Wayland Mission Statement

Wayland Baptist University exists to educate students in an academically challenging, learning-focused, and distinctively Christian environment for professional success, and service to God and humankind.

Contact Information

Course: MISM 3325 VC01 – Social Computing in Business

Campus: WBU Online

Term/Session: Fall 2022 - 2

Instructor: Dr. Richard A. Warren

Office Phone Number/Cell #: Provided on Black Board

WBU Email Address: Richard.warren@wayland.wbu.edu

Office Hours, Building, and Location: Office Hours 4:00 pm – 8:30 pm MWTF, CST

Class Meeting Time and Location: Virtual Class with no specific date or time

Textbook Information

Required Textbook(s) and/or Required Materials:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#
New Perspectives: The Internet Comprehensive	Evans/Hooper	10th	2018	Cengage	9781-33728-3908

*The textbook for this course is part of the **Wayland's Automatic eBook** program. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. The cost of this Automatic eBook will be billed directly to your student account when you register for the course. You will be notified via email with access instructions and additional information. If you do not wish to participate in the Automatic eBook program, you will have the first 12 days of class to opt-out of the program (additional details will be outlined in your email instructions). For more information on the Automatic eBook program, visit the Wayland Bookstore [Automatic eBook FAQ](#) page.*

Optional Materials:

Course Information

Catalog Description:
Personal computing in an evolving mobile environment. Working with mobile computing, Cloud services, social networks, electronic communications, and safe personal and business computing.

Prerequisite:
None

Course Outcome Competencies:
- Demonstrate the ability to make informed decisions between iOS, Android, and Microsoft mobile platforms.
- Synchronize personal computing devices across various platforms and Cloud services
- Demonstrate competency in Social Networking (including netiquette, ethics, copyright and other legal issues, as well as personal branding through social networks)
- Demonstrate effective use of academic search engines (such as EBSCO, Google Scholar, Microsoft Academic Search, etc.)
- Assess the reliability of a website or web service
- Demonstrate competency in safe personal and business computing (anti-virus software, physical security password management, and identity theft prevention)

Attendance Requirements

WBUonline
Students are expected to participate in all required instructional activities in their courses. Online courses are no different in this regard; however, participation must be defined in a different manner. Student "attendance" in an online course is defined as active participation in the course as described in the course syllabus. Instructors in online courses are responsible for providing students with clear instructions for how they are required to participate in the course. Additionally, instructors are responsible for incorporating specific instructional activities within their course and will, at a minimum, have weekly mechanisms for documenting student participation. These mechanisms may include, but are not limited to, participating in a weekly discussion board, submitting/completing assignments in Blackboard, or communicating with the instructor. Students aware of necessary absences must inform the professor with as much advance notice as possible in order to make appropriate arrangements. Any student absent 25 percent or more of the online course, i.e., non-participatory during 2 or more weeks of an 8-week session, may receive an F for that course. Instructors may also file a Report of Unsatisfactory Progress for students with excessive non-participation. Any student who has not actively participated in an online class prior to the census date for any given session is considered a "no-show" and will be administratively withdrawn from the class without record. To be counted as actively participating, it is not sufficient to log in and view the course. The student must be submitting work as described in the course syllabus. Additional attendance and participation policies for each course, as defined by the instructor in the course syllabus, are considered a part of the university's attendance policy.

University Policies

Statement on Plagiarism and Academic Dishonesty: Wayland Baptist University observes a zero tolerance policy regarding academic dishonesty. Per university policy as described in the academic catalog, all cases of academic dishonesty will be reported and second offenses will result in suspension from the university.

Disability Statement: In compliance with the Americans with Disabilities Act of 1990 (ADA), it is the policy of Wayland Baptist University that no otherwise qualified person with a disability be excluded from participation in, be denied the benefits of, or be subject to discrimination under any educational program or activity in the university. The Director of Counseling, Career and Disability Services serves as the coordinator of students with disability and should be contacted concerning accommodation request at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

Accessibility issues with content in WBUonline courses or in Blackboard should be addressed to the WBU accessibility coordinator, Dr. Trish Ritschel-Trifilo, trifilot@wbu.edu or call (806) 291-3745.

Student Grade Appeals: Students shall have protection through orderly procedures against prejudices or capricious academic evaluation. A student who believes that he or she has not been held to realistic academic standards, just evaluation procedures, or appropriate grading, may appeal the <u>final</u> grade given in the course by using the student grade appeal process described in the Academic Catalog. Appeals may not be made for advanced placement examinations or course bypass examinations. Appeals are limited to the final course grade, which may be upheld, raised, or lowered at any stage of the appeal process. Any recommendation to lower a course grade must be submitted through the Vice President of Academic Affairs to the Faculty Assembly Grade Appeals Committee for review and approval. The Faculty Assembly Grade Appeals Committee may instruct that the course grade be upheld, raised, or lowered to a more proper evaluation.

Course Requirements and Grading Criteria

The course requirements Include chapter reading assignment, chapter test, chapter project, Discussion postings, APA formatted Essays, exams, and a final term paper. The grading criteria below explains the number of assignments and point values.

The course grading requirements consist of evaluation in the form of:

> 9 each Module Test – 27% of total grade
> 3 each Module Cases – 15%
> 4 each Discussion postings - 16%
> 2 each Exams – 30%
> 1 Research Term Paper, 5 - 7 body pages in APA format – 12%

The University has a standard grade scale:
A = 90-100, B = 80-89, C = 70-79, D = 60-69, F= below 60, W = Withdrawal, WP = withdrew passing, WF = withdrew failing, I = incomplete. An incomplete may be given within the last two weeks of a long term, within the last week of an 8-week session, or within the last two days of a microterm to a student who is

passing, but has not completed a term paper, examination, or other required work for reasons beyond the student's control. A grade of "incomplete" is changed if the work required is completed prior to the last day of the next long 16-week term or 8-week session, unless the instructor designates an earlier date for completion. If the work is not completed by the appropriate date, the I is converted to an F.

Tentative Schedule

Week	Assignment is Due	Description of the Weekly Assignments
Week One	October 12, 2022 & October 16, 2022	Read Module 1 Complete Module 1 Test Submit "Do This First" Information Submit Introduction Post Complete Discussion Post # 1
Week Two	October 23, 2022	Read Modules 2 and 3 Complete Modules 2 and 3 Test Complete Project Case # 1 Select and submit request for Term Paper Topic
Week Three	October 30, 2022	Read Module 4 Complete Module 4 Test Complete Discussion Post # 2
Week Four	November 6, 2022	Read Module 5 Complete Module 5 Test Complete Project Case #2 **Complete Mid Term Exam**
Week Five	November 13, 2022	Read Module 6 Complete Module 6 Test Complete Discussion Post # 3
Week Six	November 20 , 2022	Read Module 7 Complete Module 7 Test Complete Project Case # 3
Thanksgiving Break	**November 21 - 25**	**THANKSGIVING WEEK BREAK**

		Read Module 9
Week Seven	December 4 , 2022	Complete Module 9 Test
		Complete Discussion Post # 4
		Read Module 10
		Complete Discussion Post # 5
Week Eight	December 10, 2022	Complete Module 10 Test
		Submit Term paper
		Complete Final Exam

Additional Information

<< **ADDITIONAL INFORMATION**

This syllabus contains a general overview of the course only. It should NOT be considered as a substitute for reading and understanding all the pages of this web site.

The subject of ALL your Email shall be MISM 3325-VC01 Fall and include your first and last names in the email body. Email without this information as the Subject line will not be read or responded to.

Once you have read and understood everything contained in the syllabus, you are required to submit an email containing all of the following:

1. Your Full Name

2. Term: FALL 2022

3. Course Number and Section (MISM 3325-VC01)

4. Date

5. A Statement of Understanding as follows:

"I have read the syllabus for this course. I understand the course requirements and procedures. Since grades are an indicator of personal effort and performance, I understand that it is my responsibility to earn the grade I desire in this class." (*This statement must be verbatim***.)**

You may **NOT** submit a paper you submitted in another course for grade.

"Students are responsible for reading, understanding, obeying, and respecting all academic policies, with added emphasis being placed upon academic progress policies, appearing in the Wayland Baptist University Academic Catalog applicable to their curriculum and/or program of study."

Posting of Grades:

Final grades will be posted in IQ Web and Blackboard.

Discussion Assignment Guidance:

1. Subjects for discussion are chosen so that they will not be able to be answered adequately in less than 400 words. The Initial Post must be substantial in response to the Discussion Question/Questions presented.

2. Discussion Assignments will be submitted through the Discussion Forum in Blackboard. Your **Initial Discussion Initial Pos**t is **Due** by **Wednesday evening**. This will allow your classmates sufficient time to respond to your post and you to theirs by Sunday evening. The way to do this is to create the posting in a Word Document, correcting spelling and grammar prior to copying and pasting the narrative into the

   Discussion Forum in Blackboard. Assignments copied and pasted or created in Blackboard will be graded as such and no consideration will be made for format changes to your documents.

3. Assignments not submitted through Blackboard, as indicated above will not be accepted.

Module Test:

Chapter Test are presented on Blackboard. The Chapter Tests cover the material listed on the schedule. The Chapter Tests are administered online in Blackboard and do not require proctoring. You will receive an immediate feedback on your score on the objective portion of the exam.

Project Cases:

End of chapter project cases will require you read the case for understanding, analysis, and responses for each of the questions presented. Your preparation for the project case will follow the Template provided on Blackboard.

Exams:

Exam are presented on Blackboard. The Mid Term Exam and Final Exams cover the material listed on the schedule. The final is not comprehensive. The Exams are administered online in Blackboard and do not require proctoring. You will receive an immediate feedback on your score on the objective portion of the exam. I will grade essay questions on an individual basis whereupon you will receive the total exam score.

Research Paper Format and Guidance:

The Research Paper will consist of _a minimum of 5 - 7 pages of narrative_ (standard double line spaced with 1 inch margins all around) of TEXT in length _(Title Pages, Tables of Content, figures, pictures, graphs, direct quotes, listings of items from articles or books, and references will not be counted as text. Title Page is required, and a References page is required._ At this point, let me remind you that if you use Microsoft Word to produce your paper, its default setting will not be APA compliant. Therefore, you must apply the correct APA formatting specifications. Use only 12 point Times New Roman font on your papers. This will keep paper length consistent for everyone. Since a word processor is likely to be used in preparation of the paper, it is expected that there will be NO spelling errors. I will caution you that 'Spell Check' will not catch words spelled correctly but not in the correct context. This is not an English class. However, accuracy is important. Grammar and spelling errors will be penalized at 1 point per occurrence. Clarity can affect understanding. If your work is difficult to understand, the content is questionable.

- Proper credit for references used will be included and will be cited within the paper as well as in a _Reference page_. There will be **at least four mandatory references, which are outside peer-reviewed** articles. Although Textbooks are allowed, they do not count towards the Four (4) mandatory peer reviewed articles. Newspaper

articles, Wikipedia, Blogs, Face Book and Website articles not peer reviewed journals, so do not use them. In other words, you will have to do some research to back up your conclusions.

- Direct quotes should not be used. Synthesize and paraphrase, then cite the Author. Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 20% of your grade.). See example in Blackboard.
- In the Course, Info/Syllabus section of Blackboard is a rubric that will be used to grade the Research Paper.
- There is also a link to the Wayland Library (LRC) and one to the Wayland Writing Center if you need help. I am also available via Email.

Topics:

Topics relevant to the course materials are listed on Blackboard. Once you have decided which topic you wish to research, you will submit that topic as a request. Your instructor will approve of your selection. The class will duplicate no topic, so make your topic selection early.

Drafts:

Drafts of your paper may be submitted in Safe Assign (Draft) in the Course Content of Blackboard. I will comment on the paper and return it to you for corrections.

Attribution:

All works and illustrations used in your paper must be cited; this means crediting the source where you found the information you used to support your work. If you fail to give credit for copyrighted information you present as your own work; that constitutes plagiarism, and will be penalized by a zero for the project. This includes any paper that you may have written and submitted in any other class for grade. References and citations MUST support ALL statements of fact.

NOTE: An author must be a person and the date is the year of publication.

Citations must be in the format: (Author(s), date) or if for a quote (Author(s), date, page). If the Referenced article is no longer than one (1) page the citation for a quote should be (Author(s), date, paragraph). If citations are not correct a minimum of 3% will be deducted for each occurrence.

References – This is the source material you used to support your research project. Sources without an author and/or date must not be used. Look in the APA manual or in the Wayland Writing Center/Research and Writing Guides. If References are not correct a minimum of 10% will be deducted.

If neither references nor citations are given for your research for Homework Assignments your score will receive Zero (0) for the Assignment.

Goals:

Success in your career will depend significantly on your written and oral communication skills. Our school recognizes the need for students to develop proficiency in these skills and requires all students to submit a research paper and/or provide an oral presentation in each class in this department.

Additional Information:

If you have not done so, I suggest you make sure your Wayland email account is working correctly. If I send you an email, it will be to your Wayland email account. If you send me an email from your private email account, I will respond to your private email account. Be advised that your Wayland

email account is the preferred email account to use for this course. Section can be deleted if not needed>>