



School of Business

2. UNIVERSITY 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.

3. COURSE NUMBER & NAME:

MISM 3325-VC01, Social Computing in Business

4. TERM:

Fall II

5. INSTRUCTOR:

Dr. Richard A. Warren

6. CONTACT INFORMATION:

Office phone: Provided on Blackboard Announcement and Instructor Information page.

WBU Email: richard.warren@wayland.wbu.edu

Cell phone: Provided on Blackboard Announcement and Instructor Information page.

7. OFFICE HOURS, BUILDING & LOCATION:

M/T/W/TH 4:30-9:30 pm Central Time

8. COURSE MEETING TIME & LOCATION:

Meeting day & time:

Virtual Class with no specific dates or times.

9. 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.

10. PREREQUISITE:

None

11. REQUIRED TEXTBOOK AND RESOURCE MATERIAL:

BOOK	AUTHOR	ED	YEAR	PUBLISHER	ISBN#	UPDATED
<u>New Perspectives: The Internet Comprehensive</u>	Evans/Hooper	10th	2018	Cengage	9781-33728-3908	4/24/17

12. OPTIONAL MATERIALS**13. COURSE OUTCOMES AND 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)

14. ATTENDANCE REQUIREMENTS:

As stated in the Wayland Catalog, students enrolled at one of the University's external campuses should make every effort to attend all class meetings. All absences must be explained to the instructor, who will then determine whether the omitted work may be made up. When a student reaches that number of absences considered by the instructor to be excessive, the instructor will so advise the student and file an unsatisfactory progress report with the campus executive director. Any student who misses 25 percent or more of the regularly scheduled class meetings may receive a grade of F in the course. Additional attendance policies for each course, as defined by the instructor in the course syllabus, are considered a part of the University's attendance policy.

15. STATEMENT ON PLAGIARISM & 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.

16. 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 Coordinator of Counseling Services serves as the coordinator of students with a disability and should be contacted concerning accommodation requests at (806) 291-3765. Documentation of a disability must accompany any request for accommodations.

17. 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 Chapter Test – 18% of total grade
- 6 each Chapter Projects – 12%
- 5 each Discussion postings - 15%
- 3 each APA formatted Essays (4-6 body pages) – 15%
- 2 each Exams – 24%
- 1 Research Paper, 6-8 body pages in APA format – 11%

Grading Criteria is depicted in the chart below.

Assignment	Number	Points Each	Total	Percentage
Module Tests	9	2	18	18%
Module Case Projects	6	2	12	12%
Discussion Posts	5	4	20	20%
Essays	3	5	15	15%
Exams	2	12	24	24%
Term Paper	1	11	11	11%
			100	100%

17.1 Grade Appeal Statement: “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 final 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/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.”

18. TENTATIVE SCHEDULE

Schedule of Assignments and Due Dates

Week	Assignment is Due	Description of the Weekly Assignments
Week One	October 25, 2020	Read Module 1 Complete Module 1 Test Submit "Do This First" Information Submit Introduction Post Complete Discussion Post # 1
Week Two	November 1, 2020	Read Modules 2 and 3 Complete Modules 2 and 3 Test Complete Project Case # 1 Complete Discussion Post # 2 Select and submit request for Term Paper Topic
Week Three	November 8, 2020	Read Module 4 Complete Module 4 Test Complete and Submit Essay # 1 Complete Project Case # 2 Complete Discussion Post # 3
Week Four	November 15, 2020	Read Module 5 Complete Module 5 Test Complete Project Case # 3 Complete and Submit Essay # 2 Complete Mid Term Exam
Week Five	November 22	Read Module 6 Complete Module 6 Test Complete Project Case # 4 Complete Discussion Post # 4
Week Of	November 23 –27	Thanksgiving Break
Week Six	December 6, 2020	Read Module 7 Complete Module 7 Test Complete Project Case # 5 Complete and Submit Essay # 3
Week Seven	December 13, 2020	Read Module 9 Complete Module 9 Test Complete Project Case # 6 Complete Discussion Post # 5
Week Eight	December 19	Read Module 10 Complete Module 10 Test Submit Term paper Complete Final Exam

19. 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 II 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 II 2020**
- 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 are chosen so that they will not be able to be answered adequately in less than 300 words and will be consistent with the APA style of writing. Failure to provide References and Citations will result in a grade of "0" for the assignment. Decision on the adequacy of an answer is the instructor's. It is not subject to debate.
2. Assignments are graded on a 100-point scale. The Chapter test, Chapter Projects, Essays are due by midnight (11:59 P.M. Central Time) the first Sunday after the assignment is made available. Assignments are considered late after midnight of date due, and a deduction of 20 points for each day will be assessed.

3. Discussion Assignments will be submitted through the Discussion Forum in Blackboard. Initial Post must be submitted through the Discussion Forum. Your **Initial Discussion Post** is Due by **Wednesday evening**. This will allow your classmates 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.
4. Assignments not submitted through Blackboard, as indicated above will not be accepted.

Essay Assignment Guidance & Format:

The Essay homework assignments will consist of a minimum of 4 pages of narrative text (standard double line spacing with no extra spacing, Times New Roman, Font size 12, with 1 inch margins all around). Title Pages, Tables of Content, figures, pictures, graphs, and references will not be counted as text. Title Page is required. Table of Contents is not required; an Abstract is not required for the Essays. At this point, let me remind you that if you use Microsoft Word to produce your paper, its default is 1.25 inches, and you need to change it to one inch. 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. 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 References page. There will be at least **two (2) outside PEER REVIEWED references** used (the text book does not count as one). Articles must have an Author and published date. Magazines, Blogs, Newspapers, and Wikipedia documents are not acceptable. Therefore, you will have to do some research using the **Wayland Digital Library** resources to back up your conclusions.

Note: The APA style of writing has a References page. The References page is entitled References, centered at the top of the page.

Papers will be consistent with the APA style manual format. (The requirement for APA style of writing will be worth at least 30% of your grade.)

In the Main Menu section of Blackboard, you will find the Information/Syllabus, inside you will see numerous support files, the Rubrics and examples that will be used to grade Research Paper, Essays, Case Studies, and Discussions. On the Main Menu 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:

As listed in Assignments in Blackboard.

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. ALL statements of fact MUST be supported by references and citations.

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

Citations should be in the format: (Author(s), year) or if for a quote (Author(s), year, page). If the Reference 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 10% will be deducted.

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 be 0 for the Assignment.

NOTE 1: References without an author (person) and a date (year of publication) will not be accepted (This means references must have both).

NOTE 2: ALL weeks' end on Sunday. All assignments and quizzes for each week are due by 11:59 P.M., midnight, on the Sunday ending the week. Exams are due on the dates scheduled.

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 6 - 8 pages of narrative (standard double-spaced with 1 inch margins all around) of TEXT in length (Title Pages, Tables of Content, figures, pictures, graphs, direct quotes, listings of items, and references will not be counted as text. Title Page is required, an Abstract is required, and a References page is required, however a Table of Contents is not required;) At this point, let me remind you that if you use Microsoft Word to produce your paper, its default is 1.25 inches, and you need to change it to one inch. 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 six references are mandatory of which (4) must be outside peer-reviewed** articles. Although Textbooks are allowed they do not count towards the Four (4) mandatory peer reviewed articles. 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.

If wish to communicate with me please do so by Email at

(richard.warren@wayland.wbu.edu).