ITM - Final Project ITM-6000

Meeting Times

Class Starts Thursday Jan 7, at 5:30 MST. You must adjust for your location.

Contact Information

Thursday, 5:30-9:30 pm MST  adjust for your location

Webnet link: https://websteru.webnet.com/join/trovas

Zoom Link: https://webster-edu.zoom.us/j/95763886543

Webster Help Desk  866-435-7270

Instructor: Mr. Lee Trovas

Email: trovas@webster.edu
Phone: 719-660-8727 BUT it is better to Use trovas@webster.edu

DO NOT EMAIL ME THROUGH CANVAS

Office Hours

anytime
Monday, Tuesday, Wednesday, Friday, 5:00 PM to 6:00 PM

719-660-8727 or best to email
trovas@webster.edu

Description

This capstone project course is designed to give students the opportunity to synthesize, integrate, and apply the technical and management knowledge and skills acquired in other courses in the information technology management curriculum. Techniques used to accomplish these goals may vary.

Requisites

Completion of all other required courses in this major.

Outcomes
After completing this capstone project course, students will:

- have demonstrated the ability to integrate and apply the important technical and various management concepts, principles, techniques, and practices needed to effectively manage people, information, information and communication technologies, and business processes in support of organizational strategic goals.

**Required Textbook**

**Please Select a Textbook**

**Deliverables**

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<tr>
<th>Week</th>
<th>Deliverables</th>
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<tr>
<td>1.</td>
<td>Form A-2 Research Paper Proposal. DISCUSS ONLY no points</td>
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<tr>
<td>2.</td>
<td>Week 4: Johnson Case Due 4PM MST. All students will discuss tonight. 45 points</td>
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<td>3.</td>
<td>Week 7: 1/2 class makes power point presentation re: Research Paper (all attend)</td>
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<td>3.</td>
<td>Week 8: Balance of class makes point presentation re: Research Paper (all attend)</td>
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<td>Final Research Paper. Due in Portal for everyone 10PM MST tonight 45 points</td>
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<td>4.</td>
<td>Week 9: Campus Assessment. Questions available in Files now. This is a take home. Case will be available in Files Friday night of week 8 at 5:00 PM MST. Due in Portal 10PM tonight. 10 points</td>
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**Written Papers or discussion issues**

ALL FILES ARE IN WORLD CLASSROOM (CANVAS)...FILES

**Week 1.** Your proposed topic for final research paper will be discussed tonight. Format is in FILES, A2-Research Paper Proposal. There is no portal and no points.

**Week 4.** 45 Points. Portal Submission: Johnson International will be discussed by all in class tonight. It is due by 4:00 PM MST today before class by submitting through the Canvas portal. 10-12 pages. APA. The Case is in FILES...Johnson International.

**Week 8.** 45 Points. Portal Submission: Final Research paper is due. Read grading criteria in form A-1. Students will make a power point presentation in either 7 or 8 to spread out the presentations, but the paper itself is not due until the evening of week 8. 10-12 pages. APA. (submit through portal week week 8 10:00 PM MST)

**Week 9.** 10 Points. Portal Submission: The campus developed Assessment is to competed this evening by 10 PM MST. Submit through Portal. The case will be available just by 5:00 PM MST in World Class Room Friday night of week 8 in FILES for your respective discipline. 8 page double space max. no apa.

**Track Assignments: Additional Information**

**Evaluation**

**Criteria**

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<th>Type</th>
<th>Weight</th>
<th>Topic</th>
<th>Notes</th>
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<tr>
<td>100 Total Points grading</td>
<td>45 points—Case Analysis of Johnson International (10-12 pages) Portal.</td>
<td>45 points—Final paper (10-12 pages) for your respective discipline Portal.</td>
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<td>100 points total possible</td>
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<td>10% point penalty for late papers</td>
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<td>Grading: 94-100 A; 90-93 A; 86-89 B+; 83-85 B; 80-82 B; 76-79 C+; 70-75 C; below 70 F</td>
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**Schedule**
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<th>Week</th>
<th>Topic</th>
<th>Notes</th>
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| Week 1 | lecture and class discussion weekly Research Proposal tonight | - Syllabus review
- A blank form (A-2) is in FILES. Discussion of your respective research paper proposal. I will ask each of you to tell us what you plan to write about.
- Discuss final research paper THE GRADING CRITERIA FOR PAPER AND PRESENTATION IS IN FILES (A-1) AND YOU NEED TO EXAMINE IT BEFORE WRITING PAPER.
- Use of Library, Canvas and APA sources.
- Discuss Plagiarism issues.
- Discussion of Johnson International Case. NOTE: This case helps prepare you for the Week 9 campus assessment.
- Discussion of Campus Assessment tool (Week 9). Questions for your respective Assessment are in Files and available NOW.
- Discussion of online writing help for students |
| Week 2 | Continue discussion of Final Research paper proposals | DISCUSSION OF COMPANY CONSULTING OPTION FOR ANY WHO MAY BE INTERESTED. YOU WILL NEED TO IDENTIFY THE ORGANIZATION. LOTS OF WORK BUT CAN BE A GREAT EXPERIENCE. |
| Week 3 | Class is optional but I will be on line starting at 5:30 for individual discussion. | |
| Week 4 | Johnson Case. | PORTAL SUBMISSION: Submit your Johnson International Case BY 4:00 PM (MST) to avoid late penalty.
TONIGHT. We will discuss Johnson International as a class project, similar to a consulting company looking at a company from various disciplines. Be prepared to discuss from your respective discipline, as well as identify the various aspects of systems thinking vis a vis how your solutions and recommendations may be viewed by other parts of the company. Think about the cost of your proposed solution. Where will the funds come from? Will it work? How can you make it happen? How long will it take... and will the company survive? How will you sell a reluctant department on adopting your proposed solutions?
This discussion will help prepare you for the assessment in Week 9. |
| Week 5 | Start submitting your draft of the final research paper | You should have at least 6 or 7 pages of your draft Final Research Paper done by now. You need to submit your DRAFT of whatever you have done at this point) through the Portal of Canvas before next week. AND. Your paper is automatically submitted to Turnitin.
Class is optional tonight although I will be on line one hour for you starting at 5:30mst to help you with your questions or research help. |
| Week 6 | Verbal Presentation of Final Research Paper | All sign in. I will ask you to individually discuss how you are coming on your paper. I expect to hear from each of you. I will ask half of you to do your Power Point next week (7) and the rest in week 8. ALTHOUGH PAPER IS NOT DUE UNTIL WEEK 8 |
| Week 7 | Power Point Presentations start | Some of you will make your 10/15 minute presentation tonight USING POWERPOINT, but you do not have to submit your final version of your paper through Canvas until NEXT week (8) by 10PM MST. See A-2(files) for presentation grading and guidelines Sign in. |
| Week 8 | Continuation of Power Point Presentations | Presentation by balance that did not present in Week 7. All must submit your Final version paper through Canvas Portal NLT 10:00 PM (MST) tonight to avoid late penalty. Sign in. |
**Course Policies**

A late paper will lose 10% of the possible points except in unusual documented circumstances (orders).

**Instructor will only use your Webster.edu email.** You are assigned one when you become a Webster student. **YOU MUST CHECK THIS DAILY.**

**Course Attendance.** Students are expected to attend all class sessions of every course. In the case of unavoidable absence, the student must contact the instructor. The student is subject to appropriate academic penalty for incomplete or unacceptable makeup work, or for excessive or unexcused absences. Generally, a student who misses more than one four-hour course period (per course) without a documented military or medical excuse and advanced permission from the instructor should withdraw from the class.

**Inclement Weather Policy.** The Webster office will make the final determination about whether class will be held. They try to do this before 4:00 if at all possible. **They will attempt to email you ONLY at your Webster.edu address, so PLEASE get that up and running. You should also sign up for the Webster alert system at www.webster.edu/technology/websteralerts/ Otherwise, you are welcome to call 590-7340 to make sure.** This is one of the most difficult things to account for, given Colorado sudden storms.

**Institutional Policies**

**Academic Policies**

Academic policies provide students with important rights and responsibilities. Students are expected to familiarize themselves with all academic policies that apply to them. Academic policies for undergraduate students can be found in the Undergraduate Studies Catalog; graduate students should review the Graduate Studies Catalog.

**Undergraduate Studies Catalog**

The Undergraduate Studies Catalog contains academic policies that apply to all undergraduate students. The academic policies and information section of the catalog contains important information related to attendance, conduct, academic honesty, grades, and more. If you are an undergraduate student, please review the catalog each academic year. The current Undergraduate Studies Catalog is at:

http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading

**Graduate Studies Catalog**

The Graduate Studies Catalog contains academic policies that apply to all graduate students. The academic policies section of the catalog contains important information related to conduct, academic honesty, grades, and more. If you are a graduate student, please review the catalog each academic year. The current Graduate Studies Catalog is at:

http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades

**Grading**

The Grades section of the academic catalog outlines the various grading systems courses may use, including the information about the final grade reported for this class.

Undergraduate

http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html#grading

Graduate

http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html#grades

Incomplete

There are important policies that govern grades of Incomplete (I), including the circumstances under which Incomplete grades are granted, deadlines for completion, and consequences should the remaining course work not be completed. It is the responsibility of a student who requests an Incomplete to ensure that he/she understands and follows the policies.
Grade Appeals

Instructors are responsible for assigning grades, and students should discuss grade issues with their instructors. Policies and procedures for appealing grades are available in the appropriate catalog.

Academic Honesty Policy

Webster University is committed to academic excellence. As part of our Statement of Ethics, we strive to preserve academic honor and integrity by repudiating all forms of academic and intellectual dishonesty, including cheating, plagiarism, and all other forms of academic dishonesty. Academic dishonesty is unacceptable and is subject to a disciplinary response. Students are encouraged to talk to instructors about any questions they may have regarding how to properly credit others' work, including paraphrasing, quoting, and citation formatting. The university reserves the right to utilize electronic databases, such as Turnitin.com, to assist faculty and students with their academic work.

The University's Academic Honesty Policy is published in academic catalogs:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/academic-policies.html

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/academic-policies.html

As a part of the University commitment to academic excellence, the Academic Resource Center provides student resources to become better acquainted with academic honesty and the tools to prevent plagiarism in its many forms:

http://www.webster.edu/arc/plagiarism_prevention/

Statement of Ethics

Webster University strives to be a center of academic excellence. The University makes every effort to ensure the following:

- The opportunity for students to learn and inquire freely
- The protection of intellectual freedom and the rights of professors to teach
- The advancement of knowledge through scholarly pursuits and relevant dialogue

To review Webster University's statement of ethics, see the Undergraduate Studies Catalog and the Graduate and Studies Catalog:

Undergraduate
http://www.webster.edu/catalog/current/undergraduate-catalog/overview.html#ethics

Graduate
http://www.webster.edu/catalog/current/graduate-catalog/ethics.html

Contact Hours for this Course

It is essential that all classes meet for the full instructional time as scheduled. A class cannot be shortened in length. If a class session is cancelled for any reason, the content must be covered at another time.

Important Academic Resources

Academic Accommodations

Webster University makes every effort to accommodate individuals with academic/learning, health, physical and psychological disabilities. To obtain accommodations, students must identify themselves and provide documentation from a qualified professional or agency to the appropriate campus designee or the Academic ADA Coordinator at the main campus. The Academic ADA Coordinator may be reached at 314-246-7700 or disability@webster.edu. If you have already identified as a student with a documented disability and are entitled to classroom or testing accommodations, please inform the instructor of the accommodations you will require for this class at the beginning of the course.

Academic Resource Center

Additional support and resources may be accessed through the Academic Resource Center (ARC). Support and resources include academic counseling, accommodations, assistive technology, peer tutoring, plagiarism prevention, testing center services, and writing coaching. Visit www.webster.edu/arc or Loretto Hall 40 on the main campus for more information.
Student Success Portal

Webster University's Student Success Portal, powered by Starfish, is a communications tool to connect students with faculty members and campus support services. It allows faculty and staff members to communicate with you regarding academic achievements as well as areas where support may be helpful. You may use the portal to contact faculty and staff members for assistance and to arrange meetings. Activity in the portal will be communicated to your Webster University email account. The Student Success Portal is available via your course home page in WorldClassRoom or via Connections. Learn more about the Student Success Portal at [http://www.webster.edu/success/students.html](http://www.webster.edu/success/students.html).

University Library

Webster University Library is dedicated to supporting the research needs and intellectual pursuits of students throughout the University's worldwide network. Resources include print and electronic books, journal articles, online databases, DVDs and streaming video, CDs and streaming music, datasets, and other specialized information. Services include providing materials at no cost and research help for basic questions to in-depth exploration of resources. The gateway to all of these resources and services is [http://library.webster.edu](http://library.webster.edu/). For support navigating the library's resources, see [http://libanswers.webster.edu/](http://libanswers.webster.edu/) for the many ways to contact library staff.

Drops and Withdrawals

Drop and withdrawal policies dictate processes for students who wish to unenroll from a course. Students must take proactive steps to unenroll; informing the instructor is not sufficient, nor is failing to attend. In the early days of the term or semester, students may DROP a course with no notation on their student record. After the DROP deadline, students may WITHDRAW from a course; in the case of a WITHDRAW, a grade of W appears on the student record. After the WITHDRAW deadline, students may not unenroll from a course. Policies and a calendar of deadlines for DROP and WITHDRAW are at:

**Undergraduate**

**Graduate**
[http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html](http://www.webster.edu/catalog/current/graduate-catalog/enrollment.html)

**Academic Calendar** - [http://www.webster.edu/academics/academic-calendar/](http://www.webster.edu/academics/academic-calendar/)

Current tuition rates, policies, and procedures, including details of pro-rated tuition refunds, are available in the “Tuition, Fees, and Refunds” section of Webster's Academic Catalogs:

**Undergraduate**

**Graduate**
[http://www.webster.edu/catalog/current/graduate-catalog/tuition.html](http://www.webster.edu/catalog/current/graduate-catalog/tuition.html)

Student Handbook and Other Important Policies

Student handbook and other non-academic policies may apply to you and may impact your experience in this class. Such policies include the student code of conduct, privacy, technology and communications, and more. Please review the handbook each year and be aware of policies that apply to you. The handbook is available at:


**Sexual Assault, Harassment, and Other Sexual Offenses**

Webster University makes every effort to educate the community to prevent sexual assault, harassment, and other sexual offenses from occurring, and is committed to providing support to those affected when this behavior does occur. To access information and resources or to review the Policy on Sexual Assault, Harassment, and Other Sexual Offenses, visit:

[http://www.webster.edu/sexual-misconduct/](http://www.webster.edu/sexual-misconduct/)

Research on Human Subjects
The Webster University Institutional Review Committee (IRB) is responsible for the review of all research on human subjects. The IRB process applies to all Webster University faculty, staff, and students and must be completed prior to any contact with human subjects. For more information on the IRB, visit:

http://www.webster.edu/irb/index.html

Course Evaluations
At the end of this course, you will have the opportunity to provide feedback about your experience. Your input is extremely valuable to the university, your instructor, and the department that offers this course. Please provide your honest and thoughtful evaluation, as it helps the university to provide the best experience possible for all of its students.

Important Technology Information

Connections Accounts
Webster University provides all students, faculty, and staff with a University email account through Connections. Students are expected to activate their Connections account and regularly check incoming University email. Students may choose to have their University email forwarded to an alternate email address. Connections account holders can call the Help Desk (314-246-5995 or toll free at 1-866-435-7270) for assistance with this setup. Instructions are also provided on the Information Technology website at:

http://www.webster.edu/technology/service-desk/

WorldClassRoom
WorldClassRoom is Webster's Learning Content Management System (LMS). Your instructor may use WorldClassRoom to deliver important information, to hold class activities, to communicate grades and feedback, and more. WorldClassRoom is available using your Connections ID at:

https://worldclassroom.webster.edu/

Webster Alerts
Webster Alerts is the University's preferred emergency mass notification service, available free to current students, faculty and staff at all US campuses. By registering a valid cell phone number and email address, you will receive urgent campus text, voice mail and email communications. Valuable information concerning a range of incidents affecting you - from weather-related campus closures, class delays and cancellations, to more serious or life-threatening events - are immediately and simultaneously delivered through multiple communication channels. To register for Webster Alerts, visit:

http://www.webster.edu/technology/services/webster-alerts/

Campus Information

Additional Items

- Students: please regularly check your Webster University e-mail account at http://connections.webster.edu for important e-mails from your instructor and/or University staff. If you prefer to have your Webster.edu email forwarded to your personal email account, please call the Help Desk (866-435-7270) for instructions and assistance.
- PLEASE NOTE that the World Class Room email system is not the same one as your regular webster email address.
- Students who are discovered cheating or committing plagiarism may be awarded a failing grade for the course, and may be subject to discipline or dismissal. WebsterUniversity uses TURNITIN as a tool to assist faculty in identifying plagiarism. This tool is engaged automatically when you submit your paper through the class portal for each respective assignment.
- Students should use citation protocol from APA. Guidelines are available on-line at http://www.webster.edu/writingcenter/tips/apa.shtml
- Students may submit draft papers for comment to the University online writing center: http://www.webster.edu/writingcenter/onlin.shtml
- Webster University's online library is available through http://library.webster.edu; you will need to use your student ID to access the databases.
- Grades are available online by visiting www.webster.edu, select Registration and Online Services. You will need to provide your student number and password to access your online information. Call the Help Desk at 866-435-7270 for assistance.
- Childcare services are not available at Webster University. Children or non-enrolled adults are not allowed to attend class or use Webster University facilities.
- Please turn off cell phones and pagers during class sessions.
- To achieve the objectives of this course, this syllabus may be revised at the discretion of the instructor without prior notification or consent of the student.
- Students may register for Webster Alerts by contacting Help Desk. 866-435-7270