

Syllabus

Professor: Your Name

Address: Perlstein Hall 10 W 33rd St, Room 233, Chicago IL 60616

Telephone: XXX.XXX.XXXX

Fax: XXX.XXX.XXXX

Email: yourusername@iit.edu

Office(s): Rice Campus - Rice Room 2XX

Main Campus - Perlstein Hall 10 W 33rd St, Room 233

Office Hours: Rice Campus: Wednesday 3:00-5:00pm

Main Campus: Thursday 2:00-4:00pm

Online: Via *GoogleTalk* (username *yourusername*) or by telephone to XXX.XXX.XXXX

or by text message to XXX.XXX.XXXX

Course Catalog Description: Current course description. **Prerequisites:** As applicable **Credit:** 3-0-3
(lecture courses) or 2-2-3 (lab courses) Semester Hours

Course Outcome: Description of course outcome, generally broad in nature and not necessarily measurable.

Lecture Days, Time & Place: Tuesday & Thursday 10:00am to 11:15am, *Whatever* Building room XXX,
10 W. 33rd Street on IIT's Main Campus, or online via IIT Online.

Schedule of Topics/Readings: *You should do all readings prior to class.*

Session	Date	Topic	Reading
1	January 13 & 15	Week 1 topics	Chapter 1
2	January 20 & 22	Week 2 topics	Chapter 2
3	January 27 & 29	Week 3 topics	Chapter 3
4	February 3 & 5	Week 4 topics	Chapter 4
5	February 10 & 12	Week 5 topics	Chapter 5
6	February 17 & 19	Week 6 topics <i>February 19: Undergraduate Research Paper 1 is due</i>	Chapter 6
7	February 24 & 26	Week 7 topics <i>February 26: Graduate Research Paper Outline is due</i>	Chapter 7
8	March 3 & 5	Week 8 topics	Chapter 8
9	March 10 & 12	Week 9 topics	Chapter 9
10	March 17 & 19	NO CLASS: Spring Break	
11	March 24 & 26	Week 11 topics	Online
12	March 31 & April 2	Week 12 topics <i>April 2: Undergraduate Research Paper 2 is due</i>	Chapter 10
13	April 7 & 9	Week 13 topics <i>April 9: Graduate Research Paper is due</i>	Chapter 11
14	April 14 & 16	Week 14 topics	Chapter 12
15	April 21 & 23	Week 15 topics	Online
16	April 28 & 30	Final Project Presentations / Final Exam Review <i>April 28: Final Project is due</i>	None
Finals	Week of May 4	Final Examination as per the IIT Final Exam schedule (Expected time and date: 8am to 10am on Wednesday, May 6)	

Textbook: The textbook for this course is **mandatory**.

Author Lastname, Author Firstname., *Title of the Book*, Name of the Publisher, Year; ISBN number or numbers

eBook version available at *URL of ebook* or at *another URL of ebook*

Readings/Videos: Readings for the class will be assigned from the textbook as well as in the form of online reading.

Online resources and videos will be linked from or embedded in a Blackboard page. It is essential that you do all readings and/or view the videos before coming to class on the assigned date. These materials are a necessary and integral part of the class and will form the basis for any class discussions on the topic. Specific readings are assigned by topic above.

Course Objectives: At the conclusion of this course, each successful student will be able to:

- ◆ Specific objective.
 - Specific subordinate objective.
- ◆ More specific objectives as necessary.

Course Notes: Copies of the course lecture notes in the form of a PDF of the PowerPoint presentation accompanying each lecture will be provided for each student on Blackboard. This should be useful if you must miss a class. You should be aware that note taking is encouraged and should help your understanding of the material.

Course Web Site: <http://blackboard.iit.edu/>

Blackboard: The course will make intensive use of Blackboard (<http://blackboard.iit.edu/>) for communications, assignment submissions, group project coordination, providing online resources and administering examinations. All remote students will view the course lectures online via Blackboard, and online readings will be found on Blackboard.

Guest Lectures: Guest lecturers may be featured as part of course topics. When a guest speaker is expected you should make an extra effort to be seated and ready prior to class time. Guest lectures may be in the evening in which case class will not be held during a scheduled morning period. A question & answer/discussion period will be held at the end of each lecturer's presentation.

Attendance: If you are in a live section of the class and will not be able to attend class, please notify me via email or by text message to XXX.XXX.XXXX prior to class time. Live section students who miss a class should always watch the lecture online.

Assignments: There will be two main assignments for this class.

Assignment 1 - Graduate Students: A research paper addressing a topic in *whatever you specify*. The paper will be fifteen to twenty pages long and will meet standards expected of a paper submitted for journal publication. Instructions for submission of the paper will be included with the assignment on Blackboard. You must fully attribute all material directly quoted and you must document all sources used in the preparation of the paper using complete, APA-style bibliographic entries. *Failure to format your bibliography entries in APA style will result in an automatic reduction of one letter grade for this assignment.* No more than thirty-three percent of material included in any paper may be direct quotes. No more than sixty percent of the resources cited may be from online. Submission of the paper for actual publication is highly encouraged. A basic outline for your paper—which should be at least three pages in length—will be due February 26th. The paper will be due April 9th. More specific instructions for the outline and the paper will be provided on Blackboard.

Assignment 1 - Undergraduate Students: Two three-page research papers each addressing a topic in *whatever you specify* in more depth than it may be covered in the course. The three pages should be content and do not include cover page, bibliography, charts, diagrams, figures, appendices or other included materials. Topics should be of particular interest to you and may be more technical in nature than the course. Papers must have a complete bibliography citing a minimum of five sources *other than* the textbook or class notes. You must fully attribute all material directly quoted and you must document all sources used in the preparation of the paper using complete, APA-style bibliographic entries. *Failure to format your bibliography entries in APA style will result in an automatic reduction of one letter grade for this assignment.* No more than thirty-three percent of material included in any paper may be direct quotes. No more than sixty percent of the resources cited may be from online. These papers will be due February 19th and April 2nd. More specific instructions for the outline and the paper will be provided on Blackboard.

Note: I will not provide topics for research papers. Topic selection is an important part of the research process. There is an enormous and expansive variety of topics in this field and with a little work on your part arriving at a topic should not be difficult at all. Topics should be very specific as you will be covering it in a relatively short amount of writing and you want to reflect an in-depth coverage of your topic which you can not do with a very broad topic. *(It's really up to you about topics; this is how I do it.)*

Assignment 2: A group project will be assigned in Blackboard by the sixth week of the course and will be due April 28th. Details of the project will be in Blackboard.

Blog and Quizzes: Each student will make an entry in the course blog in Blackboard each week of the course except the final week—and yes, this includes Spring Break. Blog entries may be links to online articles addressing topics applicable to the course, or may be personal reflections or opinions on topics applicable to the course. Each week all students must read all of the blog entries from the preceding week. Completion of appropriate blog entries and reading of the blog will be included in your class participation grade.

I may give quizzes at my discretion and may use them for verification that you have completed assigned course readings or have read the blog entries. Quizzes may be online via Blackboard. As they are discretionary, the weight of quizzes in grading is also left to my discretion and will be included in your class participation grade. *If I see a regular pattern of comments on other student's blog entries, I will not need to give any quizzes in this area.*

Examinations: The final examination will consist of an in-class essay examination measuring course outcomes as discussed above. The examination will be open-book, open note, and open-Web. Internet students may complete this exam online. *(See exam statement for other options)*

Academic Honesty:

Plagiarism: All work you submit in this course **must be your own**. You must fully attribute **all** material directly quoted in papers and you must document all sources used in the preparation of the paper using complete, APA-style bibliographic entries. Including directly quoted material in an assignment without attribution is always plagiarism and will always be treated as such by me. No more than thirty-three percent of material included in any paper may be direct quotes. Students have submitted plagiarized material the last six times I have taught this course and **I will not tolerate it**. If you submit plagiarized material you **WILL** receive a grade of **ZERO** for the assignment, an Academic Honesty Violation Report will be filed, and it may result in your expulsion from the course with a failing grade as per the IIT and ITM academic honesty policies. **There is no excuse for not understanding this policy** and if you do not understand it please let me know and I will be happy to discuss it with you until you do. *(Should include assignment or lab collaboration statement as necessary.)*

Grading: Grading criteria for ITMX 4XX/IT-X 4XX students will be as follows:

A Outstanding work reflecting substantial effort	90-100%
B Excellent work reflecting good effort	80-89.99%
C Satisfactory work meeting minimum expectations.....	70-79.99%
D Substandard work not meeting expectations.....	60-69.99%
E Unsatisfactory work	0-59.99%

Grading criteria for ITMM 5XX students will be as follows:

A Outstanding work reflecting substantial effort	90-100%
B Adequate work fully meeting that expected of a graduate student	80-89.99%
C Weak but marginally satisfactory work not fully meeting expectations	65-79.99%
E Unsatisfactory work	0-64.99%

The final grade for the class will be calculated as follows:

Assignment 1	25%
Assignment 2	25%
Final Exam	25%
Class Participation including Blog and Quizzes	25%

Other Class Resources: Online readings and other class resources may be found at on Blackboard.

Our Contract: This syllabus is my contract with you as to what I will deliver and what I expect from you. If I change the syllabus, I will issue a revised version of the syllabus; the latest version will always be available on Blackboard. Revisions to readings and assignments will be communicated via Blackboard.

Disabilities: Reasonable accommodations will be made for students with documented disabilities. In order to receive accommodations, students must obtain a letter of accommodation from the Center for Disability Resources and make an appointment to speak with me as soon as possible. My office hours are listed on the first page of the syllabus. The Center for Disability Resources (CDR) is located in 3424 S. State St., room 1C3-2 (on the first floor), telephone 312.567.5744 or disabilities@iit.edu.