IT7833: IT Strategy, Policy and Governance Sample Syllabus for Spring 2020

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Instructor

Instructor
Course Department/College:
Hybrid Meeting Time/Location:
Emergency E-mail:
Course Materials are available in D2L:
Normal Class E-mail:
Office Phone:
Office Location:
Office Hours:
Virtual Office Hours:

The majority 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 (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 Description

IT 7833 - IT Strategy, Policy, and Governance

3 Class Hours 0 Laboratory Hours 3 Credit Hours
Prerequisite: IT 6203 may be taken concurrent
This is a core course in which students complete a major project which integrates elements and best practices of the field. It should be completed after the other core courses have been completed or begun.

Course Objectives

Upon successful completion of the course, each student will 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.

Required Textbook/Supporting Materials

This term the IT7833 course will use cost-free (and/or low-cost) materials. These and other materials might be embedded in the course modules and might have restricted use in this class. Please consult any restrictions or copyright associated with the materials for further details. PLEASE NOTE THE MATERIALS INCLUDING THE TEXTS CURRENTLY IN THE LEARNING MODULES ARE SUBJECT TO CHANGE.

Minimum Technology Requirements

Online learning requires access to computer resources. Generally, basic standards include a computer (either a PC or a Mac) that is less than five years old, equipped with at least Microsoft Office 2007 (including Word, PowerPoint, and Excel) and recent versions of free media players (e.g. RealPlayer, Windows Media Player, QuickTime).

Your internet connection will also be important to your ability to access information. A basic dial-up connection will not be satisfactory. Faculty often use audio and video files that would take a very long time to download over slow internet connections. We highly recommend a high-speed internet connection for taking online courses.

Minimum Technical Skills

Online courses normally require participants to have average computer literacy. Students should be proficient with the basic functions of standard software packages (e.g., MS Word, MS Excel, MS PowerPoint, and Adobe Reader) and standard players (e.g., QuickTime, Windows Media Player). These programs will need to be accessible to students through home use or other computer access. A list of primers on many of these technologies is available at https://apps.kennesaw.edu/portal/prod/app_uni_cdoc_publ/documents/

A working knowledge of the D2L learning management system is required for participation in online courses.

Grading

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

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	5% each for 20% overall weight
Class Participation and Contribution (Includes Quarterly Reports for up to ½)	15%
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.

Course Outline

Below is an outline of the content and activities in each unit of the course. All due dates for activities are in Eastern Time.

Week Begins	Modules/Materials	Due via D2L Assignment Tool	Due Date by 11:59PM
6-Jan	LM-Start Here	Nothing	12-Jan
13-Jan	LM1 - Success through IT Professionalism	Exercise A1	19-Jan
20-Jan	LM2 - IT Strategy	Nothing	26-Jan
27-Jan	LM2 - IT Strategy	Exercise A2	2-Feb
3-Feb	LM3 - IT Policy	Q1 Report (AQ1)	9-Feb
10-Feb	LM3 - IT Policy	Exercise A3	16-Feb
17-Feb	LM4 - IT Governance	Nothing	23-Feb
24-Feb	LM4 - IT Governance	Exercise A4	1-Mar
2-Mar	LM5 - IT Professional Toolkit	Q2 Report (AQ2)	8-Mar
9-Mar	LM6 - IT Professional Perspective Presentation	Toolkit Ideas (A5.Idea)	15-Mar
16-Mar	Workshop	Toolkit Outline (A5.Outline)	22-Mar
23-Mar	Workshop	Professional Perspective Slides Draft (A6.Draft)	29-Mar
30-Mar	Spring Break	Nothing	5-Apr
6-Apr	Workshop	Nothing	12-Apr
13-Apr	Workshop	Q3 Report (AQ3)/Toolkit Status (A5.Status)	19-Apr
20-Apr	Workshop/Presentations	Nothing	26-Apr
27-Apr	Workshop/Presentations (Last class of term 4/27)	Everything!	3-May

		Final Toolkit (A5.Final), "Presentations"	
	END OF TERM	(A6.Final), Q4 Report(AQ4)	3-May

The schedule above is approximate based on a weekly cycle. Due dates within D2L will be used to determine timeliness of submissions and being timely will be counted positively in your grade. Use the due dates within D2L. The D2L Assignment Tool will accept multiple submissions and the most recent will be graded in the case multiple submissions are made of the same item.

Course Expectations

Expectations/Class Participation

For this online or hybrid class, you should expect to spend seven to eight hours each week on coursework. Logging in at least three times a week is minimally necessary to be productive and to interact with your peers. Keeping up with the weekly assignments and work and submitting them on time is necessary. My role will be one of facilitator for this interaction, so I will not be responding to every comment. However, I will be looking in frequently during the week. Assignments will be graded primarily for **quality** and **timeliness**. Quality in your discussion of the material is determined by your interpreting material, designing methods and approaches appropriate to IT, and making appropriate judgments for an IT professional; merely agreeing with or repeating material in your reporting is not quality. Timeliness involves posting/submitting on time or early and in the case of discussions, posting often. Posting to the discussion forums for group work at the last hour of the deadline does not give your classmates ample time to respond. The more effort exerted by all to complete readings, perform the analyses, develop recommendations all while meeting the due dates and participate in and contribute to the online group discussions, the more meaningful and dynamic the learning experience for all. Assignments should be turned in using the Assignment Tool by the due date and time listed in the Assignment Tool and preferably in pdf format. Note that some assignments, e.g., the toolkit, have incremental submissions spread across multiple, related Assignments with successive due dates.

The successful students in my courses do the assignments and discover and mine information from them for their projects and toolkits. Success also requires reading and doing external research more widely than the textbook. Thus, to be successful, one should work each week on that week's assignments, read, evaluate and use external resources and also keep contributing to and reading the discussions about each assignment. Do work on your exercise assignments individually. The information that you mine from them can and should be contributed to the toolkits and presentations. Assignments and discussions that make a larger contribution to achieving a better outcome on the toolkit will receive a higher grade. The rubric for the grading of the toolkit is embedded in the course. So, a good plan is to use what you produce, discover, interpret and design in the assignments to set up your toolkit and presentation. Read the rubric and the requirements for assignments at least once a week to ensure that you are on track to a successful course outcome.

Student Responsibility: Distance learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. It is not easier or less time than face-to-face courses.

Discussion responses should be timely to be considered in your grade. Note that some assignments, e.g., the toolkit and presentation, require incremental development, which requires submitting timely discussion postings and incremental submissions to successive Assignment Tooles to earn an A grade.

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 this 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.

Late Assignments

All assignments will be submitted to the D2L Assignment Tool. Please submit PDF files as appropriate, but Word and Powerpoint files might be more appropriate. Each Assignment Tool will have a due date, and full points will be earned if the assignment is submitted to the correct Assignment Tool by the due date. Each Assignment Tool will have an end date on which it closes. If submitted after the due date, but before the end date, the assignment will earn a discounted number of points for being late. After the end date, assignments will count for 0 points in the final grade. Please do not email me assignments; use the D2L Assignment Tool. Late assignments will be accepted at a grade discount assuming they are submitted before the D2L Assignment Tool closes.

Student Responsibility

Distance learning requires more individual discipline than traditional classes, and requires that you have at least some control over your time and schedule. It is not easier or less time than face-to-face courses. During each week, students are expected to:

- Check D2L course website regularly;
- Follow the weekly study guide;
- Study the assigned material, such as; virtual lectures, textbook chapters, PPT slides, etc.;
- Complete and submit assigned quizzes or homework on time.

Tips for Effective Online Learning

For an online class, students can really enjoy the benefits of learning at your own pace and in whatever environment that you choose. Below are some tips for effective online learning:

- **Check the D2L course website regularly.** Always be aware of the current status of the course. It might be helpful to subscribe to the RSS feeds within the News Tool, sign up for text message alerts, or subscribe to your posts within the Discussion Tool. By taking advantage of the tools within the environment and the posted learning material, you can maintain an enhanced learning experience.
- **Work closely with your instructor.** If you have any questions, please contact me immediately. The best way to contact me if via email or text, and you will be guaranteed to have a reply within 12 hours.
- **Begin 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 wait until the last minute to begin an assignment! You'll have no turnaround time if you need help or something happens.

What is Plagiarism?

Plagiarism is defined as the practice of taking someone else's work or ideas and passing them off as one's own. If you are unaware or uncertain on how to properly cite a particular source, please do not neglect to add the citation—that is considered plagiarism.

If you have questions on how to cite your work, please contact me immediately! For more information, please refer to the "Plagiarism Policy" under the *Policies* section of this syllabus.

Plagiarism Review

Students agree that by taking this course all required papers may be subject to submission for textual similarity review for the detection of plagiarism.

Help Resources

Contacts to get Help

Student Help Desk studenthelpdesk@kennesaw.edu or call 470.578.3555
D2L FAQ's click here
D2L Student User's Guide click here
UITS Student Training Workshop Schedule click here

KSU Writing Center

The KSU Writing Center helps students in all majors improve their writing. Experienced, friendly writing assistants help with topic development, revision, research, documentation, grammar, and more. For additional information or to make an appointment, visit writingcenter.kennesaw.edu or stop by English Building, Room 242 (Kennesaw campus) or Johnson Library, Room 121 (Marietta campus).

Additional Resources

Remote access to Library Resources: http://library.kennesaw.edu/
Student Support:
http://learnonline.kennesaw.edu/resources/student_support_resources.php
Tutoring and Academic Support:
http://learnonline.kennesaw.edu/resources/tutoring_academic_support.php
Advising: http://learnonline.kennesaw.edu/resources/advising.php
Bookstore: http://bookstore.kennesaw.edu/home.aspx

University Policies

Academic Honesty

Every KSU student is responsible for upholding the provisions of the Student Code of Conduct, as published in the Undergraduate and Graduate Catalogs. Section II of the Student Code of Conduct addresses the University's policy on academic honesty, including provisions regarding plagiarism and cheating, unauthorized access to University materials, misrepresentation/ falsification of University records or academic work, malicious removal, retention, or destruction of library materials, malicious/intentional misuse of computer facilities and/or services, and misuse of student identification cards. Incidents of alleged academic misconduct will be handled through the established procedures of the University Judiciary Program, which includes either an "informal" resolution by a faculty member, resulting in a grade adjustment, or a formal hearing procedure, which may subject a student to the Code of Conduct's minimum one semester suspension requirement.

Plagiarism Policy

No student shall receive, attempt to receive, knowingly give or attempt to give unauthorized assistance in the preparation of any work required to be submitted for credit as part of a course (including examinations, laboratory reports, essays, themes, term papers, etc.). When direct quotations are used, they should be indicated, and when the ideas, theories, data, figures, graphs, programs, electronic based information or illustrations of someone other than the student are incorporated into a paper or used in a project, they should be duly acknowledged.

Disability Statement

Kennesaw State University provides program accessibility and reasonable accommodations for persons defined as disabled under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Kennesaw State University does not deny admission or subject to discrimination in admission any qualified disabled student.

A number of services are available to help students with disabilities with their academic work. In order to make arrangements for special services, students must visit the Office for Student Disability Services and make an appointment to arrange an individual assistance plan. In most cases, certification of disability is required.

Special services are based on

- medical and/or psychological certification of disability,
- eligibility for services by outside agencies, and
- ability to complete tasks required in courses.

ADA Position Statement

Kennesaw State University, a member of the University System of Georgia, does not discriminate on the basis of race, color, religion, age, sex, national origin or disability in employment or provision of services. Kennesaw State University does not discriminate on the basis of disability in the admission or access to, or treatment or employment in, its programs or activities.

The Americans with Disabilities Act (ADA), Public Law 101-336, gives civil rights protections to individuals with disabilities. This statute guarantees equal opportunity for this protected group in the areas of public accommodations, employment, transportation, state and local government services and telecommunications.

The following individuals have been designated by the President of the University to provide assistance and ensure compliance with the ADA. Should you require assistance or have further questions about the ADA, please contact:

- ADA Compliance Officer for Students
  470-578-6443
- ADA Compliance Officer for Facilities
  470-578-6224
- ADA Compliance Officer for Employees
  470-578-6030

For more information, go to: http://www.kennesaw.edu/stu_dev/dsss.