button. You can't take it back! Don't use offensive language.
* Use clear subject lines.
* Don't use abbreviations or acronyms unless the entire class knows them. Be forgiving. Anyone can make a mistake.
* Keep the dialog collegial and professional, humor is difficult to convey in an online environment.
* Always **assume good intent** and **respond accordingly**. If you are unsure of or annoyed by a message, wait 24 hours before responding.

# Course Schedule

The course schedule is tentative and is subject to change. Please use D2L course calendar as accurate due dates. (To be updated for each term)

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| --- | --- | --- | --- |
| **Week** | **Module** | **Due via D2L** | **Due Date** |
| 30-May | LM-Start Here | Nothing | 1-Jun |
| 6-Jun | LM1 - Success through IT Professionalism | Exercise A1 | 8-Jun |
| 13-Jun | LM2 - IT Strategy | Exercise A2 | 15-Jun |
| 20-Jun | LM3 - IT Policy | Exercise A3 | 22-Jun |
| 27-Jun | LM4 - IT Governance | Exercise A4 | 29-Jun |
| 4-Jul | LM5 - IT Professional Toolkit | Toolkit Ideas (A5.Idea) | 6-Jul |
| 11-Jul | LM6 - IT Professional Perspective Presentation | Toolkit Outline (A5.Outline) | 13-Jul |
| 18-Jul | Workshop | Professional Perspective Slides Draft (A6.Draft) + Toolkit Status (A5.Status) | 20-Jul |
| 25-Jul | Workshop | Submit early if you can ;-) - A7.Engagement OPTIONAL | 27-Jul |
| 1-Aug | END OF TERM | EVERYTHING | 29-Jul |

**Institutional Policies**

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* [Federal, BOR, & KSU Course Syllabus Policies](https://cia.kennesaw.edu/instructional-resources/syllabus-policy.php)
* [Academic Integrity Statement](http://scai.kennesaw.edu/codes.php)
  + Examples of violation of academic integrity: 1) copy from others or from Internet; 2) allow others to copy your work; 3) use other’s help or help other in completing the quizzes or exams.
  + The first violation of academic integrity, the student will immediately receive 0 for the associated grading item. For the 2nd violation, the student will receive a fail grade for this course.

**KSU Statements on COVID-19**

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**As of 05Jan22:**

**Course Delivery**

KSU may shift the method of course delivery at any time during the semester in compliance with University System of Georgia health and safety guidelines. In this case, alternate teaching modalities that may be adopted include hyflex, hybrid, synchronous online, or asynchronous online instruction.

**COVID-19 illness**

If you are feeling ill, please stay home and contact your health professional. In addition, please email your instructor to say you are missing class due to illness. Signs of COVID-19 illness include, but are not limited to, the following:

* Cough
* Fever of 100.4 or higher
* Runny nose or new sinus congestion
* Shortness of breath or difficulty breathing
* Chills
* Sore Throat
* New loss of taste and/or smell

COVID-19 vaccines are a critical tool in “Protecting the Nest.” If you have not already, you are strongly encouraged to get vaccinated immediately to advance the health and safety of our campus community. As an enrolled KSU student, you are eligible to receive the vaccine on campus. Please call (470) 578-6644 to schedule your vaccination appointment or you may walk into one of our student health clinics.

For more information regarding COVID-19 (including testing, vaccines, extended illness procedures and accommodations), see KSU’s official [Covid-19 website](https://www.kennesaw.edu/coronavirus/).

**Face Coverings**

Based on guidance from the University System of Georgia (USG), all vaccinated and unvaccinated individuals are encouraged to wear a face covering while inside campus facilities. Unvaccinated individuals are also strongly encouraged to continue to socially distance while inside campus facilities, when possible.

# Student Resources

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This link contains information on help and resources available to students: [KSU Student Resources for Course Syllabus](https://curriculum.kennesaw.edu/resources/ksu_student_resources_for_course_syllabus.php)