MIS 374 Syllabus, Fall 2012

PROFESSOR	Clint Tuttle
E-MAIL	clint.tuttle@mccombs.utexas.edu
OFFICE	CBA 3.404
PHONES (NOTE: I usually respond to email first)	512-471-5214 (UT); 214-263-6758 (Cell)
CLASS TIME	MW 12:30 – 2:00
CLASSROOM / UNIQUE #	UTC 1.130 / 04020

Professor's Office Hours: Monday 2 – 3; Tuesday 2 – 3; and by appointment

TAs -- e-mail for appointments, as needed
- Chelsea Pace – **chelsea.pace2@gmail.com**
- Maria Knabe – **maknabe@gmail.com**

WEB SITES
- **http://www.mccombs.utexas.edu/courses/MIS374**
- **http://courses.utexas.edu/**   (Blackboard)

COURSE PREREQUISITES
- MIS 333K
- Registration in, or credit for, MIS365

COURSE OBJECTIVES
1. Learn techniques for successfully developing systems and managing the development process.
2. Gain an understanding of the complexity of systems development environments and know when to apply specific management and development techniques.

GRADING

Weight	Assignment	
35%	Client Project	(3 report due dates: 10/30, 11/29, 12/13)
20%	Exam 1	(Wed. Oct 17th)
15%	Exam 2	(Wed. Nov 28th)
20%	Group Projects	(2 report due dates: Sep18 & Oct 02)
10%	Exercises and class participation	
100%		

NOTE: This class will follow the standard UT plus/minus grading system listed at bottom.

CLIENT PROJECT
The Client Project requires the delivery of a complete system for a client, although sometimes the scope of the project does not allow implementation. For all projects, the scope is defined by the student team working with their client and MIS supervisor – your professor. The quality of the system, documentation, team participation, and user satisfaction count towards the grade. Students work in teams of 4-5 and choose their own team members. Project descriptions are provided and projects are chosen from the Project Management Portal: https://acsprod.mccombs.utexas.edu/bridge/projects/portal/student/

CLIENT PROJECT GRADE
Your reports and presentations are subject to some less tangible grading criteria: an "acceptable" report that demonstrates a "correct" analysis of a problem may not earn all the points allotted to that assignment (e.g., 89/100 or 95/100). Intangibles such as creativity, depth of analysis, effectiveness of presentation, etc. differentiates an "acceptable, correct" report from a high quality report. Major deliveries 1, 2, & 4 are each 30% of the grade; Delivery 3 (the class presentation) is 10%. The peer evaluation is of utmost importance in Client Project (CP) grading. If the peer evaluation is high, you will receive 100% of the grade. If the peer evaluation is low, you may receive as low as 50% or less of the grade. If you do not submit your peer evaluation, you will receive 75% of the client project grade.

EXAMS   There are two exams. Each consists of a case problem and several questions. The questions require application of methodologies and tools to solve the case problem. These are similar in type and content to class discussions, homework, and projects. They test your comprehension of the techniques required for projects in class and later in your career as well as your ability to generate ideas for planning system development projects. Exam 2 is optional. If you choose not to take it, your exam 2 grade will be the same as your grade on exam 1. If you miss the first exam because of illness, a University-approved absence, or an absence approved in advance by Clint, you must take exam 2 and your grade will be used for both exams.

**GROUP
PROJECTS**   There are two group projects with team members chosen by Clint.
The Group Project grade is an average of the two grades. Peer evaluations will alter individual Group Project grades. For example, if your peer evaluation is very high you will receive a 100% and you will get full credit for the group projects. If the peer evaluation is low, you may receive as low as 50% or less of the grade. If you do not submit your peer evaluation, you will receive at most 75% of the group project grade.

**APPEAL
PROCESS**   You must submit your request for an appeal of a grade within one week from when it was returned to you. First look at the posted solution and/or grading criteria, which will be posted on the web or on the board outside our office. Then write up your appeal and put in the appropriate mailbox in the IROM dept. office, CBA 5.202.

EXERCISES   There will be 12 to 17 individual exercises to be completed during class or before class. These include many of the in-class exercises listed on the schedule as well as some unannounced exercises. Grading will usually be a quick check for completeness. "Reasonable effort" will be graded as 95%, superior work will receive 100% and minimal effort will receive 50-90%.

**CLASSROOM
PARTICIPATION**   You are expected to participate in class by answering questions, by asking good questions, raising issues, and making observations. No comment is considered "bad" as long as it makes a constructive class contribution. A good learning environment is a safe environment -- one in which all feel free to question and discuss. A sense of humor is always welcome!

**UT HONOR
CODE**   The core values of UT Austin are learning, discovery, freedom, leadership, individual opportunity, and responsibility. Each member of the university is expected to uphold these values through integrity, honesty, trust, fairness, and respect toward peers and community.

**STUDENTS
WITH
DISABILITIES**   Students with disabilities may request appropriate academic accommodations from the Division of Diversity and Community Engagement, Services for Students with Disabilities, 512-471-6259, http://www.utexas.edu/diversity/ddce/ssd/. Please present the letter to me at the beginning of the semester so we can discuss your accommodations.

**RELIGIOUS
HOLY
DAYS**   By UT Austin policy, you must notify us of your impending absence at least 14 days prior to the date of observance of a religious holy day. If you miss an exercise, exam, or project in order to observe a religious holy day, we will give you an opportunity to complete the missed work within a reasonable time of your absence.

SCHOLASTIC DISHONESTY   The University defines academic dishonesty as cheating, plagiarism, unauthorized collaboration, falsifying academic records, and any act designed to avoid participating honestly in the learning process. Scholastic dishonesty also includes, but is not limited to, providing false or misleading information to receive a postponement or an extension on an exam or other assignment, and submission of essentially the same written assignment for two different courses without faculty permission.

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 an/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.

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Campus Safety

Please note the following recommendations regarding emergency evacuation from the Office of Campus Safety and Security, 512-471-5767, http://www.utexas.edu/safety/

- Occupants of buildings on The University of Texas at Austin campus are required to evacuate buildings when a fire alarm is activated. Alarm activation or announcement requires exiting and assembling outside.
- Familiarize yourself with all exit doors of each classroom and building you may occupy. Remember that the nearest exit door may not be the one you used when entering the building.
- Students requiring assistance in evacuation should inform their instructor in writing during the first week of class.
- In the event of an evacuation, follow the instruction of faculty or class instructors.
- Do not re-enter a building unless given instructions by the following: Austin Fire Department, The University of Texas at Austin Police Department, or Fire Prevention Services office.
- Behavior Concerns Advice Line (BCAL): 512-232-5050
- Further information regarding emergency evacuation routes and emergency procedures can be found at: www.utexas.edu/emergency.

UT Recommended Grade Distribution is plus/minus system

From	To	Grade	GPA
93	100	A	4.00
90	93	A-	3.67
87	90	B+	3.33
83	87	B	3.00
80	83	B-	2.67
77	80	C+	2.33
73	77	C	2.00
70	73	C-	1.67
67	70	D+	1.33
63	67	D	1.00
60	63	D-	0.67
0	60	F	0.00

CURVE POLICY

Professor Tuttle does reserve the right to curve final grades but there is no way to determine if there will be a curve in the class until all individual grades are finalized. Also there is also no way to determine the amount of curve that will occur until final grades are initially calculated. If the average in the class is above a 3.2 GPA then no curve will be implemented. If the average is below that then a curve may be implemented on final grades. Rounding final grades is not automatic so if your final grade at the end of a semester is 89.5, this does not automatically become a 90 (i.e. move from a B- to an A). NOTE: If a curve is implemented it will only help. Final grades will never be curved down. Any further questions on grading policy can be directed to professor or Teaching Assistants.

Class Day	Day	Date	Topic	Exercise
1	W	29-Aug	Intro case & brainstorming	1 - Latinitas case
	M	3-Sep	**Labor Day - No Class**	
2	W	5-Sep	Stakeholder Management	2 - Stakeholders Table
3		10-Sep	Root Causes & Intro to DFDs **Group Project 1 begins (teams posted 9/7)**	3 - Root Cause
4	W	12-Sep	DFDs - multi-level	4 - DFD due early 5 - grp exer in class
	F	14-Sep	**CP team registration due by 2pm**	
5	M	17-Sep	Build Plan -- Planning, MS Project, Gantt Charts & Networks - **In Mod Lab**	6 - MS Project - in Mod lab
	T	18-Sep	**Group Project 1 due 2pm**	
6	W	19-Sep	Scope Management incl. Ordering Phases	6 - Print out due
	F	21-Sep	**CP team bidding starts at 2pm**	
7	M	24-Sep	Organizational Impact Analysis & Non-Functional Requirements	7 - Non-Funct Reqs & Org Impact Analysis
8	W	26-Sep	Risk Management & ROI	8 - Risk Management
9	M	1-Oct	Prototyping-Mark Kraemer	
	T	2-Oct	**Group Project 2 due 2pm**	
	W	3-Oct	**CP Meeting Work Day - No Class**	
	F	5-Oct	**1st meeting with client must be completed by today**	9 - Minutes from 1st client meeting due by EOD
10	M	8-Oct	Eval Tables & system overview Graphics	
11	W	10-Oct	Unified Modeling Language, Use Case Diagrams	10 - Client Project Use Case Diagrams
	F	12-Oct	**2nd meeting with client must be completed by today**	
12	M	15-Oct	Exam 1 Review & Delivery 1 Prep	
13	W	17-Oct	Exam 1	
	F	19-Oct		11 - Functional Reqs
14	M	22-Oct	Interface Design & Analysis	12 - Web flow diagram & environments
	W	24-Oct	**CP Work Day 2 - No Class** (NOTE: Classroom is available for Delivery 1 meeting and/or Team meetings)	
	M	29-Oct	**CP Work Day 3 - No Class** (NOTE: Classroom is available for Delivery 1 meeting and/or Team meetings)	
	W	31-Oct	**CP Work Day 4 - No Class** (NOTE: Classroom is available for Delivery 1 meeting and/or Team meetings)	
	F	2-Nov	**Last Day for Delivery 1 (Charter Meeting) w/ client and professor**	
15	M	5-Nov	Build Iterations, Final Constructions, Maint.	13 - Client Proj Reflection
16	W	7-Nov	User Materials	14 - Final Del. Lists
17	M	12-Nov	QA & Testing	15 - Test Spec
18	W	14-Nov	Developer Materials, Installation, Cutover Strategies	
	F	16-Nov	**Last Day to Email TA and setup Code & I/O review next week**	
	S	17-Nov	**Email prefs for presentation days**	
19	M	19-Nov	SDLC Review & Agile	
	T	20-Nov	**Last day to email profs for Exam 2**	
	W	21-Nov	**CP Work Day 5 - No Class**	**Code Complete Date**
	Th-Fr		**11/22 - 11/23 - Thanksgiving Holiday**	
20	M	26-Nov	Exam 2 Review (Optional Work Day if no exam)	**Code & I/O review day**
21	W	28-Nov	Exam 2 (Optional Work Day if no exam)	
	Th	29-Nov	Delivery 2 due at 2pm today	**Del 2 rpts due @ 2pm**
	F	30-Nov	**Last Day for Code & I/O reviews**	**Code & I/O review day**
22	M	3-Dec	**Team presentations**	16,17 - Compare projects
23	W	5-Dec	**Team presentations**	16,17 - Compare projects
	Th	13-Dec	**Final Delivery due @ 2pm**	

Class Schedule details   **http://www.mccombs.utexas.edu/courses/MIS374/Schedule.asp**