

Welcome to the "City" of Cleveland AT Texas!

Foundations of Data Analysis and Information Technology

Class Time/ Unique: TTH 2:00-3:30 pm (03625); TTH 3:30-5:00 pm (03630)

MIS 311f is far more than a foundations course, it's a challenge! How can hundreds of people - diverse people, representing a variety of interests, a wide range of skills, and a host of objectives - work together to create a product that has value for each of them? Our student population alone outnumbers the resident size of over 200 cities in the State of Texas - hence the creation of our own city, "Cleveland AT Texas." Our city of Cleveland has a bank, postal service, and a jail! Each semester the new residents continue to build our city and former residents return to visit. In an important sense, our city and the challenge of hundreds - coordinating individual actions and goals to achieve a group goal - is what business is all about.

Next to fundamental interpersonal communication skills, most top management recruiters list a solid analytical foundation as the key attribute they demand from their applicants. Sound analytical thinking and the ability to access, manipulate and interpret corporate data are vitally important to the modern corporate manager. Effective decision making requires a thorough understanding of the decision environment. A manager's ability to improve the business activities for which he or she is responsible is limited only by their depth of knowledge of those activities.

By definition, *Management Information Systems (MIS)* is an organized collection of people, procedures, software, databases, and devices used to provide routine information to managers and decision makers. In this class we will break this definition into parts and consider the contribution of each part to the whole of MIS. Through the Business Fair (mock trade show) project, you are given an opportunity to sharpen the skills represented in each of the parts of the MIS definition.

The Course Goals:

- Develop skills of producing, organizing, and analyzing data
- Sharpen your problem solving skills
- Understand the technology and issues of information systems
- Recognize and value the diverse contributions of all members of organizations
- Develop an understanding of the impact of teamwork in business

THE COURSE OVERVIEW:

Contact Information:

- **Dr. Lynda Cleveland**
 - Office Hours: TTh, 12:30p- 1:30p (Tentative)
 - Office: CBA 2.224
 - Email: lgcleveland@mail.utexas.edu
 - Telephone: 471.1831
 - **Hunter Simmons - Deputy Mayor**
 - **Danielle Bickelmann - City Manager**
 - **Ashley Donahue - City Administrator**
- *(Office, office hours, and telephone are same as Dr. Cleveland)*

Please Note: It is not appropriate to telephone an instructor at home or on a personal cell phone without permission. Please do not telephone Dr. Cleveland or any of her staff on their personal phone numbers. An emergency is the exception...homework questions are NOT emergencies!

General Procedural Notes of Importance:

E-Mail: As a rule, Dr. C and staff will check e-mail twice a day, once in the morning before 9am and once in the evening before 9pm. Occasionally you may hit it lucky and get almost an immediate reply...do not expect that. We strive to answer all e-mail within 24 hours. If you fail to get an answer within 48 hours, please re-send your e-mail. Please do NOT send duplicate copies of your e-mail to Dr. C and staff...this clutters our Inbox and becomes difficult for us to answer in a timely manner.

Letters of Recommendation: ALL requests for a letter of recommendation MUST be received 3 weeks PRIOR to your "needed date." You must complete the "request for letter" form that may be picked up during office hours. **NO request will be accepted closer to your deadline than three (3) weeks.** This rule has become necessary due to the numerous requests I get each semester...generally all due at the same time! You want your letter to be given thought and care...so, please allow the time to do so. The average letters I complete each semester numbers in the dozens - please help me out with an early request.

Office Hours: No appointment is necessary to visit the office. The City of Cleveland holds an "open door" policy and students are seen on a first come, first serve basis except in the case of emergency. Generally a City Staff member will greet you and assess your individual need - perhaps they can answer your question and save you the time in line. Special notes:

- ✓ There are NO office hours on Exam Days.
- ✓ Official office hours begin January 24

Required Text Support:

A custom text has been created by Thomson Publishing especially for this course. Title: Business Foundations for Your Future. Thomson ISBN 0-324-53257-1. In a 3 ring punched format, the text is a compilation of chapters from four textbooks; therefore offering you a significantly lower cost than you would experience having to purchase four separate texts. **Do NOT purchase the clicker this semester. We will NOT be using them.**

Computer Usage:

No advanced computer experience is assumed. Throughout the semester you will obtain a high degree of proficiency with electronic mail, Internet browsing, and a standard spreadsheet modeling language. The first two are elementary and can be learned through simple experience; only the mastery of spreadsheets will require much practice.

Scholastic Dishonesty:

The McCombs School of Business has no tolerance for acts of scholastic dishonesty. The responsibilities of both students and faculty with regard to scholastic dishonesty are described in detail in the Policy Statement on Scholastic Dishonesty for the McCombs School of Business:

By teaching this course, I have agreed to observe all of the faculty responsibilities described in that document. By enrolling in this class, you have agreed to observe all of the student responsibilities described in that document. If the application of that Policy Statement to this class and its assignments is unclear in any way, it is your responsibility to ask me for clarification. Policy on Scholastic Dishonesty: Students who violate University rules on scholastic dishonesty are subject to disciplinary penalties, including the possibility of failure in the course and/or dismissal from the University. Since dishonesty harms the individual, all students, and the integrity of the University, policies on scholastic dishonesty will be strictly enforced. You should refer to the Student Judicial Services website at <http://deanofstudents.utexas.edu/sjs/> or the General Information Catalog to access the official University policies and procedures on scholastic dishonesty as well as further elaboration on what constitutes scholastic dishonesty.

Class Web Sites and Student Privacy:

While our electronic class roster can facilitate collaboration it also raises some privacy concerns. For example, under the Family Educational Rights and Privacy Act (FERPA) individual enrollment information cannot be released, even to other students in the same class, without consent of the student.

Password-protected class sites will be available for all accredited courses taught at The University. Syllabi, handouts, assignments and other resources are types of information that may be available within these sites. Site activities could include exchanging e-mail, engaging in class discussions and chats, and exchanging files. In addition, class e-mail rosters will be a component of the sites. Students who do not want their names included in these electronic class rosters must restrict their directory information in the Office of the Registrar, Main Building, Room 1. For information on restricting directory information see: <http://www.utexas.edu/student/registrar/catalogs/gi04-05/app/appc09.html>.

Students With Disabilities:

The University of Texas at Austin provides upon request appropriate academic accommodations for qualified students with disabilities. We are happy to assist you with adjustments when necessary. In order for us to do this, you must have had contact with the Office of the Dean of Students. For more information, contact the Office of the Dean of Students at 471-6259, 471-4641 TTY.

Learning Skills Center:

The Learning Skills Center (LSC) is a UT student service that helps students maximize their academic potential. It offers both group and individualized programs to help increase efficiency in college level math, science, writing, reading and learning strategies. All LSC programs except private tutoring are free. For further information call 471-3614.

Social Security Numbers:

It is against University Policy to post grades by social security number *or any part of the SSN*, or any other identifier. Grades may only be posted behind a password protected Web site in such a way that the student can only see their own grade, such as with eGradebook. Your grades will be posted on eGradebook, not the BlackBoard grading system.

GRADE CALCULATION:

▪ We all learn differently; therefore, activities in this class have been designed to accommodate all types of learners. Graded activities will be a combination of multiple choice exams; oral as well as written skills and team skills. Please consult the tentative course schedule at the end of the syllabus for times and dates. **Grades will be posted on eGradebook.**

▪ Each semester the course is revised to make it better and to accommodate suggestions from previous students. Therefore, you should follow the syllabus and instructions specifically for YOUR SEMESTER and NOT rely on the anecdotal data of former students...YOUR program is different.

▪ Specifics on each assignment will be posted on BlackBoard.

100-89.5 = **A**; 89.4-79.5 = **B**; 79.4-69.5 = **C**; 69.4-59.5 = **D**; 59.4-0 = **F**

50%	Exams	40-50 Multiple Choice questions, <u><i>all exams are cumulative</i></u>
	Exam 1	Tuesday, February 20
	Exam 2	Thursday, March 22
	Exam 3	Thursday, April 19
	Make-Up Exam	Thursday, May 3

Exam Specifics:

- Three (3) exams given. Top TWO (2) scores counted for 45% of final grade.
- ALL 3 exams are comprehensive from day 1 of class.
- Student Options-
 - Student may take any 2 of the 3 exams
 - Student may take all 3 exams - lowest grade dropped
 - Make-Up Exam is for University Absences ***ONLY. NO exceptions to this rule.*** A University Excused absence is one for a religious holy day (prior notification required); military service; travel representing the University; or a letter from the Dean of your College. I will also grant an excused absence for personal illness **REQUIRING HOSPITALIZATION** (sore throat or flu at home is not excused...we'll bring you soup but no excused absence), life threatening illness or death (documentation required) to an immediate family member (limited to grandparents, parents, siblings, aunts, uncles) *Upon receiving permission for the make-up exam you will be given a Make-Up Exam numbered voucher to present on make-up day.*
- Business Fair Winning Groups will automatically be rewarded with a 95% to replace your lowest exam score - whether or not you took Exam 3 on April 19.
- Members of the winning groups who have been reported as MIAs are **NOT** eligible for the 95% reward grade.

General Exam/Grade Information:

The basic format for all of the exams will be multiple choice questions. Please plan to arrive at least 10 minutes before the exam is scheduled to start. Late students do not get "extra time." Students missing an exam will receive a **zero** on that exam. **If a student misses more than one exam it is highly suggested that the student drop the course and retake the course in another semester.**

We design these exams to test students' abilities to solve problems and recall and organize information rapidly. Questions will require you to know definitions of key concepts, require you to tie concepts together, expect you to apply concepts to business situations. *Expect time pressure on the exams!!!*

Due to the large number of students taking the exam, we will not be able to answer questions during the examination time. Please remain in your seat until you are ready to turn in the exam. Leaving the room during the exam will not be permitted except in cases of medical emergencies.

If you have a letter from the Office of the Dean of Students allowing you extra time for exams, you MUST make PRIOR arrangements with the Student Services personnel for your exam to be monitored by their proctor. Extended time can not be provided in the classroom or business school office space.

25% Interview Synthesis Interview any 3 business folks, then synthesize the value of what you gained from the interview as it relates to class theories.

You will have an interview sheet to submit as well as a TWO PAGE synthesis report. Due date on the synthesis is: April 12

NOTE: The Interview Synthesis Paper serves as your "open book" FINAL EXAM. Therefore, you will have no exam during finals week. Your last class day will be the Business Fair UNLESS you have are taking the May 3, make-up exam (for University EXCUSED absences ONLY.)

25% Business Fair Group project culminating with Mock Trade Show in Texas Student Union, Wednesday May 2, 9am-3pm. Group members will all be assigned identical grades for this portion of the class. Group grade is calculated upon:

Group Document:	85 points**
Creativity/Execution	75 points
Judges	75 points
Chamber of Commerce	15 points

Business Fair Notes:

- Complete details are discussed in class and distributed on ROAD MAPS.
- Top 10% of Business Fair groups are awarded a score of 95% to replace their individual lowest exam grade.
- Each group MUST turn in a copy of your group document on a CD ROM.
- MIAs: Group members who are non-participatory. Details will be given on name submission.
- **Reported MIAs are not eligible for winning reward of a 'free 95%' exam grade.
- **Reported MIAs will forfeit their group grade for the business fair. There is no alternative work that can be done.

The Final Grade:

The course letter grade cannot be determined and questions about your course grade or standing in class cannot be answered until all examinations have been taken. Please do ask the instructor or the TAs for your class standing during the semester as it is not possible to correctly calculate class standings during the semester. *The grade assigned is an informed and final evaluation and not the beginning offer in a bargaining process.*

If an error occurs in the calculation of your grade, please notify the TA during the beginning of the following semester and actions will be taken to correct any errors. Please do NOT contact the TA or the instructor to "lobby" for a higher grade. Any lobbying efforts (i.e. asking for a higher grade simply because you want one or need one) will not be tolerated.

Make-up or extra work to improve your grade is not possible. Your final letter grade is determined by the above stated method. Your general academic situation (For example, "I need a 'C' in this course to graduate.") and/or personal problems cannot be considered. The final grade in the course, once assigned, will not be changed except in the event of a recording error.

Religious Obligations:

Students whose religious observations conflict with the assignment schedule will not be penalized in any way. If your religious observation conflicts with the published schedule of assignments you must notify the instructor **IN WRITING NO LATER THAN February 1, 2007** so that alternative arrangements can be made. The UT *General Information* catalog states that "A student who is absent from a class or examination for the observance of a religious holy day may complete the work missed within a reasonable time after the absence, if proper notice has been given" (p.79). Notice must be given at least fourteen days prior to the classes scheduled on dates the student will be absent. For religious holy days that fall within the first two weeks of the semester, notice should be given on the first day of the semester.

Grading Policy Notes:

- **Extra Work:**

Extra Credit to improve your grade is not possible. Your final letter grade is determined by the above stated method. The only "extra credit" considered would be the Mayor's random attendance days or Thinking Hats Credit points (See explanation in those sections within the syllabus.)

- **Questions about exam questions:**

I will be happy to address any questions you may have that relate to a concept covered on the exam during office hours. Questions about specific exam questions should be addressed to the TA. If after consulting with the TA you are still uncertain about a specific question then, and only then, will I discuss it with you during office hours.

EXTRA CREDIT

- **Thinking Hats Credit:**

If you are at least 4 blocks away from the City Offices and spot the Mayor, you can earn Thinking Hats credits by giving a real life example of the MIS 311f content being studied on that date. Thinking Hats credits are added to the total points of the semester. These may be cashed in only at the conclusion of the semester. Thinking Hats credits are valid for the Fall 2006 semester only. They are non-transferable and may not be purchased. You will receive a Thinking Hats card each time you spot and speak to the Mayor away from the City offices. Thereafter, you may accumulate cards during the semester. However, no credit of any kind can be given for "forgotten" lost, stolen or damaged cards. Cleveland Thinking Hats Credit Cards **MUST** be turned in on set-up day of the business fair (May 2) or they will not be counted as extra credit in your grade. They will **NOT** be accepted late for any reason.

LECTURE POLICIES

WARNING: THE PENALTY FOR VIOLATING LECTURE POLICIES DURING CLASS IS A "TICKET" IN THE CITY OF CLEVELAND. Two (2) HOURS OF COMMUNITY SERVICE IS GENERALLY REQUIRED FOR RESOLVING A "TICKET."

Please do NOT:

- Forget to turn OFF your cellular telephones or pagers
- Take your BlueTooth out of your ear!
- Read the Daily Texan, Austin American Statesman, Sports Illustrated, etc.
- Study for another class during lecture
- Surf the internet, engage in any form of video games, text messaging, etc.
- Talk to your neighbor while someone is speaking

Please DO:

- Get plenty of SLEEP BEFORE class
- Be prepared - bring the correct equipment - pencils, pens, calculator, etc
- Review your notes from previous lecture prior to coming
- SKIM the assigned reading
- READ the assignments following class

- Prepare for the exams a LITTLE EACH DAY
- Tips for Success after class:
 - REWRITE your notes to a final neat format...this allows you to review the information and fill in blank spots while the information is fresh
 - Look up any terms, definitions, etc that you struggled with in class
 - Practice EXPLAINING the concepts from lecture to someone else
 - Study with your group...I suggest that your group creates your own "test bank" file a little each class period, then you have a great study tool for exams
 - Remember: Success comes BEFORE WORK ONLY in the dictionary.
 - The secret to success in this class is simple: keep up.
 - Do NOT attempt to copy EVERYTHING on the PowerPoints...transfer only key critical information. Develop your own form of shorthand for note taking.

PLEASE REMEMBER:

- As a courtesy to both your fellow students and your professor, please turn off cell phones and put them away; laptops should be used for taking class notes only. Tickets may be issued within the city for violation of this policy.
- We will be using Blackboard throughout the semester, please check your email frequently and make sure your email address is updated. Updates, documents, and answers to frequently asked questions will be posted on Blackboard. We also recommend that you use anti-virus software frequently so as not to share computer problems. You are responsible for any events posted on BlackBoard.
- When calling the office, please leave a local phone number where you can be reached, as we are unable to return long distance phone calls (i.e. to out-of-town cell phones). Please email us ONE AT A TIME, multiple emails to multiple staff members will not help you get the answer you want, or more quickly.
- Remember, individual grades CANNOT be discussed via email or the telephone, all conversations about grades must be in the office - this is University Policy.
- Only **selected** PowerPoint will be posted (for a limited time only) on Blackboard. Generally, PowerPoint for the day will be posted at 6pm following lecture time and removed 48 hours later.

TENTATIVE Class Activity Schedule Spring 2007

January	T	16	Ice Day!
	Th	18	Introduction
	T	23	The Networked Economy
	Th	25	Telecommunications
	T	30	The Business Fair
February	Th	1	The People Factor
	T	6	Describing Data
	Th	8	Shape of Distributions
	T	13	The Normal Curve
	Th	15	Central Limit Theorem and Confidence Intervals
	T	20	<u>Exam 1</u>
	Th	22	Group Work Day
	T	27	Sampling and Experimental Design
March	Th	1	Hypothesis Testing
March	T	6	Hypothesis Testing
	Th	8	Hypothesis Testing
	T	13	<u>SPRING</u>
	Th	15	BREAK
	T	20	Group Work Day
	Th	22	<u>Exam 2</u>
	T	27	Leadership in Business
	Th	29	Organizing Data
April	T	3	Systems Development
	Th	5	Security, Privacy Issues
	T	10	Interview - Synthesis Day
	Th	12	Motivation <u>(Interview Synthesis Paper Due /// Trade-Show Meeting)</u>
	T	17	Business Application
	Th	19	<u>Exam 3</u>
	T	24	Business Application
	Th	26	Putting it all together
May	T	1	FAIR Set-Up in Union Ballroom
	W	2	<u>BUSINESS FAIR</u>
	Th	3	<u>Make-Up Day for Exams 1,2,3 (University Excused Absence)</u>

