**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 5330-<<VC99>> – Webmastering

**Campus**

: << WBUOnline >>

**Term/Session**

**:** << Spring 2 2024>>

**Instructor**

**:** << Dr. Sammy J. Van Hoose>>

**Office Phone Number/Cell #**

**:** <<(806) 777-0569>>

**WBU Email Address**

**:** <<vanhoose@wbu.edu >>

**Office Hours, Building, and Location**

**:** <<Online>>

**Class Meeting Time and Location**

**:** <<Online>>

**Textbook Information**

**Required Textbook(s) and/or Required Materials**

**:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **BOOK** | **AUTHOR** | **ED** | **YEAR** | **PUBLISHER** | **ISBN#** |
| Principles of Web Design: The Web Warrior | Sklar | 6th | 2015 | Cengage | 9781-28585-2645 |

*If this is an UNDERGRAD class the textbook for this course is part of the* ***Pioneer Academic Access Program****. You will have access to an eBook and interactive learning material on the first day of class through your Blackboard course site. If the course requires a physical book you can order at bookstore.wbu.edu. The cost of all your materials are billed to your student account at $26.00 per credit hour. You can choose to opt-out, however if you do you will lose access to* ***all******classes/materials*** *and have to source through third party vendors You will be notified via email with access instructions and additional information. If you are in a GRADUATE class you will have an Automatic eBook which is billed directly to your student account or a physical book that can be purchased at bookstore.wbu.edu.  If you do not wish to participate in the Automatic eBook program, you will have the first week of class to opt-out of the program (additional details will be outlined in your email instructions).*

**Optional Materials**

**:** <<None>>

**Course Information**

**Catalog Description**

**:**

Advanced skill-building management and administration of web sites. A semester long project is required and must be approved by the instructor.

**Prerequisite:**

MISM 5306

**Course Outcome Competencies**

**:**

* Describe the Web as it relates to both Web-only and traditional business.
* Outline functional navigation of a Web site for efficient organization of its content.
* Create a Web site maximizing the use of available resources.
* Demonstrate the ability to maintain currency and relevance of a Web site

**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**

**Academic Integrity**

**:**

[Link to Statement on Academic Integrity](https://www.wbu.edu/academics/writing-center/Academic%20Integrity%20Statement%20Pol%208.4.1%20Attch%20Oct%2020222.pdf)

**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 Disability Services Coordinator and Academic Coach serves as the coordinator of students with disabilities and must be contacted concerning accommodation requests. Office: (806) 291-1057. 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, Rick Hammer, hammerr@wbu.edu or call 1-866-547-9192 for

24/7 Blackboard Support.

**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 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 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**

<<<< In this class, students will be evaluated according to performance in the following categories:

* Final Project
* Chapter Assignments
* Statement of Understanding
* Required First Assignment

The breakout for grades is as follows:

* Final Project 45%
* Assignments 45%
* Statement of Understanding 08%
* Required First Assignments 02%>>

**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**

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| Week | **Topics** | **Chapter****Readings** | **Notes** |  **Assignments** |
| --- | --- | --- | --- | --- |
| **1**Mar. 25 - 30 | Statement of UnderstandingIntroduction to Information SystemsOrganizational StrategyCompetitive Advantage, and Information Systems | Chapter 1Chapter 2 | The Statement of Understanding is due midnight, Wednesday, March 27, 2024 | Check in Blackboard for the other items due in Week 1, midnight, Saturday Oct. 15, 2022 |
| **2**Apr. 1 - 6 | Ethics and PrivacyInformation Security | Chapter 3Chapter 4 |  | Check in Blackboard |
| **3** Apr. 8 - 13 | Data and Knowledge ManagementNetworks | Chapter 5Chapter 6 |  | Check in Blackboard |
| **4**Apr. 15 - 20 | E-Business and E-CommerceWireless, Mobile Computing, and Mobile CommerceHardware | Chapter 7Chapter 8Technology Guide 1 |  | Check in Blackboard |
| **5**Apr. 22 - 27 | Web 2.0 and Social NetworksSoftwareInformation Systems within the OrganizationEmerging Types of Enterprise Computing | Chapter 9Technology Guide 2Chapter 10Technology Guide 3 |  | Check in Blackboard |
| 6Apr. 29 – May 4 | Customer Relationship Management and Supply Chain ManagementIntelligent SystemsBusiness IntelligenceProtecting Your Information Assets | Chapter 11Technology Guide 4Chapter 12 |  | Check in Blackboard |
| **7**May 6 - 11 | Acquiring Information Systems and ApplicationsBuilding Your Own Electronic Commerce Web Site | Chapter 13 |  | Check in Blackboard |
| **8**May 13 - 18 | Final Exam |  | **Final Project due midnight,** **May 18, 2024** | Check in Blackboard |
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**Additional Information**

<< Please read the entire syllabus.

The subject of ALL your email shall be MISM 5330 VC99 Spring 2 2024 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, in Blackboard, the following:***

**1. Your Full Name**

**2. Term: Spring 2 2024**

**3. Course Number and Section (MISM5330VC99)**

**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*.) (End of Statement of Understanding)

**Additional Statements:**

“This class will adhere to zero tolerance for using someone else’s work as your own.”

You may **NOT** submit an assignment 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 Self Service (Student Services) and Blackboard.

**Teaching Methods**:
1. Assignments: Assignments (Projects) are graded on a 100-point scale. Assignments and Quizzes are due by midnight (11:59 P.M. Central Time) the first Saturday after the assignment is made. They will be considered late, after midnight of date due, and a deduction of 20 points per week will be taken.

Assignments will be submitted through Course Content in Blackboard. The file name WILL be Last Name and Assignment (Project) number. The way to do this is to create the file and save it. Then attach the file to the appropriate place 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.

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

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 email account and/or Messages in Blackboard. 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. I will try to send email/messages via both methods.

If wish to communicate with me please do so by email at VanHoose@wbu.edu (I do NOT return phone calls). If you absolutely must talk to me on the phone call me during the office hours listed above or call 806-777-0569 (please do not call this number between the hours of 9:00 P.M. and 9:00 A.M. or on Sunday unless it is an emergency.

2. Quizzes:

Quizzes will be presented on Blackboard. Each quiz will cover a chapter in the text book. You will receive an immediate feedback on your score.

**Keep a copy of your work until the end of the course; recording errors may occur.**

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